

# South Wigston Selective Licensing Index of Fees and Discounts Calculations

Time Sheets - How times for individual jobs have been calculated		
Wage Costs		
Disbursements – The on costs for completion of the licensing process		
The Fee Calculation		
Late Payment Fee		
Discounts		
	<b>Action</b>	<b>Time In Hours and Minutes</b>
1	Receive enquiry and advise or send out hard copy application form	0.15
2	Checking initial application form and ensuring all details needed have been provided	0:30
3	Send application back if there is any missing information or if the licence is not needed	0:30
4	Check Ownership of the property is correct through land registry	0:30
5	Check all individual documents that should accompany the application (EPC Certificate, Gas Safety Certificate, Plans of property etc.)	1:00
6	Make up individual designated file from Scanned documents in IDOX	0.15
7	Input data on to Uniform	0.30
8	Chase documents that have not been provided or that are incorrect	0:30
9	Complete the fit and proper person check	0:30
10	Chase up fit and proper person checks through the applicant by requesting to see the certificate or document	0:30
11	Prepare an acknowledgment letter/email for the applicant to say we have received your application and provide a proposed date for the inspection	0:15
12	Travel to and complete the inspection of the property that is being proposed for a licence. Ensure all documents that need to be, have been signed	2:30
13	Write a report on the inspection that has been undertaken outlining any hazards within the property	2:00
14	Correspond with the applicant to say whether there were any hazards noted or whether the inspection has passed	0:30

15	If the property has any Category 1 hazards then issue a probationary 1 year licence. In this licence, outline any work that needs to be completed	1:00
16	Add any relevant information about the property to the system	0:30
17	Prepare draft licence with all conditions attached and send out	1:30
18	Receive confirmation from applicant and issue final licence	1.00
	<b>Total for application</b>	<b>14:30</b>
	<b>ENFORCEMENT</b>	
19	Re-inspect the property in accordance with the conditions on the licence	1:30
20	Write a second report on the second inspection including any improvements that have been made	1:30
21	File the licence and all relevant documents together	0:15
22	Maintain the licence, ensuring no problems arise and also be available on the phone for landlords that have any queries	1:00
23	Be available to deal with any refusals or revocations	3:00
	<b>Total enforcement</b>	<b>7:15</b>
	<b>Total</b>	<b>20:45</b>
Disbursements and Preparation costs per application		
Land Registry search	Undertaken on each Application (£4 x 885=£3540)	£4.00
Transport costs	Average taken to be 4 miles (2 visits per property @£0.45 p/mile - 2miles per visit)	£1.80
Postage costs	Average 5x first class large letters postage @ £0.95 a letter	£4.75
Leicester Mercury Advert	(£9,000 total cost for ½ page spread in local paper)	£10.17
Leaflets to confirm scheme	(6,248 leaflets for all consultees and 1000 additional supply)	£0.84
Discounts	£8,130 multiple properties + £6,200 accreditation	£16.19
Computer Module (DMS Integration and maintenance)	(£13,500 for integration plus 5 year maintenance)	£15.25
Stationery	£2,000 over 5 years	£2.25
Insurance Costs	£150 a year x 5 (£750)	£0.85
Technology (Cameras, Mobiles, Email and Internet)	£3,100 over 5 years	£3.50
Start Up Costs	£49,000 start up	£55.37
<b>Total disbursements/ application costs</b>		<b>£114.97</b>

<b>Selective Licence Fee Breakdown Calculations Per Property</b>	
Total time charged to complete a standard application	14:30
Environmental Health Officer Rate	£36.00
Technical Officer Rate	£30.00
<b>EHO</b> -General charge to complete and administer a standard application (4hr 30mins @£36/hour)	£162
Manager review and sign off (30 minutes @£40/hour)	£20.00
<b>TO</b> -General charge to complete and administer a standard application (10hrs @£30/hour)	£300.00
Late payment charge – Any applications that come in after the grace period	£10.00
Renewal of Licence following initial 1 Year Licence	-£14.00
Disbursement – fees	£114.97
Total cost of completed application	£592.97
<b>Selective Licence Application fee (Down to the nearest 10)</b>	<b>£590</b>

<b>Selective Licence Enforcement Fee Breakdown Calculations Per Property</b>	
Total time charged to complete a standard application	7:15
Environmental Health Officer Rate	£36
Technical Officer Rate	£30
<b>EHO</b> -General charge to complete and administer a standard application (7hours @£36/hour)	£252
Renewal of licence enforcement fee	-£29.00
<b>TO</b> - General charge to complete and administer the enforcement (15mins@£30/hour)	£7.50
Manager review and sign off (30 minutes @£40/hour)	£20.00
Disbursement – fees	£0.00
Total cost of completed application	£250.50
<b>Selective Licence Enforcement fee (Down to the nearest 10)</b>	<b>£250</b>

<b>Combined Cost of Selective Licence</b>	
<b>Selective Licence Cost</b>	<b>£840</b>
<b>Renewal of 1 Year Temporary Licence for full end of Term Licence</b> <b>Estimated 15% issued with faults needing to be addressed in 1<sup>st</sup> Year = 91 applications x 4.5hrs x £30) = £12,285</b>	-£13 per property
<b>Estimated 15% not applied before end of grace period = 91 applications x £100 = £9,100</b>	-£10 per property

<b>Late Payment Fee</b>	
<b>Late Payment fee (After grace period)</b>	<b>£100 added on to application fee and no further discounts awarded for either multiple properties or accreditation</b>
<b>Estimated 15% not applied before end of grace period = 93 applications x £100 = £9,300 / 885 properties</b>	<b>-£10 per property</b>
<b>Renewal fee following 1 Year Licence (4.5 x £30) + 2<sup>nd</sup> enforcement fee £250</b>	<b>£135.00 + £250</b>

<b>Selective Licence Discounts</b>	
Landlord Accreditation (ARLA, RLA, DASH) 614 Landlords Total – Estimated 10% are accredited = 62 x £100 = £6,200	£100
Multiple Applications (Approximately 271 properties qualify for this discount £30 x 271= £8,130)	First application full price Subsequent properties £30 discount