

**Annual Site Licence Fee Structure 2022/23**

Process in minutes / cost in £	150+ units	Cost	100 to 150	Cost	25 to99	Cost	6 to 24	Cost	1 to 5	Cost	Officer
Programme visit, send appointment letters and request certain info (mins)	15	13.62	15	13.62	15	13.62	15	13.62	15	13.62	EHP
Raise invoice for annual inspection and send; process fee when received	15	10.75	15	10.75	15	10.75	15	10.75	15	10.75	BSO
Check years history, complaints etc	20	18.16	15	13.62	10	9.08	10	9.08	10	9.08	EHP
Site inspection	240	218	180	163.5	120	109	60	54.5	30	27.25	EHP
Travel time (mins)	40	36.33	40	36.3	40	36.33	40	36.33	40	36.33	EHP
Write up inspection, review required documents, up date database	180	163.5	120	109	90	81.75	45	40.87	30	27.25	EHP
Prepare report of contraventions	90	81.75	60	54.5	40	36.33	30	27.25	30	27.25	EHP
letter to site owner confirming satisfactory or agreed works	15	13.62	15	13.62	15	13.62	15	13.62	15	13.62	EHP
Update database with above	10	9.08	10	9.08	10	9.08	10	9.08	10	9.08	EHP
Complete risk assessment / programe next inspection	15	13.62	15	13.62	15	13.62	15	13.62	15	13.62	EHP
Handling enquiries/ complaints from residents/ site owner over the year	120	109	90	81.75	60	54.5	45	40.87	20	18.16	EHP
Re -visit to check compliance of inspection	120	109	90	81.75	60	54.5	40	36.33	30	27.25	EHP
Travel time (mins)	40	36.33	30	36.33	40	36.33	40	36.33	40	36.33	EHP
Prepare report of contraventions (mins)	40	36.33	40	36.33	30	27.25	20	18.16	20	18.16	EHP
Letter to site owner, confirming satisfactory or outstanding works. If o/s continue towards enforcement	15	13.62	15	13.62	15	13.62	15	13.62	15	13.62	EHP
Update database	10	9.08	10	9.08	10	9.08	10	9.08	10	9.08	EHP
<b>Total time in minutes / Cost in £</b>	<b>985</b>	<b>891.79</b>	<b>760</b>	<b>696.47</b>	<b>585</b>	<b>528.46</b>	<b>425</b>	<b>383.11</b>	<b>345</b>	<b>310.45</b>	

**Risk Based Approach** - if introduced

High - 100% of cost	£892	£696	£529	£383	£310
Medium - 50% of cost	£446	£348	£265	£192	£155
Low - 33% of cost	£294.00	£230.00	£175	£126	£102

