

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	C	£21.68		£5.42
Application pack sent out if not completed online	15	C	£21.68	£3.04	£8.46
Completed application form received hard copy or on line	15	C	£21.68		£5.42
Application receipt acknowledgement to applicant	15	C	£21.68		£5.42
Enter details of application onto database, making new premises case as necessary	30	C	£21.68		£10.84
Check, process fees and bank cheques if required	45	C	£21.68		£16.26
Complete Land Registry search for ownership information	30	C	£21.68	£9.00	£19.84
Advise/assist with application by phone or person in office (average time)	45	C	£21.68		£16.26
Sub-total (time/minutes)	210				£87.92

Application Processing	Time in Minutes	Officer grade	Hourly Rate	Standard cost	TOTAL
Check application form is fully completed and chase outstanding documents	60	E	£31.73		£31.73
Check tenancy agreements and details	45	E	£31.73		£23.79
Check gas, fire detection, emergency lighting, electrical, energy performance, portable appliance and building / planning certificates if applicable	90	E	£31.73		£47.59
Check room sizes for each habitable room from plans submitted	60	E	£31.73		£31.73
Update licence application details / checks on licensing database	30	E	£31.73		£15.86
Fit and proper person check on applicant/manager/proposed licence holder	120	E	£31.73		£63.46
Landlord accreditation / membership checks / right to rent checks	30	E	£31.73		£15.86
Examine application documentation and certificates or declarations submitted	60	E	£31.73		£31.73
Sub-total (time/minutes)	495				£261.75

Draft licence preparation	Time in Minutes	Officer grade	Hourly Rate	Standard cost	TOTAL
Prepare draft licence conditions	45	E	£31.73		£23.79
Prepare draft licence documents	60	E	£31.73		£31.73
Send copies of draft to all interested parties by post	60	C	£21.68	£8.00	£29.68
Draft license documents sent out to relevant parties for consultation	60	E	£31.73		£31.73
Update database	45	E	£31.73		£23.79
Log and collate any representations	30	E	£31.73		£15.86
Consider representations	120	E	£31.73		£63.46
Update database	60	E	£31.73		£31.73
Sub-total (time/minutes)	480				£251.77

Issue of licence	Time in Minutes	Officer grade	Hourly Rate	Standard cost	TOTAL
Prepare licence conditions	30	F	£37.42		£18.71
Prepare licence documents and certificates	60	E	£31.73		£31.73
Check and sign certificates / licence as necessary	45	H	£50.82		£38.12
Serve licence documentation by post / email	60	C	£21.68	£8.00	£29.68
Update the database and public register	60	E	£31.73		£31.73
Sub-total (time/minutes)	255				£149.97

Licensing compliance inspection & scheme supervision		Officer grade			TOTAL
Property inspection and associated documentation	240	F	£37.42		£149.68
Annual certificate updates and checks	60	E	£31.73		£31.73
Scheme supervision (% of hourly rate)		G	£44.22		£5.20
Sub-total (time/minutes)	360				£186.61

Total **£938.02**