

Appendix 6- Additional Licencing Fee Breakdown

Action (per licence)	Time (mins)	Officer Grade	1 st Application Cost £s	Extra Room Cost £s
Receive and check application/property documents and issue receipt Open worksheet, update, scan and attach documents	60	5/6	32.49	N/A
Fit & Proper Person Check (basic)	30	5/6	16.25	N/A
Additional Fit & Proper (Council Tax, Benefits, nearby authority)	60	7	28.55	N/A
Land registry			4	N/A
Enquiry with Planning	30	7	14.28	N/A
Determine application & propose conditions (incl occupation)	60	9	42.80	Extra 10 min 7.13
Draft licence to relevant persons	60	9	42.80	N/A
Consider Consultation/Re-consult were applicable	30	9	21.40	N/A
Prepare licence	30	9	21.40	N/A
Managers input	30	11	27.02	N/A
Postage/materials			5	N/A
Additional scheme costs (IMO)			£20	N/A
Verification Visit	150 150	7 9	71.38 107	Extra 20 min 9.52 14.27
Sub Totals for processing and Issuing licence	12.5hrs		449.37	30.92
2 nd - 5 th year annual compliance certificates checks	120	5/6	65	N/A
1 Verification/Licensing Compliance visit	150 150	7 9	71.38 107	Extra 20 min 9.52 14.27
Resolve complaints	120	7	57.10	N/A
Managers input	60	11	54.03	N/A
Sub Totals for verification/compliance monitoring	11hrs		354.51	23.79
Totals for operating 5 year licence scheme			803.88	54.71

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Rounded to nearest even amount	£800	£55
Cost of processing application made by member of co-regulation scheme (excluding any costs highlighted in red)	£270.99	£7.13
Rounded to nearest even amount	£270	Set to £0 as cost to collect would exceed any additional income made.

The fee is in line with Mandatory HMO Licensing fees and will be reviewed each year as part of the Fees and Charges process.

A £50 fee will also be charged for any application made late (more than 3-month after the scheme was introduced or 3 months after property became licensable).

An Additional Licence last for 5 years. If a property becomes an HMO during the scheme and does not require a licence for the full 5 year period an annual discount will be applied of £44 per year less than 5 years for Council applicants only.

- 4-year licence: £756
- 3-year licence: £712
- 2-year licence: £668
- 1 year licence: £624