

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Application withdrawn by applicant, revocation, refusal by Council to licence, property ceases to require a licence	No refund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

Environmental Health Officer	
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
Total:	18 hours
Technical Officer	
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
Total:	4 hours

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

Environmental Health Officer	
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
Total:	19 hours
Technical Officer	
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
Total:	6 hours

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

Environmental Health Officer	
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
Total:	19 hours
Technical Officer	
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
Total:	8 hours

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

Environmental Health Officer	
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
Total:	21 hours
Technical Officer	
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
Total:	8 hours

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

Technical Officer	
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

Technical Officer	
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