

Housing Services

Schedule of Fees and Charges for 2015/2016

| Ref. No. | Unit of Charge | VAT Indicator | Existing Charge | Proposed Charge | |
|--|--|------------------|--------------------|--------------------|---|
| | | | £ | £ | |
| General Fund Housing | | | | | |
| Houses in Multiple Occupation (HMO) | | | | | |
| 1 | Five yearly - per property (new application) | OO | 550.00 | 550.00 | |
| 2 | Five yearly - per property (renewal) | OO | 400.00 | 400.00 | Charge for renewal of HMO licence (commences April 2013) |
| 3 | Licence Variation | OO | 300.00 | 300.00 | Material variation of existing licence. Charge to relate to amount of work involved |
| Property Inspections | | | | | |
| 5 | Property Inspections for Immigration/ Foreign Office/Visa Application purposes | OS | 160.00 | 160.00 | This is a non-mandatory service where a report is required to support an application. |
| 6 | Officer time for works in default (Subject to Statutory maximum charge of £300) | Per Hour OO | 60.00 | 60.00 | Statutory - where notice recipient fails to do the work and the Council does the work and recharges it. |
| 7 | Officer time for Housing Act enforcement (Subject to Statutory maximum charge of £300) | Per Hour OO | 60.00 | 60.00 | Statutory - where the Council takes enforcement action following a preliminary notice of intent |

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| | | | £ | £ | |
| Housing Revenue Account | | | | | |
| Supervision and Management Special | | | | | |
| 4 | Guest Rooms - E P Units - Single | Per Night | OS | 13.00 | 15.00 } } |
| 5 | Guest Rooms - E P Units - Double | Per Night | OS | 18.00 | 20.00 } } |
| 6 | Community Rooms - Residents | Session | OE | 15.00 | 15.00 } Sessions 10am - 1pm } |
| 7 | Community Rooms - Non Resident | Session | OE | 33.00 | 33.00 }) 2pm - 5pm }) 7pm - 10pm |
| Leaseholder Charges | | | | | |
| The following charges replace the flat rate charge currently in place | | | | | |
| Annual practical notes and information to leaseholder. Check of leaseholder account to ensure there are no problems and ground rent invoicing with supporting documentation. | | | | | |
| | Annual | OO | | 25.00 | |
| Annual practical notes and information to shared owners. Check of account to ensure there are no problems, check to see if ground rent payable | | | | | |
| | Annual | OO | | 22.50 | No ground rent payable |
| Annual practical notes and information to shared owners. Check of account to ensure there are no problems, check to see if ground rent payable | | | | | |
| | Annual | OO | | 25.00 | Ground Rent payable |
| Service charge invoicing and supporting documentation non-shared ownership. | | | | | |
| | Quarterly | OO | | 2.50 | Only if repairs/maintenance during quarter |
| Service charge invoicing and supporting documentation non-shared ownership. | | | | | |
| | Annual | OO | | 10.00 | Only if repairs/maintenance during year |
| Service charge invoicing and supporting documentation shared ownership. | | | | | |
| | | OO | | 25.00 | |
| Consent to alter | | | | | |
| | | OS | | 55.00 | |
| Retrospective/ Complex consent to alter | | | | | |
| | | OS | | 75.00 | |
| Consent to underlet | | | | | |
| | | OS | | 30.00 | |
| Consent to keep pets | | | | | |
| | | OS | | 30.00 | |
| Letter to lenders and other third parties | | | | | |
| | | OS | | 25.00 | |
| Reminder in relation to arrears with full printout of account | | | | | |
| | | OE | | 25.00 | |

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| | | | £ | £ |
| Section 20 management | | OE | | 35.00 |
| Obtaining Land Registry document as requested by leaseholder | | OS | | 10.00 Plus Land Registry cost |
| Provision of duplicate invoices | | OS | | 2.50 |
| Contacting or responding to you in relation to a problem with your flat. Non-complex replies by email will be free | | OS | | 5.50 |
| Written contact and liaison with you in relation to statutory requirements, such as fire and asbestos risk assessments | | OE | | 2.50 |
| Preliminary telephone advice for non-complex issues relating to your leasehold property | | | | FREE |
| Changing leaseholder records, leaseholder responsible for advising changes in writing | | | | FREE |