**Application For New Site Licence- Fee Structure 2022/23**

Process in minutes / cost in £	150 + units	Cost:	100- 149	Cost:	25 to 99	Cost:	6 to 24	Cost:	1 to 5	Cost:	Officer:
Enquiry received re application process and forms sent out with covering letter inviting site visit	10	7.16	10	7.16	10	7.16	10	7.16	10	7.16	BSO
Create case on database	15	10.75	15	10.75	15	10.75	15	10.75	15	10.75	BSO
Check planning status and any conditions via email to planning	20	14.32	20	14.32	20	14.32	20	14.32	20	14.32	BSO
Application received and logged on database	10	7.16	10	7.16	10	7.16	10	7.16	10	7.16	BSO
Raise & process fee and send out invoice	15	10.75	15	10.75	15	10.75	15	10.75	15	10.75	BSO
Update database	10	7.16	10	7.16	10	7.16	10	7.16	10	7.16	BSO
Application reviewed by EHP; review all information provided with application (certs / land registry dc	60	54.5	60	54.5	60	54.5	60	54.5	60	54.5	EHP
Check Land Registry- owner details	5	3.58	5	3.58	5	3.58	5	3.58	5	3.58	BSO
Meet site owner on site and carry out inspection; give advice re conditions and application form	240	218	180	163.5	120	108.8	90	81.75	60	54.5	EHP
Travel time	40	36.33	40	36.33	40	36.33	40	36.33	40	36.33	EHP
Check suitability of site and site owner against application form (this is not the fit & proper person che	30	27.25	30	27.25	30	27.25	30	27.25	30	27.25	EHP
Update database for above actions	30	27.25	30	27.25	30	27.25	30	27.25	30	27.25	EHP
Produce draft licence and site licence conditions (slc) with cover letter detailing works identified as ne	60	54.5	60	54.5	45	40.87	45	40.87	30	27.25	EHP
Discussions with site owner re works/ conditions, including any requests to amend.	20	18.16	20	18.16	20	18.16	20	18.16	20	18.16	EHP
Review case with manager, discuss requests for any amendments and redraft if necessary	30	27.25	30	27.25	20	18.16	15	13.62	15	13.62	PO
Manager checks - sl and slc, signed and dated	10	13.5	10	13.5	10	13.5	10	13.5	10	13.5	PO
Send site licence and slc to owner; update on database	20	18.16	20	18.16	20	18.16	20	18.16	20	18.16	EHP
Update site licence register on system and web site	15	13.62	15	13.62	15	13.62	15	13.62	15	13.62	EHP
When site is occupied arrange full site inspection with owner	10	13.5	10	13.5	10	13.5	10	13.5	10	13.5	EHP
Inspect site against slc, note breaches	200	177.82	180	163.5	90	81.75	60	54.5	40	36.32	EHP
Travel time	40	36.33	40	36.33	40	36.33	40	36.33	40	36.33	EHP
Update database with inspection notes	60	54.5	45	40.87	45	40.87	30	40.87	15	13.62	EHP
Prepare report/ letter from inspection	45	40.87	45	40.87	45	40.87	30	40.87	30	40.87	EHP
Letter to site owner	15	13.62	15	13.62	15	13.62	15	13.62	15	13.62	EHP
Update database and record next inspection date	15	13.62	15	13.62	15	13.62	15	13.62	15	13.62	EHP
Letter to site owner advising of procedure for annual inspections and next programmed visit	15	10.75	15	10.75	15	10.75	15	10.75	15	10.75	BSO
<b>Total time in minutes / Cost in £</b>	<b>1040</b>	<b>930.41</b>	<b>945</b>	<b>847.96</b>	<b>770</b>	<b>688.79</b>	<b>675</b>	<b>629.95</b>	<b>595</b>	<b>543.65</b>	
<b>Amended to the nearest pound</b>		<b>£930.00</b>		<b>£848.00</b>		<b>£689.00</b>		<b>£630.00</b>		<b>£544.00</b>	

**Application to Transfer Site Licence - Fee Structure**

Process in minutes / cost in £	150+ units	Cost:	100 to 150	Cost:	25 to 99	Cost:	6 to 24	Cost:	1 to 5	Cost:	Officer
Enquiry received and application form sent out with cover letter	10	7.16	10	7.16	10	7.16	10	7.16	10	7.16	BSO
Raise invoice and send out; process fee when receive	15	10.75	15	10.75	15	10.75	15	10.75	15	10.75	BSO
Check Land Registry- confirm applicant is the owner of the land;	5	3.58	5	3.58	5	3.58	5	3.58	5	3.58	BSO
Update database	10	7.16	10	7.16	10	7.16	10	7.16	10	7.16	BSO
Application form received; check it is a full and proper application, complete, signed and fee included	30	27.25	30	27.25	30	27.25	30	27.25	30	27.25	EHP
Check suitability of site, site owner against application (this is not the fit and proper person check)	15	13.62	15	13.62	15	13.62	15	13.62	15	13.62	EHP
Clarification of any matters with new owner; details of last site inspection, any outstanding breaches	30	27.25	30	27.25	30	27.25	30	27.25	30	27.25	EHP
Draft the site licence	20	18.16	20	18.16	20	18.16	20	18.16	20	18.16	EHP
Manager checks draft site licence and authorised officer to sign and date.	10	13.5	10	13.5	10	13.5	10	13.5	10	13.5	PO
Send new site licence to the site owner with relevant details,	20	14.32	20	14.32	20	14.32	20	14.32	20	14.32	EHP
Update database to include all above actions throughout process of case.	20	14.32	20	14.32	20	14.32	20	14.32	20	14.32	EHP
Update site licence register on system and web site	15	13.62	15	13.62	15	13.62	15	13.62	15	13.62	EHP
<b>Total time minutes / cost in £</b>	<b>200</b>	<b>170.69</b>	<b>200</b>	<b>170.69</b>	<b>200</b>	<b>170.69</b>	<b>200</b>	<b>170.69</b>	<b>200</b>	<b>170.69</b>	
Amended to the nearest pound		£171.00		£171.00		£171.00		£171.00		£171.00	

