



Housing Licences and Registrations fees from 1 April 2024

Immigration Inspection £158

Licensing of Houses In Multiple Occupation (HMOs)

Guide to fee calculation

The fee for a House of Multiple Occupation (HMO) licence is dependent on the type of accommodation and the number of people living in the accommodation. Licence fees cover a five year period. Three types of accommodation have been identified and details of fees for each type are given below.

If it is not clear which fee applies to your property or whether the property requires a licence please contact us to discuss the situation.

Contact: Environmental Health
 Housing Standards Team
 Mid Sussex District Council
 Oaklands Road
 Haywards Heath
 West Sussex
 RH16 1SS
 Tel 01444 477292
 Email housingstandards@midsussex.gov.uk

'Shared House' accommodation

This type of multi-occupied accommodation consists of a house occupied by a group of unrelated people under a single tenancy. Each occupier has their own bedroom but shares kitchens and bathroom facilities with the other occupiers.

Initial Fee

For a shared house accommodating 5 persons	£1258
For a shared house accommodating 6-10 persons	£1272
For a shared house accommodating 11-15 persons	£1349
For a shared house accommodating over 16 persons	£1569

Renewal Fee

For a shared house accommodating 5 persons	£1000
For a shared house accommodating 6-10 persons	£1013
For a shared house accommodating 11-15 persons	£1065
For a shared house accommodating over 16 persons	£1220

'Bedsit' accommodation

This type of multi-occupied accommodation consists of a house occupied by a number of unrelated people under individual tenancies. Each occupier has their own unit of accommodation but shares bathroom and/or kitchen facilities with the other occupiers. This category includes properties that contain a mixture of self contained and non self-contained units of accommodation.

Initial Fee

For a house consisting of up to 5 individual bedsit units and/or rooms	£1440
For a house consisting of 6-10 individual bedsit units and/or rooms	£1607
For a house consisting of 11-15 individual bedsit units and/or rooms	£1736
For a house consisting of 16-20 individual bedsit units and/or rooms	£1904
For a house consisting of 21-30 individual bedsit units and/or rooms	£2085

Renewal Fee

For a house consisting of up to 5 individual bedsit units and/or rooms	£1233
For a house consisting of 6-10 individual bedsit units and/or rooms	£1272
For a house consisting of 11-15 individual bedsit units and/or rooms	£1400
For a house consisting of 16-20 individual bedsit units and/or rooms	£1557
For a house consisting of 21-30 individual bedsit units and/or rooms	£1723

'Hostel' accommodation

This type of multi-occupied accommodation is occupied by a large number of unrelated people who do not generally have their own room (often the accommodation is in the form of dormitory accommodation). The accommodation is usually for people of a particular category such as migrant workers, backpackers, language students. There are shared facilities such as bathrooms and kitchen and often hostels will be staffed.

Initial Fee

For a hostel with up to 20 residents	£1052
For a hostel with 21 to 40 residents	£1362
For a hostel with 41 to 60 residents	£1736
For a hostel with 61 to 80 residents	£2136

Renewal Fee

For a hostel with up to 20 residents	£716
For a hostel with 21 to 40 residents	£948
For a hostel with 41 to 60 residents	£1284
For a hostel with 61 to 80 residents	£1478

Fee Calculation

TYPE	TOTAL FEE	PRE-APPROVAL FEE (COST OF PROCESSING THE APPLICATION)	FEE TO ISSUE LICENCE AND COMPLIANCE CHECKS FOR THE LIFE OF THE LICENCE (5 YEAR)	RENEWAL FEE
Shared House				
5 persons	£1,258	£845	£413	£1,000
6-10 persons	£1,272	£858	£413	£1,013
11-15 persons	£1,349	£910	£439	£1,065
16 and over	£1,569	£1,026	£542	£1,220
Bedsit				
up to 5 units	£1,440	£948	£492	£1,233
6-10 units	£1,607	£1,078	£529	£1,272
11 -15 units	£1,736	£1,142	£594	£1,400
16 - 20 units	£1,904	£1,233	£671	£1,557
21 - 30 units	£2,085	£1,309	£776	£1,723
Hostel				
up to 20 residents	£1,052	£716	£336	£716
21-40	£1,362	£871	£491	£948
41-60	£1,736	£1,103	£633	£1,284
61- 80	£2,136	£1,310	£826	£1,478

Notes

Please note that you can pay the full licence fee or pay the pre-approval and issue parts at different stages in the process.

The pre-approval fee only covers the cost of processing your application

In order for us to issue the licence you will need to pay the fee to issue the Licence (which also covers compliance checks for the life of the licence).

The fee payment forms a part of the licence application – an application without the correct fee is not complete and as such will not be accepted.

If, during the application process, the property is found not to require a licence the fee will be refunded.

The fee is not refundable once a licence has been issued (e.g. if a property is subsequently converted to single occupation during the licence period)