

Appendix 5

SELECTIVE 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)	30	D	£21.67		£10.84
Sub-total (time/minutes)	195				£77.06

Application Processing	Time in Minutes	Officer grade	Hourly Rate	Standard cost	TOTAL
Check application form is fully completed and chase for outstanding documents	30	E	£26.66		£13.33
Check tenancy agreements and details	45	E	£26.66		£20.01
Check gas, electrical, energy performance, portable appliance and building / planning certificates if applicable are submitted	30	E	£26.66		£13.33
Check room sizes for each habitable room	45	E	£26.66		£20.01
Update licence application details / checks on licensing database	15	E	£26.66		£6.67
Fit and proper person check on applicant/manager/proposed licence holder	120	E	£26.66		£53.32
Landlord accreditation / membership checks	15	E	£26.66		£6.67
Examine application documentation and certificates or declarations submitted	60	E	£26.66		£26.66
Sub-total (time/minutes)	360				£160.00

Draft licence preparation	Time in Minutes	Officer grade	Hourly Rate	Standard cost	TOTAL
Prepare draft licence conditions	30	E	£26.66		£13.33
Prepare draft licence documents	45	E	£26.66		£20.01
Send copies of draft to all interested parties by post	15	D	£21.67	£4.00	£9.42
Draft license documents sent out to relevant parties for consultation	45	E	£26.66		£20.01
Update database	45	E	£26.66		£20.01
Log and collate any representations	15	E	£26.66		£6.67
Consider representations	120	E	£26.66		£53.32
Update database	60	E	£26.66		£26.66
Sub-total (time/minutes)	375				169.43

Issue of licence	Time in Minutes	Officer grade	Hourly Rate	Standard cost	TOTAL
Prepare licence conditions	30	F	£31.45		£15.73
Prepare licence documents and certificates	60	E	£26.66		£26.66
Check and sign certificates / licence as necessary	30	H	£42.73		£21.37
Serve licence documentation by post	15	D	£21.67	£4.00	£9.42
Update the database and public register	60	E	£26.66		£26.66
Sub-total (time/minutes)	195				£99.84

Licensing compliance inspection & scheme supervision		Officer grade		TOTAL
Property inspection and associated documentation	240	F	31.45	125.8
Annual certificate updates and checks	30	E	26.66	13.33
Scheme supervision (0.125xFTE)		G	37.17	4.65
Sub-total				£143.78
Total				£650.11