

Houses In Multiple Occupation

FEE STRUCTURE PROPOSAL

Non-assisted licence application fee	£240.00
Assisted licence application fee	£365.00
Additional fee for each letting unit above five	£25.00
Re-issue of licence (unchanged circumstances)	£200.00
Re-issue of licence (changed circumstances)	£240.00
Transfer of licence	£240.00

An additional charge of 20% of the applicable fee may be charged where landlords or managers fail to respond to justified requests to submit an application OR requests for information required in respect of incomplete applications.

TIME TOTALS

Administrative staff	1.5 hours
Principal Environmental Health Officer	9.5 hours
Team Leader Environmental Health	0.25 hours

Gross hourly rates 2006-2007 (obtained from Finance section)

Administrative Support	£12.40
Principal Environmental Health Officer	£25.00
Environmental Health Team Leader	£35.60

No account has been made in respect of publicity, printing and materials etc.

TOTAL COSTS

Administrative support = 1.5 hours at £12.40 = £18.60

Principal Environmental Health Officer = 8.5 hours at £25.00 = £212.50

Environmental Health Team Leader = 0.25 hours at £35.60 = £8.90

Total = £240.00 for non-assisted licence applications per 5 unit/person, HMO where all documentation and plans are provided by the landlord.

For assisted applications per 5 unit/person HMO, an additional 5 hours of Principal Officer time is allocated to prepare plans, site visits and liaison with other consultees etc which increases the licence fee to £365.

For larger HMO's in excess of 5 unit/person, assume additional 1 hour processing time per each additional room in excess = £25.00. Therefore the cost per additional room in excess of 5 is £25.00.

Estimation on the costs associated with HMO licensing.

Actions likely to be undertaken in processing applications through to completion.

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	Action	Time spent in minutes	Officer
1	Enquiry received and service request entered onto MVM worksheet	15	Admin
2	Information pack sent out.	15	Admin
	Completed application form received		
3	Enter service request and application details onto MVM worksheet	15	Admin
4	Generate acknowledgement letter and send to applicant	15	Admin
5	Make up a new premises file	15	Admin
	File passed over to Housing and Pollution team		
6	Check details on the application form	30	Principal EHO
7	Check that all particulars have been entered onto MVM worksheet	15	Principal EHO
8	Consult with Planning dept /Fire service to confirm HMO details	15	Principal EHO
9	Examine gas safety and other certificates submitted with the licence application for validity	60	Principal EHO
10	Carry out fit and proper person checks with other council services and external agencies	120	Principal EHO
11	Visit property to check licence details, plans and determine priority for inspection under the HHSRS and Fire	180	Principal EHO
12	Prepare licence documentation, conditions and certificates of service for all recipients	120	Principal EHO
13	Update MVM worksheet	30	Principal EHO
14	Check and sign licence documents	15	Environmental Health Team Leader
15	Serve the Licence documents on the applicant by post	15	Admin