

<b>APPENDIX 2 Schedule of fees</b>				
<u>Schedule - Caravan Site Licence Fit and Proper Person Fees New Application</u>				
<u>Cost Breakdown</u>				
	Time Taken hours	Officer Grade	Hourly Rate	Cost (£)
Pre application advice. (average)	00:15:00	6	66.81	16.70
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.	00:05:00	6	66.81	5.57
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
Chase any missing information or documentation. (average)	00:10:00			
Record application details on Idox including scan of form and documents and record receipt of fee.	00:20:00	6	66.81	3.00
Issue valid application acknowledgement.	00:05:00	6	66.81	5.57
Undertake land reg to confirm ownership of land/ site owner is the applicant	00:10:00	6	66.81	11.14
Check all aspects of the licence application, including management and financial arrangement and validity of certificates etc...	01:00:00	6	66.81	66.81
Estabilsh applicable conditions if any.	00:20:00	6	66.81	22.27
Approve application or issue preliminary decision nottice.	00:30:00	6	66.81	33.41
Review any representations made. (average)	00:20:00	6	66.81	22.27
Produce response to representations and issue relevant notice. (average)	00:20:00	6	66.81	22.27
Issue final decsion notice. (average)	00:20:00	6	66.81	22.27
Update Idox	00:10:00	6	66.81	11.14
Update Fit and Proper Person Register	00:10:00	6	66.81	11.14
Update website	00:10:00	6	66.81	11.14
<b>Total Fee</b>				<b>286.00</b>