The table below shows the breakdown of the licensing processing tasks, time taken and cost of each task.

|  |
| --- |
| **Discretionary Licence Fee - Cost Formulation and Calculation** |
| **First payment – Application Fee.** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Task** | **Time in minutes** | **Officer** | **HR. Rate** | **Other Costs** | **Standard Costs** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Pre-Application advice  | 30  | SLO | £22.03  |  | £11.01 |
| Completed application form received electronically and allocated | 30  | BSO | £14.96 |   | £7.48 |
| Database verification check - application complete and app fee received | 40  | BSO | £14.96 |  | £9.98 |
| Property and ownership details verification check - land reg/Ctax/HB/comp house | 40 | BSO | £14.96 |   | £9.98 |
| Fit and proper person check on applicant/manager/proposed licence holder - self certification & notice/Civica check | 50 | BSO | £14.96 |   | £12.47 |
| Check of supporting documentation provide tenancy agreement/Safety Certs | 50 | BSO | £14.96 |   | £12.47 |
| Assessment of application - management in place/agent check if necessary | 60 | BSO | £14.96 | £4.12 | £19.08 |
| Decision to notice to grant or refuse licence/TEN - review of above | 60 | SLO | £22.03 |   | £22.03 |
| Update details on database | 40 | BSO | £14.96 |   | £9.98 |
| Discussions where necessary regarding decision & impact | 30 | SLO | £22.03 |   | £11.01 |
| Prepare intention to grant/refuse /TEN a licence | 80 | BSO | £14.96 |   | £19.95 |
| Batch print draft to all interested parties (owner, agent having control of, tenants) | 30 | BSO | £14.96 | £4.12 | £11.60 |
| Serve licence documentation by post | 20 | BSO | £14.96 |   | £4.99 |
| Log and collate any representations | 30 | BSO | £14.96 |   | £7.48 |
| Consider representations | 50 | SLO | £22.03 |   | £18.36 |
| Prepare licence documents and certificates  | 40 | BSO | £14.96 |   | £9.98 |
| Check and sign certificates / licence as necessary | 20 | SLO | £22.03 |   | £7.34 |
| Batch print draft to all interested parties (owner, agent having control of, tenants) | 30 | BSO | £14.96 |   | £7.48 |
| Serve licence documentation by post | 20 | BSO | £14.96 | £4.12 | £9.11 |
| Update the database | 20 | BSO | £14.96 |   | £4.99 |
| Update public register | 30 | BSO | £14.96 |   | £7.48 |

|  |  |
| --- | --- |
| **Total** | **£234.25** |
| **Other costs as described below** | **£106.09** |
| **Total Application Fee cost:** | **£340.34** |

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| --- |
| **Second payment – Monitoring and Compliance Fee**  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Task** | **Time in minutes** | **Officer** | **HR. Rate** | **Other Costs** | **Standard Costs** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Investigating and Determining properties required to be licensed includes door knocking/app for warrants | 60 | SLO | £22.03 |   | £22.03 |
| Pre application warning including TEN checks | 60 | BSO | £14.96 |   | £14.96 |
| Compliance checks of safety certificates | 40 | BSO | £14.96 |   | £9.98 |
| Fit and Proper management monitoring | 30 | BSO | £14.96 |   | £7.48 |
| Condition audit visit (report and outcome documentation) | 110 | SLO | £22.03 |   | £40.39 |
| Condition audit compliance monitoring and completion | 60 | SLO | £22.03 |  | £22.03 |
| Compliance checks of licence conditions including advice/education | 60 | SLO | £22.03 |  | £22.03 |
| Multiagency discussions including referrals to EHO where necessary | 60 | SLO | £22.03 |  | £22.03 |
| Maintenance of public register | 20 | BSO | £14.96 |  | £4.99 |
| Breach of conditions/licensing/review on new information - complaints/referrals | 60 | SLO | £22.03 |  | £22.03 |
| Misc (appeals, representation, modifications, refunds etc) | 30 | SLO | £22.03 |  | £11.01 |
| Operation of scheme additional benefit development | 20 | SLO | £22.03 |  | £7.34 |

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| --- |
|  **Total Cost £206.30** |
|  **Other costs as described below £35.36** |
|  **Total monitoring and Compliance fee cost £241.66** |
|  **Total Fee (Application Fee + Monitoring & Compliance Fee) = £582.00** |

The table below shows other costs to the Council in the operation of the Selective Licensing scheme :

|  |
| --- |
| Training |
| Corporate Landlord Charges |
| Car Allowances |
| Mileage |
| Operational Materials |
| Office Expenses |
| Photocopier Charges |
| Publicity and Marketing |
| Professional Fees |
| Finance and Other Support Fees |
| Land Registry Fees |
| Postage |
| Mobile Phones |
| Computing Maintenance |
| Computer Licences |
| Advertising |
| Printing |
| Central Support Service Recharges |
| Employer Related Insurances Recharges |
| Public Liability Insurance Recharges |