

**Proposed HMO Fee Structure**  
(based on 5 occupiers)\*

**Appendix 2**  
**Existing Application Fees**

Task	Person	Time (hours)	Cost
receive enquiry /enter on database	Admin	0.25	£5.00
licence pack/letter sent	Admin	0.25	£5.00
check fee/receipt/forward fee to DMC	Admin	0.25	£5.00
request for service	Admin	0.25	£5.00
check application against checklist	EHO/Admin	0.50	£20.00
check validity of certificates	EHO	1.00	£40.00
update database / Flare	Admin	0.50	£10.00
check premises computer record (Excel)	EHO	0.25	£10.00
make new file	Admin	0.25	£5.00
acknowledge letter	Admin	0.25	£5.00
consult Planning / Building Control	EHO	0.50	£20.00
risk assess priority	EHO	2.00	£80.00
full inspection (inc. arrangements/letters)	EHO	2.00	£80.00
fit & proper person checks	EHO	2.00	£80.00
occupancy & amenity assessment	EHO		
draft licence and proposal documents	EHO	1.50	£60.00
prepare and serve draft licence and proposal	EHO	0.50	£20.00
prepare licence and decision notices	Admin/EHO	0.50	£10.00
check and sign licence	Team Leader	0.50	£30.00
issue licence /update database	Admin	0.50	£10.00
maintain public register / website	EHO		
compliance checks - certificates	Admin		
works inspection	EHO		
interim inspection (management)	EHO		
design/printing/publicity/training costs			
Totals			
Admin. Officer (£20.00/hr 2006/7)		3.00	£60.00
Env. Health Officer (£40.00/hr 2006/7)		10.25	£410.00
Team Leader (£60.00 2006/7)		0.50	£30.00
design/printing/publicity/training costs			
<b>Total</b>	<b>0</b>	<b>13.75</b>	<b>£500.00</b>

Task	Person	Time (hours)	Cost
receive enquiry /enter on database	Admin	0.25	£5.64
licence pack/letter sent	Admin	0.25	£5.64
check fee/receipt/forward fee to DMC	Admin	0.25	£5.64
request for service	Admin	0.25	£5.64
check application against checklist	EHO/Admin	0.50	£11.28
check validity of certificates	EHO	0.50	£23.73
update database / Flare	Admin	0.75	£16.91
check premises computer record (Excel)	EHO	0.25	£11.87
make new file	Admin	0.25	£5.64
acknowledge letter	Admin	0.50	£11.28
consult Planning / Building Control	BCO		£150.00
risk assess priority	EHO	0.25	£11.87
full inspection (inc. arrangements/letters)	EHO	2.00	£94.92
fit & proper person checks	EHO	1.00	£47.46
occupancy & amenity assessment	EHO	0.25	£11.87
draft licence and proposal documents	EHO	1.50	£71.19
prepare and serve draft licence and proposal	EHO	0.50	£23.73
prepare licence and decision notices	Admin/EHO	0.50	£23.73
check and sign licence	Team Leader	0.50	£30.25
issue licence /update database	Admin	0.50	£11.28
maintain public register / website	EHO	0.25	£11.87
compliance checks - certificates	Admin	0.25	£5.64
works inspection	EHO	0.50	£23.73
interim inspection (management)	EHO	0.50	£23.73
design/printing/publicity/training costs			£30.00
Totals			
Admin. Officer (£22.54/hr 2008/9)		3.75	£84.53
Env. Health Officer (£47.46/hr 2008/9)		8.00	£379.68
Building Control Officer			£150.00
Team Leader (£60.50 2008/9)		0.50	£30.25
design/printing/publicity/training costs			£30.00
<b>Total</b>		<b>12.25</b>	<b>£674.46</b>

