

Appendix 4

Schedule 3 - Caravan Site Licence Fees Application to Transfer

Cost Breakdown

	Time Taken Hrs	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 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.	00:20:00	6	66.81	3.00
Check all aspects of the licence transfer application.	00:30:00	6	66.81	33.41
Check Fit and proper person	00:30:00	6	66.81	33.41
Create licence and covering letter.	00:30:00	6	66.81	33.41
Site Licence printed signed by Senior Licensing Officer. Scan and save on idox.	00:20:00	6	66.81	22.27
Site licence sent to applicant.	00:10:00	6	66.81	11.14
Update Public register.	00:10:00	6	66.81	11.14
Total Fixed Fee				214.57

