

East Lothian Council

FOI Ref: 2018/496832

Q1. If you have a licensing scheme in place for private sector landlords, please list the types of licence you issue (eg. mandatory, additional, selective):

In Scotland there is a Mandatory Landlord Registration Scheme for all persons wishing to let or seek to let a property. House in Multiple Occupation (HMO) Licence required where letting to more than 2 persons from more than 2 families.

Q2. How long are each of the types of license you issue valid for? (Please state the length of time for each of the licences you listed in Q1)

Registrations last for 3 years at a time. HMO Licences last for a maximum of 3 years, but can be issued for shorter periods down to as little as 6 months.

Q3. Please state the cost of each licence for each of the following periods:

Licence type	2015/16	2016/17	2017/18
Mandatory	£55 + £11 per Property	£55 + £11 per Property	£55 + £11 per Property
Additional	n/a	n/a	n/a
Selective	n/a	n/a	n/a
Other (specify)	n/a	n/a	n/a

Fees have remained the same since Landlord Registration was introduced on 8th March 2006. These are the same anywhere in Scotland.

Houses in Multiple Occupation (min 6 months max 3 years - 3 yr default)	
3-5 Residents	£440.00
6-10 Residents	£710.00
11-20 Residents	£1,085.00
21-30 Residents	£1,305.00
31-40 Residents	£1,515.00
41-50 Residents	£1,735.00
51-75 Residents	£2,270.00
76-100 Residents	£2,815.00
101-200 Residents	£3,895.00
201 + Residents	£4,975.00

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Additional Inspections after Initial (Per Officer)	£52.00
Change of Ownership (Prior to Grant)	£156.00
Change of Day to Day Mnager or Agent	£156.00
Change of Maximum Ocupancy Level	£156.00
Change to Physical Layout of Property	£156.00
Duplicate Licence	£25.00

Q4. What discount do you offer (e.g. if landlords are members of a body such as the NLA, RLA or LLAS)?

10% discount for applying online; 50% discount from the £55 if Registered in more than one Local Authority (Online Applications Only); 100% discount for Registered Scottish Charities; 100% Joint Owner Discount

HMO's have a discount of 80% for similar or identical footprints of large scale developments (ie. Student Accommodation etc.). 20-% refund of fees on unsuccessful applications.

Q5. Does your licensing scheme also cover the management of a property?

Property Management and condition is covered by the scheme. There are additional regulations relating to property condition which are governed by the Housing and Property Chamber of the First Tier Tribunal of Scotland and the Health and Safety Executive.