

## Appendix Eight

### Landlord Selective Licensing Scheme – Fees

Application type	Fee
Full on line application	£520 for five year licence
Partial on line application with documents sent through the post or all information not provided on first full application	£580 for five year licence
Postal application	£610 for five year licence
Postal application with all information not provided on first full application	£660 for five year licence
Landlords with previous management concerns or have required two warning letters to apply for a licence	Fees as above but licence will be valid for one year only
Application withdrawn by applicant, revocation, refusal by Council to licence, property ceases to require a licence	No refund
Temporary Exemption Notice	£30
Variation instigated by the licence holder	£30

Estimate of application fee costs (not included in original consultation)

### Calculation of Selective Licensing fee

Full application on line - £520 for 5 year licence

<b>Environmental Health Officer</b>	
Check officer case load Check online content and compliance of documents against HMO records. Update MAU on APP Check premise detail & history Calls & email admin to applicant Relevant searches Inspection letter Consult operating guidance doc. -----	3 hours
Inspection Download /label and link photo's Scan and attach inspection notes -----	6.00 hours
Consult LACORS documents Add additional conditions where required Consult LFB/ BC/ Planning Appropriate access notice Letter to landlord -----	6.00 hours

Monitor & update records at regular intervals Check compliance Administration & Sign off	3.00 hours
<b>Total:</b>	<b>18 hours</b>
<b>Technical Officer</b>	
Stage 1: Land registry Checking documents Checking/calculating fees are correct Input all data on Premises Database Mail merge	1 hour
Stage 2: Follow ups with applicant/EHO/CAD Visio Check with officers re: room numbers and locations as online apps seem to have that section missing Create licence add in conditions and cover letter, print, send off	1.5 hours
Stage 3: Check no objections have been made Update licencing section Issue Licence, follow up on time limited conditions Copy hard copy for file	1.5 hours
<b>Total:</b>	<b>4 hours</b>

Based on Officer time = 18 hours @ £25.75 = £463.50  
 Technical Officer time = 4 hours @ £15.13 = £60.52  
 Total ( 463.50 + 60.52) £523.75

Partial on line application with documents sent through the post or all information not provided on first full application - £580 for five year licence

<b>Environmental Health Officer</b>	
Check officer case load Check online content and compliance of documents against HMO records. Update MAU on APP Check premise detail & history Identify missing documents and review Calls & email admin to applicant Relevant searches Inspection letter Consult operating guidance doc.	4 hours
----- Inspection Download /label and link photo's Scan and attach inspection notes -----	6.00 hours

Consult LACORS documents Add additional conditions where required Consult LFB/ BC/ Planning Appropriate enforcement notice -----	6.00 hours
Letter to landlord Monitor & update records at regular intervals Check compliance Administration & Sign off	3.00 hours
<b>Total:</b>	<b>19 hours</b>
<b>Technical Officer</b>	
Stage 1: Land registry Checking documents Chase up documents Checking/calculating fees are correct Input all data on on Premises Database Scan and idox documents Mail merge	2 hours
Stage 2: Check/make follow ups with applicant/EHO/CAD Visio drawing Check with officers re: room numbers and locations as online apps seem to have that section missing Verify any new docs/check validity Check any extra requirements by officer Update premises update, obtain Officer's signature, create licence and cover letter, print, send off	2.5 hours
Stage 3: Check no objections have been made Update licencing section Issue Licence, follow up on time limited conditions Copy hard copy for file	1.5 hours
<b>Total:</b>	<b>6 hours</b>

Based on officer time 19 hours @ £25.75 = £489.25

Technical Officer time 6 hours @ £15.13 = £90.78

Total (489.25 + 90.78) = £580.00

### Postal application - £610 for five year licence

<b>Environmental Health Officer</b>	
Check officer case load Check online content and compliance of documents against HMO records. Update records Identify missing docs and review Check premise detail & history Calls & email admin to applicant Relevant searches Inspection letter Consult operating guidance doc.	4 hours

----- Inspection Download /label and link photo's Scan and attach inspection notes -----	6.00 hours
Consult LACORS documents Add additional conditions where required Consult LFB/ BC/ Planning Email to LFB for approval response -----	6.00 hours
Letter to landlord Monitor & update records at regular intervals Check compliance Administration & Sign off	3.00 hours
<b>Total:</b>	<b>19 hours</b>
<b>Technical Officer</b>	
Stage 1: Land registry Checking documents Checking/calculating fees are correct Input all data on Premises Database Scan and idox documents Mail merge	4 hours
Stage 2: Check/make follow ups with applicant/officer Check any extra requirements by officer Cad/Visio drawing Update premises database, obtain Officer's signature, create licence and cover letter, print, send off	2.5 hours
Stage 3: Check no objections have been made Update licencing section Issue Licence, follow up on time limited conditions Copy hard copy for file	1.5 hours
<b>Total:</b>	<b>8 hours</b>

Based on officer time 19 hours @ £25.75 = £489.25  
 Technical Officer time 8 hours @ £15.13 = £121.04  
 Total (489.25 + 121.04) = £610.29

Postal application with all information not provided - £660 for five year licence

<b>Environmental Health Officer</b>	
Check officer case load Check online content and compliance of documents against HMO records. Update records Identify missing docs and review – contact applicant and chase up Check premise detail & history Calls & email admin to applicant Relevant searches	6.00 hours

Inspection letter Consult operating guidance doc.	6.00 hours
----- Inspection Download /label and link photo's Scan and attach inspection notes -----	6.00 hours
Consult LACORS documents Add additional conditions where required Consult LFB/ BC/ Planning Email to LFB for approval response -----	
Letter to landlord Monitor & update records at regular intervals Check compliance Administration & Sign off	3.00 hours
<b>Total:</b>	<b>21 hours</b>
<b>Technical Officer</b>	
Stage 1: Land registry Checking documents Identify missing docs and chase up Checking/calculating fees are correct Input all data on Premises Database Scan and idox documents Mail merge	4 hours
Stage 2: Check/make follow ups with applicant/officer Check any extra requirements by officer Cad/Visio drawing Update premises database, obtain Officer's signature, create licence and cover letter, print, send off	2.5 hours
Stage 3: Check no objections have been made Update licencing section Issue Licence, follow up on time limited conditions Copy hard copy for file	1.5 hours
<b>Total:</b>	<b>8 hours</b>

Based on officer time 21 hours @ £25.75 = £540.75  
Technical Officer time 8 hours @ £15.13 = £121.04  
Total (540.75 + 121.04) = £661.79

Temporary Exemption Notice £30

<b>Technical Officer</b>	
Checking documentation	30 minutes
Scanning and upload on to system	30 minutes
Cross Checking of applicant details	30 minutes
Correspondence	30 minutes
Total	2 hours

Based on Technical Officer time 2 hours @£15.13 = £30.26

Variation instigated by the licence holder £30

<b>Technical Officer</b>	
Checking documentation	30 minutes
Scanning and upload on to system	30 minutes
Cross Checking of applicant details	30 minutes
Correspondence	30 minutes
Total	2 hours

Based on Technical Officer time 2 hours @£15.13 = £30.26

These calculations do not include the cost of ICT support & development and set up for license application and payment of fees, officer training