

Appendix 6

HMO LICENCE FEE - COST FORMULATION AND CALCULATION

Receipt of enquiry and application	Time in minutes	Officer grade	Hourly Rate	Standard cost	TOTAL
Property and ownership details entered onto licensing database from enquiry	15	D	£21.67		£5.42
Application pack sent out if not completed online	15	D	£21.67	£2.60	£8.02
Completed application form received hard copy or on line	15	D	£21.67		£5.42
Application receipt acknowledgement to applicant	15	D	£21.67		£5.42
Enter details of application onto database, making new premises case as necessary	30	D	£21.67		£10.84
Check, process fees and bank cheques if required	45	D	£21.67		£16.26
Complete Land Registry search for ownership information	30	D	£21.67	£4.00	£14.84
Advise/assist with application by phone or person in office (average time)	45	D	£21.67		£16.26
Sub-total (time/minutes)	210				£82.48

Application Processing	Time in Minutes	Officer grade	Hourly Rate	Standard cost	TOTAL
Check application form is fully completed and chase outstanding documents	30	E	£26.66		£13.33
Check tenancy agreements and details	60	E	£26.66		£26.66
Check gas, fire detection, emergency lighting, electrical, energy performance, portable appliance and building / planning certificates if applicable	90	E	£26.66		£39.99
Check room sizes for each habitable room from plans submitted	60	E	£26.66		£26.66
Update licence application details / checks on licensing database	30	E	£26.66		£13.33
Fit and proper person check on applicant/manager/proposed licence holder	120	E	£26.66		£53.32
Landlord accreditation / membership checks / right to rent checks	30	E	£26.66		£13.33
Examine application documentation and certificates or declarations submitted	60	E	£26.66		£26.66
Sub-total (time/minutes)	480				£213.28

Draft licence preparation	Time in Minutes	Officer grade	Hourly Rate	Standard cost	TOTAL
Prepare draft licence conditions	45	E	£26.66		£20.01
Prepare draft licence documents	60	E	£26.66		£26.66
Send copies of draft to all interested parties by post	60	D	£21.67	£8.00	£29.67
Draft license documents sent out to relevant parties for consultation	60	E	£26.66		£26.66
Update database	45	E	£26.66		£20.01
Log and collate any representations	30	E	£26.66		£13.33
Consider representations	120	E	£26.66		£53.32
Update database	60	E	£26.66		£26.66
Sub-total (time/minutes)	480				216.32

Issue of licence	Time in Minutes	Officer grade	Hourly Rate	Standard cost	TOTAL
Prepare licence conditions	30	E	£26.66		£13.33
Prepare licence documents and certificates	60	E	£26.66		£26.66
Check and sign certificates / licence as necessary	60	H	£42.73		£42.73
Serve licence documentation by post	60	D	£21.67	£8.00	£29.67
Update the database and public register	60	E	£26.66		£26.66
Sub-total (time/minutes)	270				£139.05

Licensing compliance inspection & scheme supervision		Officer grade			TOTAL
Property inspection and associated documentation	300	F	£31.45		£157.25
Annual certificate updates and checks	60	E	£26.66		£26.66
Scheme supervision (0.30xFTE)		G	£37.17		£11.15
Sub-total (time/minutes)	360				£195.06

Total **£846.19**