

Appendix 3

Schedule 2 - Caravan Site Licence Fees Application to Vary

Cost Breakdown	Time Taken hours	Officer Grade	Hourly Rate	Cost (£)
	00:30:00	6	66.81	33.41
<b>Part 1 - Fixed Fees</b>	00:20:00	6	66.81	22.27
Request for application form received, entered on Idox, allocated to officer	00:10:00	6	66.81	11.14
Application form provided electronically or in hard copy as requested.	00:30:00	6	66.81	3.00
Once application form received, check application complete including all required questions answered, required additional documents attached and fee submitted.	00:10:00	6	66.81	11.14
Record application details on Idox including scan of form and documents and record receipt of fee.				
Book initial inspection of caravan site.	01:00:00	6	66.81	66.81
[Carryout initial caravan site inspection Senior EHO and Senior Licensing Officer, See costs in Part 2 Variable Fees.]	00:30:00	6	66.81	33.41
Check all aspects of the licence application, including validity of certificates etc...	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.	00:10:00	6	66.81	11.14
Create draft licence and covering letter.	00:30:00	6	66.81	33.41
Send draft licence etc... to applicant/ City Planning / West Midlands Fire Service.	00:20:00	6	66.81	22.27
After consultation period passed, consider representations amend site licence if required, create final licence.	00:10:00	6	66.81	11.14
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.				
Update Public register.	00:20:00	6	66.81	22.27
[Once site occupied, arrange further inspection - see costs in Part 2 Variable fees.]	00:30:00	6	66.81	33.41
Record outcome of inspection				
Write to applicant advising of outcome of inspection.				392.73
<b>Total Fixed Fee</b>				
<b>Part 2 - Variable Fees</b>				
	00:30:00	7	77.61	38.81
6-25 Pitches	00:30:00	7	77.61	38.81
Carryout initial caravan site inspection, Senior EHO	00:30:00	6	66.81	33.41
****Travel Time Senior EHO	00:30:00	6	66.81	33.41
Carryout initial caravan site inspection, Senior Licensing Officer				
****Travel time Senior Licensing Officer.	00:30:00	7	77.61	38.81
	00:30:00	7	77.61	38.81
Carryout further caravan site inspection, Senior EHO	00:30:00	6	66.81	33.41
****Travel Time Senior EHO	00:30:00	6	66.81	33.41
Carryout further caravan site inspection, Senior Licensing Officer				
****Travel time Senior Licensing Officer.				288.84
<b>Total Variable Fee 6-25 Pitches</b>				
	01:00:00	7	77.61	77.61
26-100 Pitches	00:30:00	7	77.61	38.81
Carryout initial caravan site inspection, Senior EHO	01:00:00	6	66.81	66.81
****Travel Time Senior EHO	00:30:00	6	66.81	33.41
Carryout initial caravan site inspection, Senior Licensing Officer				
****Travel time Senior Licensing Officer.	00:30:00	7	77.61	38.81
	00:30:00	7	77.61	38.81
Carryout further caravan site inspection, Senior EHO	00:30:00	6	66.81	33.41
****Travel Time Senior EHO	00:30:00	6	66.81	33.41
Carryout further caravan site inspection, Senior Licensing Officer				
****Travel time Senior Licensing Officer.				361.05
<b>Total Variable Fee 6-25 Pitches</b>				
<b>Total Fixed and Variable Fees</b>				681.57
6-25 Pitches				753.78
26-100 Pitches				