Appendix 5 – Licence Fee breakdown and comparisons

Action (per licence)	Time (mins)	Officer Grade	Cost £s	
Receive and check application/property documents and issue receipt	30	5/6	15.81	
Open worksheet, update, scan and attach documents	30	5/6	15.81	
Letter to applicant & relevant persons(RPs)	15	5/6	7.91	
Handover to Housing Officer	5	5/6	3.96	
Check application, premises appropriate?	30	7	8.56	
Land registry, council tax , planning enquiries	90	7	25.69	
Fit & proper person checks & collate information.	60	7	17.13	Omit if more than one application
Consider comments from applicant & RPs	60	7	17.13	
Liaise Licensing Officer/Housing Officer /Business Safety and Licensing Manager	30	7/9/10	8.56 + 27.43	Omit if more than one application
Approve & grant licence	30	11	16.77	
Prepare licence and serve copy on applicant and RPs	60	5/6	31.61	
Update and close worksheet	15	5/6	7.91	
Sub Totals for processing and Issuing licence	**455 (7.5hrs)**		**204.28**	
Annual certificate checks	4 x 60	5/6	126.44	
Compliance monitoring	360	7	102.76	
Resolve complaints	120	7	34.26	
Grade 9 manager input	150	9	49.46	
Sub Totals for compliance monitoring	**870 (14.5 hrs)**		**312.92**	
Totals for operating 5 year licence scheme	**1325 (22.1 hrs)**		**517.20**	

Penalties – Applications that are prompted, i.e., after 3months, will have an additional **£50.00** added to the fee to cover searches to determine ownership and contact. Prosecutions to start after 6 mths.

Discount - **£15.00** will be deducted from any 2nd and subsequent applications from the same applicant.

Appendix 5 – Licence Fee breakdown and comparisons

Comparisons

Comparisons against other local authority's selective licensing fees are:

Burnley	£1002	Gateshead	£550	Newcastle	£500
Blackpool	£690	Leeds	£525	Durham	£450
Bolton	£688	Wolverhampton	£525	Manchester	£425
Salford	£625	Stoke	£500	Thanet	£425
Hartlepool	£600	Middlesbrough	£500	Neath Port Talbot	£350
Sunderland	£600	Blackburn	£500	Newham	£300

Please note: These are flat fees before any discounts or penalties are applied.