

Appendix 2

Schedule 1 - Caravan Site Licence Fees New Application

Cost Breakdown

	Time Taken hours	Officer Grade	Hourly Rate	Cost (£)
Part 1 - Fixed Fees				
Request for application form received, entered on Idox, allocated to officer	00:30:00	6	66.81	33.41
Application form provided electronically or in hard copy as requested.	00:20:00	6	66.81	22.27
Once application form received, check application complete including all required questions answered, required additional documents attached and fee submitted.	00:30:00	6	66.81	33.41
Record application details on Idox including scan of form and documents and record receipt of fee.	01:00:00	6	66.81	3.00
Undertake land reg to confirm ownership of land	00:10:00	6	66.81	11.14
Book initial inspection of caravan site.				
[Carryout initial caravan site inspection Senior EHO and Senior Licensing Officer, See costs in Part 2 Variable Fees.]	03:00:00	6	66.81	200.43
Check all aspects of the licence application, including validity of certificates etc...	00:10:00	6	66.81	11.14
Confirm proposed site manager is registered as Fit and Proper.	00:30:00	6	66.81	33.41
Consult with City Planning and West Midlands Fire Service.	00:30:00	6	66.81	33.41
Discuss application with applicant.	00:30:00	6	66.81	33.41
Create draft licence and covering letter.	00:10:00	6	66.81	11.14
Send draft licence etc... to applicant/ City Planning / West Midlands Fire Service.	01:00:00	6	66.81	66.81
After consultation period passed, consider representations amend site licence if required, create final licence.	00:20:00	6	66.81	22.27
Site Licence printed signed by Senior Licensing Officer. Scan and save on idox.	00:10:00	6	66.81	11.14
Site licence sent to applicant.	00:10:00	6	66.81	11.14
Update Public register.				
[Once site occupied, arrange further inspection - see costs in Part 2 Variable fees.]	00:20:00	6	66.81	22.27
Record outcome of inspection	00:30:00	6	66.81	33.41
Write to applicant advising of outcome of inspection.				
Total Fixed Fee				604.29
Part 2 - Variable Fees				
6-25 Pitches	01:00:00	7	77.61	77.61
Carryout initial caravan site inspection, Senior EHO	00:30:00	7	77.61	38.81
*****Travel Time Senior EHO	01:00:00	6	66.81	66.81
Carryout initial caravan site inspection, Senior Licensing Officer	00:30:00	6	66.81	33.41
*****Travel time Senior Licensing Officer.				
	01:00:00	7	77.61	77.61
Carryout further caravan site inspection, Senior EHO	00:30:00	7	77.61	38.81
*****Travel Time Senior EHO	01:00:00	6	66.81	66.81
Carryout further caravan site inspection, Senior Licensing Officer	00:30:00	6	66.81	33.41
*****Travel time Senior Licensing Officer.				
Total Variable Fee 6-25 Pitches				433.26
26-100 Pitches	02:00:00	7	77.61	155.22
Carryout initial caravan site inspection, Senior EHO	00:30:00	7	77.61	38.81
*****Travel Time Senior EHO	02:00:00	6	66.81	133.62
Carryout initial caravan site inspection, Senior Licensing Officer	00:30:00	6	66.81	33.41
*****Travel time Senior Licensing Officer.				
	02:00:00	7	77.61	155.22
Carryout further caravan site inspection, Senior EHO	00:30:00	7	77.61	38.81
*****Travel Time Senior EHO	02:00:00	6	66.81	133.62
Carryout further caravan site inspection, Senior Licensing Officer	00:30:00	6	66.81	33.41
*****Travel time Senior Licensing Officer.				
Total Variable Fee 6-25 Pitches				722.10

Total Fixed and Variable Fees				1037.00
6-25 Pitches				1326.00
26-100 Pitches				