**Fees**

Licenses will last for a maximum of five years unless Northumberland Council has concern about the management, use and occupation of the property.

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| Selective licensing fee | |
| Non-Accredited |  |
| Part 1 (application and processing) | £200 |
| Part 2 (enforcement) | £450 |
| Total | £650 |
| Accredited |  |
| Part 1 (Application and enforcement) | £200 |
| Part 2 (enforcement) | £295 |
| Total | £495 |
| Late application fee | £250 |
| Discount for Bulk licensing | £25 after the 3rd property licensed. |

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| Other fees and charges | |
| Temporary exemption notice | £0 |
| Variation of existing license | £0 |
| Change of licence holder to new manager whilst the owner remains the same | £80 |
| Enforcement action under part 1 of the housing act 2004 relating to a licensed property (charges under s49 of the housing act 2004) | £250 per legal notice served. |
| Change of a licence holder  The fee for changing the licence holder is the same as the full fee for the licence. | New licence fee |
| Licences are not transferable in accordance to the Housing act part 2 and 3. If a person wants to become the new licence holder for a property, they must apply for a new licence, and pay a new licence fee. |  |
| Death of a Licence Holder  If notification is received within 6 months of the death of a licence holder, then the licence can be applied for by the next of kin or person in control of the inherited property and the licence will be valid for the remainder of the original licence term. | Free |
| Change of address details of any existing licence holder, manager, owner, mortgagor, freeholder, leaseholder etc. | Free |
| Change of mortgagor, owner, freeholder, and leaseholder (unless they are also the licence holder or manager) | Free |
| Variation of licence instigated by the council | Free |
| Reduction in the number of maximum occupiers and/or households for licensing purposes | Free |
| Change of manager (unless they are also the licence holder) | Free |
| Change of manager if they are also the licence holder | New Licence Fee |
| Licence Holder requests a Revocation of licence | Free |
| Application to licence following revocation of licence | New Licence Fee |
| Application refused by the council | Part A Licence fee with no refund   Part B Licence fee will be refunded to the applicant if this has been paid |
| Licence revoked by the Council | Part A & B Licence fee with no refund |
| Application withdrawn by the applicant prior to the issuing of the Property licence and Part B Licence fee being taken | Part A Licence fee with no refund |
| Application made in error e.g., duplicate, exempt property | A refund of any licence fees paid will be made |
| Properties that cease to be licensable during the licensing process (prior to the Property Licence being granted) | Part A Licence fee with no refund.   Part B Licence fee will be refunded to the applicant if this has been taken |

For more information or for any queries please contact the selective licensing team on the details below:

Email us: [selectivelicensing@northumberland.gov.uk](mailto:selectivelicensing@northumberland.gov.uk)

Call us on 07736623776 or 07966330748