**Application for Variation Site Licence- Fee Structure**

Process in Minutes / Cost in £	150 + units	Cost	100 to 150	Cost	25 to 99	Cost	6 to 24	Cost	1 to 5	Cost	Officer
Enquiry received and application form sent out with cover letter	10	7.16	10	7.16	10	7.16	10	7.16	10	7.16	BSO
Raise invoice and send out; process fee when receive	15	10.75	15	10.75	15	10.75	15	10.75	15	10.75	BSO
Update database	5	3.58	5	3.58	5	3.58	5	3.58	5	3.58	BSO
Application form received; check it is a full and proper application, complete, signed and fee included	20	18.16	20	18.16	20	18.16	20	18.16	20	18.16	EHP
Appointment arranged to visit site	5	4.54	5	4.54	5	4.54	5	4.54	5	4.54	EHP
Check details of last site inspection and note any outstanding breaches/ outstanding Compliance Notices / any planning implications	15	13.62	15	13.62	15	13.62	15	13.62	15	13.62	EHP
Travel time*	40	28.64	40	28.64	40	28.64	40	28.64	40	28.64	EHP
Visit the site to check relevant amendments to site licence e.g. new site boundary, new units and note any existing breaches (mins) - officer*	40	28.64	40	28.64	40	28.64	30	27.25	15	13.62	EHP
Update database	10	9.08	10	9.08	10	9.08	10	9.08	10	9.08	EHP
Consider request for variation	15	13.62	15	13.62	15	13.62	15	13.62	15	13.62	EHP
Clarification of any matters with site owner/ third parties	15	13.62	15	13.62	15	13.62	15	13.62	15	13.62	EHP
Re-draft the site licence	20	18.16	20	18.16	20	18.16	20	18.16	10	18.16	EHP
Manager checks and authorises licence	10	13.5	10	13.5	10	13.5	10	13.5	10	13.5	PO
Send new amended site licence to the site owner with details	20	18.16	20	18.16	20	18.16	20	18.16	20	18.16	EHP
Update database to include all above actions throughout process of case	15	13.62	15	13.62	15	13.62	15	13.62	15	13.62	EHP
Update site licence register on system and web site	15	13.62	15	13.62	15	13.62	15	13.62	15	13.62	EHP
<b>Total time in minutes / Cost for application for variation were site visit required *</b>	<b>270</b>	<b>228.47</b>	<b>270</b>	<b>228.47</b>	<b>270</b>	<b>228.47</b>	<b>260</b>	<b>227.08</b>	<b>235</b>	<b>213.45</b>	
Amended to the nearest pound		£229		£229		£229		£227		£214	
<b>Cost for application for variation of site licence minus a visit</b>		<b>171.19</b>		<b>171.19</b>		<b>171.19</b>		<b>171.19</b>		<b>171.19</b>	
Amended to the nearest pound		£171.00		£171.00		£171.00		£171.00		£171.00	

**Deposit of Site Rules Fee**

	Time in minutes	Cost	Officer
Documents received from licensee & record against site	15	10.75	BSO
Raise invoice and send out; process fee when receive	15	10.75	BSO
Assess site rules for any banned rules	45	40.87	EHP
Send confirmation to SL holder of deposited rules	10	9.08	EHP
Update deposited site rules on web site	15	13.62	EHP
Total		85.07	
Amended to the nearest pound		£85.00	

### Compliance Notice for Mobile Homes Fee

section 9C allows for the LA to recover expenses in deciding to & in service of a compliance notice & for works in default and emergency works

Process in minutes / cost in £	Time	Cost (EHP)
Inspection on site to determine the breach of condition	40	36.33
Travel time to the site	40	36.33
Review breach and serverity; produce report	60	54.5
Produce compliance notice	30	27.25
Obtain expert advice - includes legal costs		
Serve Notice on site licence holder and any other revelevant persons	20	18.16
Re-inspect the site for compliance	30	27.25
Travel time to the site	40	36.33
Update of case record	30	27.25
Communication with site licence holder re Notice	30	27.25
Total Time / Cost	320	290.65
Amended to the nearest pound		£291