## Proposed Application Renewal Fee

Task	Person	Time (hours)	Cost
receive enquiry /enter on database	Admin		
licence pack/letter sent	Admin	0.25	£5.64
check fee/receipt/forward fee to DMC	Admin	0.25	£5.64
request for service	Admin		
check application against checklist	EHO/Admin	0.50	£11.28
check validity of certificates	EHO	0.50	£23.73
update database / Flare	Admin	0.50	£11.28
check premises computer record (Excel)	EHO	0.25	£11.87
make new file	Admin		
acknowledge letter	Admin	0.50	£11.28
consult Planning / Building Control	BCO		£75.00
risk assess priority	EHO	0.25	£11.87
full inspection (inc. arrangements/letters)	EHO	2.00	£94.92
fit & proper person checks	EHO	1.00	£47.46
occupancy & amenity assessment	EHO		
draft licence and proposal documents	EHO	1.00	£47.46
prepare and serve draft licence and proposal	EHO	0.50	£23.73
prepare licence and decision notices	Admin/EHO	0.50	£23.73
check and sign licence	Team Leader	0.50	£30.25
issue licence /update database	Admin	0.50	£11.28
maintain public register / website	EHO	0.25	£11.87
compliance checks - certificates	Admin	0.25	£5.64
works inspection	EHO	0.50	£23.73
interim inspection (management)	EHO	0.50	£23.73
design/printing/publicity/training costs			£30.00
Totals			
Admin. Officer (£22.54/hr 2008/9)		2.75	£61.99
Env. Health Officer (£47.46/hr 2008/9)		7.25	£344.09
Building Control Officer			£75.00
Team Leader (£60.50 2008/9)		0.50	£30.25
design/printing/publicity/training costs			£30.00
<b>Total</b>		<b>10.50</b>	<b>£541.33</b>

### Proposed Variation Application Fee

Task	Person	Time (hours)	Cost
receive enquiry /enter on database	Admin	0.25	£5.64
licence pack/letter sent	Admin	0.25	£5.64
check fee/receipt/forward fee to DMC	Admin	0.25	£5.64
request for service	Admin		
check application against checklist	EHO/Admin		
check validity of certificates	EHO		
update database / Flare	Admin	0.25	£5.64
check premises computer record (Excel)	EHO		
make new file	Admin		
acknowledge letter	Admin	0.25	£5.64
consult Planning / Building Control	BCO		£75.00
risk assess priority	EHO		
full inspection (inc arrangements/letters)	EHO		
fit & proper person checks	EHO		
occupancy & amenity assessment	EHO		
draft licence and proposal documents	EHO	0.50	£23.73
prepare and serve draft licence and proposal	EHO	0.50	£23.70
prepare licence and decision notices	Admin/EHO		
check and sign licence	Team Leader	0.50	£30.25
issue licence / update database	Admin	0.25	£5.64
maintain public register / website	EHO		
compliance checks - certificates	Admin		
works inspection	EHO	0.50	£23.73
interim inspection (management)	EHO		
design/printing/publicity/training costs			
Totals			
Admin. Officer (£22.54/hr 2008/9)		1.50	£33.81
Env. Health Officer (£47.46/hr 2008/9)		1.50	£71.19
Building Control Officer			£75.00
Team Leader (£60.50 2008/9)		0.50	£30.25
<b>Total</b>		<b>3.50</b>	<b>£210.25</b>

### Proposed Appointment of Manager Fee

Task	Person	New Manager	Cost
receive enquiry /enter on database	Admin	0.25	£5.64
licence pack/letter sent	Admin	0.25	£5.64
check fee/receipt/forward fee to DMC	Admin	0.25	£5.64
request for service	Admin		
check application against checklist	EHO/Admin		
check validity of certificates	EHO		
update database / Flare	Admin	0.25	£5.64
check premises computer record (Excel)	EHO		
make new file	Admin		
acknowledge letter	Admin	0.25	£5.64
consult Planning / Building Control	BCO		
risk assess priority	EHO		
full inspection (inc arrangements/letters)	EHO		
fit & proper person checks	EHO	0.50	£23.73
occupancy & amenity assessment	EHO		
draft licence and proposal documents	EHO		
prepare and serve draft licence and proposal	EHO		
prepare licence and decision notices	Admin/EHO		
check and sign licence	Team Leader		
issue licence / update database	Admin		
maintain public register / website	EHO		
compliance checks - certificates	Admin		
works inspection	EHO		
interim inspection (management)	EHO		
design/printing/publicity/training costs			
Totals			
Admin. Officer (£22.54/hr 2008/9)		1.25	£28.20
Env. Health Officer (£47.46/hr 2008/9)		0.50	£23.73
Building Control Officer			
Team Leader (£60.50 2008/9)			
<b>Total</b>		<b>1.75</b>	<b>£51.93</b>