

## Appendix 7

**HMO RENEWAL LICENCE FEE - COST FORMULATION AND CALCULATION**

<b>Receipt of enquiry and application</b>	<b>Time in minutes</b>	<b>Officer grade</b>	<b>Hourly Rate</b>	<b>Standard cost</b>	<b>TOTAL</b>
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
Validate 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	30	D	£21.67		£10.84
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)	15	D	£21.67		£5.42
<b>Sub-total (time/minutes)</b>	<b>165</b>				<b>£66.22</b>

<b>Application Processing</b>	<b>Time in Minutes</b>	<b>Officer grade</b>	<b>Hourly Rate</b>	<b>Standard cost</b>	<b>TOTAL</b>
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	45	E	£26.66		£19.99
Check room sizes for each habitable room from plans submitted	30	E	£26.66		£13.33
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 validation	15	E	£26.66		£6.67
Landlord accreditation / membership checks / right to rent checks	15	E	£26.66		£6.67
Examine application documentation and certificates or declarations submitted	30	E	£26.66		£13.33
<b>Sub-total (time/minutes)</b>	<b>255</b>				<b>£113.31</b>

<b>Draft licence preparation</b>	<b>Time in Minutes</b>	<b>Officer grade</b>	<b>Hourly Rate</b>	<b>Standard cost</b>	<b>TOTAL</b>
Prepare draft licence conditions	30	E	£26.66		£13.33
Prepare draft licence documents	30	E	£26.66		£13.33
Send copies of draft to all interested parties by post	60	D	£21.67	£8.00	£29.67
Draft licence 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
<b>Sub-total (time/minutes)</b>	<b>435</b>				<b>£196.31</b>

<b>Issue of licence</b>	<b>Time in Minutes</b>	<b>Officer grade</b>	<b>Hourly Rate</b>	<b>Standard cost</b>	<b>TOTAL</b>
Prepare licence conditions	30	E	£26.66		£13.33
Prepare licence documents and certificates	30	E	£26.66		£13.33
Check and sign certificates / licence as necessary	30	H	£42.73		£21.36
Serve licence documentation by post	60	D	£21.67	£8.00	£29.67
Update the database and public register	30	E	£26.66		£13.33
<b>Sub-total (time/minutes)</b>	<b>180</b>				<b>£91.02</b>
<b>Licensing compliance inspection &amp; scheme supervision</b>		<b>Officer grade</b>			<b>TOTAL</b>
Property inspection and associated documentation	180	F	£31.45		£94.35
Annual certificate updates and checks	60	E	£26.66		£26.66
Scheme supervision (0.30xFTE)		G	£37.17		£11.15
<b>Sub-total (time/minutes)</b>	<b>360</b>				<b>£132.16</b>
<b>Total</b>					<b>£599.02</b>