

Appendix 20: Breakdown of Licensing Processing & Operation Costs.

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.					
	Time in Minutes	Officer	Hr. Rate	Other Costs	Standard Cost
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

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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
Second payment – Monitoring and Compliance Fee					
	Time in Minutes	Officer	Hr. Rate	Other Costs	Standard Cost
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
Total cost:					£206.30
Other costs as described below:					£35.36
Total Monitoring and Compliance fee cost:					£241.66

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Total Fee (Application Fee + Monitoring & Compliance Fee) =	£582.00
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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