Appendix 2

HMO Licence Fee Cost Recovery Spreadsheet - 2021-2022

Fee 1	Time Taken hours	Officer Grade	Hourly Rate	Cost (£)
Check Application and documents all submitted	00:15:00	6	66.81	16.70
DBS check and update file	00:10:00	6	66.81	11.14
LREG/CTAX/HBENS/ records and update file notes	00:30:00	6	66.81	33.41
LREG Fee	Unit Cost			3.00
Consultations(Planning/BC/Rogue LL database/other departments/Housing IDOX/companies house)	00:30:00	6	66.81	33.41
Detailed review - Most appropriate person	00:10:00	6	66.81	11.14
Detailed review - fit and proper person (proposed Licence holder and manager)	00:10:00	6	66.81	11.14
Detailed review - management arrangements (structures, funding arrangements)	00:10:00	6	66.81	11.14
Detailed review - Manager competence	00:10:00	6	66.81	11.14
Check remainder of application application details and property plan	00:15:00	6	66.81	16.70
Verify documents:				
Gas Safety certificate	00:10:00	6	66.81	11.14
Elec cert	00:10:00	6	66.81	11.14
Fire detection cert	00:10:00	6	66.81	11.14
Emergency lighting cert	00:10:00	6	66.81	11.14
Proof of address LH and Man	00:05:00	6	66.81	5.57
ID LH and Man	00:05:00	6	66.81	5.57
Confirm application duly made (email / letter to relevant persons excl. mortgage co and occupier)	00:10:00	6	66.81	11.14
Arrange HMO inspection with applicant/PLH/PMAN	00:15:00	6	66.81	16.70
Book EHO and invite to appointment	00:02:00	6	66.81	2.23
HMO inspection appointment letter/239 (PLH/PM/Occ)	00:45:00	6	66.81	50.11
Postage	Unit Cost			5.00
Standard inspection up to 6 bedrooms:				
Visit- risk assessment of property and management reg adherance up to 6 bedrooms (EHO) Averaging out the cost of additional visits / follow up - average time of revisits / numbers of revisits	02:00:00	6	66.81	133.62
IDOX record keeping / follow up correspondence following revisits	00:30:00	6	66.81	33.41
Travel time (EHO) Averaging out the cost of additional visits / follow up	01:00:00	6	66.81	66.81
Assess amenities and fire precuation requirements (desk based review following inspection) & IDOX note updates	00:30:00	6	66.81	33.41
EHO to brief Licensing officer on amenity/fire safety compliance and send SOW (if any) to be included in licence	00:30:00	6	66.81	33.41
Prepare and type out draft decision documents, notices and letters & update IDOX notes	00:45:00	6	66.81	50.11
Postage	Unit Cost			5.00
Considering representations (after 14 days) and update IDOX	00:10:00	6	66.81	11.14
Prepare and type final decision documents, notices and letters	01:00:00	6	66.81	66.81
Postage	Unit Cost			5.00
Average cost per license for incomplete form/return to L/L / chasing clarity on submissions / request re-submit of forms/ documents	00:10:00	6	66.81	11.14
HMO IDOX connector - one off fee (divided over 5 year licence period based on average 50 licence apps p/year)	Unit Cost			32.88
HMO IDOX connector - annual fee	Unit Cost			24.00
Fee 1 Total Time	**10:57:00**		**Fee 1 Total Cost**	**806.45**

Fee 2	Time Taken hours	Officer Grade	Hourly Rate	Cost (£)
Enter details on public register	00:10:00	6	66.81	11.14
Compliance inspection - 1 per licence term	01:00:00	6	66.81	66.81
Travel time (LO)	00:30:00	6	66.81	33.41
Letter following compliance inspection (Pass/Fail/SOW)	00:20:00	6	66.81	22.27
Postage of compliance inspection letter	Unit Cost	6		5.00
Costs incurred from variations, revocations and TEN requests (averaged 25 applications per year plus 2 hour process time per app)	01:00:00	6	66.81	66.81
Committee / panel for key licensing decisions (meet once per month) - HMO Officer (per month)	00:30:00	6	66.81	33.41
Committee / panel for key licensing decisions (meet once per month) - PSH Team Lead (per month)	00:30:00	7	77.61	38.81
Revisits to check compliance with repairs/improvements requested plus follow up paperwork/recording	00:30:00	6	66.81	33.41
Proactive intelligence gathering, identification and inspection of suspected licenssable HMOs (incl. follow paperwork)	Unit Cost			189.00
Fee 2 Total Time	**04:30:00**		**Fee 2 Total Cost**	**500.05**

Scheme on costs - to be averaged over 5 years between 250 licences (current number of licensed HMOs)				**£1,306.49**	**Total Fees (1 and 2)**

Add on costs Fee 1	Time Taken hours	Officer Grade	Hourly Rate	Cost (£)
7 to 10 bedroom additional time for the inspection and supporting documentation processing	00:25:00	6	66.81	27.84
11 to 20 bedroom additional time for the inspection and supporting documentation processing	01:10:00	6	66.81	77.95
21 to30 bedroom additional time for the inspection and supporting documentation processing	01:55:00	6	66.81	128.05
31-40 bedroom additional time for the inspection and supporting documentation processing	02:40:00	6	66.81	178.16
41-50 bedroom additional time for the inspection and supporting documentation processing	03:25:00	6	66.81	228.27
For each incremental 10 bedrooms increase add 45 mins to time required (for inspection and documentation processing i.e. 60, 70, 80, 90 rooms etc.)	00:45:00	6	66.81	50.11
Disused rooms in HMO building (not forming part of HMO but within building) (per unit)	00:05:00	6	66.81	5.57
Commercial areas within HMO building? Y or N	00:20:00	6	66.81	22.27