

HMO Licence Fees & Charges from 1st January 2026

Payments can only be made online

www.warwickdc.gov.uk/hmo

Stage 1 and Stage 2 Fees

All applicants are now required to submit their fees in 2 stages.

- **Stage 1** licence fee to be paid when submitting a licence application and will cover initial application processing costs.
- **Stage 2** licence fee to be paid once the Council has decided to issue a licence, at draft licence stage. Licence will only be issued once Stage 2 fee is paid.

If you submitted an application prior to 1st January 2026 and now need to make a Stage 2 payment to obtain your licence, please contact us to check the fee. If you are unsure when you submitted your application please email addhmo.admin@warwickdc.gov.uk

The following fees are applicable for all applications submitted from 1st January 2026:

Standard Initial Application Fees for Additional and Mandatory Licensing	2026		Total
	Stage 1 Fee	Stage 2 Fee	
Number of occupants			
3-5	£819.00	£273.00	£1092.00
6-12	£948.00	£316.00	£1264.00
13-20	£1086.00	£362.00	£1448.00
21+	£1254.00	£418.00	£1672.00

Renewal Application Fees for Mandatory Licensing	2026		Total
	Stage 1 Fee	Stage 2 Fee	
Number of occupants			
3-5	£635.00	£212.00	£847.00
6-12	£730.00	£244.00	£974.00
13-20	£840.00	£280.00	£1120.00
21+	£967.00	£322.00	£1289.00

Administrative Charges	2026
<p>Late Documents Charge</p> <p>A charge will be made if any documents/application fee have not been received within 14 days of being requested by the Council</p>	£80.00
<p>Late Licence Renewal Application Charge</p> <p>Where a licence application is received by the Council after the expiry date of the existing licence.</p> <p>Failure to submit an application beyond the expiry date of an existing licence will also leave the landlord/manager liable to enforcement action in addition to any administrative charge.</p>	£158.00
<p>Additional Photocopying (Per Document)</p>	£33.00

Additional Licence Applications submitted before 15th March 2024

Discounted Fees for Additional Licensing			
Number of occupants	Stage 1 Fee	Stage 2 Fee	Total
3-5	no longer available	£200	£800
6-12	no longer available	£231	£926

Additional Licence Applications submitted 15th March 2024 to 31st December 2024

Standard Initial Application Fees for Additional Licensing			
	2024	2024	
Number of occupants	Stage 1 Fee	Stage 2 Fee	Total
3-5	no longer available	£241.00	£964
6-12	no longer available	£279.00	£1116
13-20	no longer available	£319.00	£1278
21+	no longer available	£369.00	£1476

Additional Licence Applications submitted 2025

Standard Initial Application Fees for Additional Licensing			
	2025	2025	
Number of occupants	Stage 1 Fee	Stage 2 Fee	Total
3-5	no longer available	£265.00	£1060.40
6-12	no longer available	£306.00	£1227.60
13-20	no longer available	£350.00	£1405.80
21+	no longer available	£405.00	£1623.60