

PERIOD ENDING 31 MARCH 2014

COST TABLE: MANDATORY RENEWAL COSTS

	Charges etc.	min.	Grade F (Std. £15.0/h)	HAY 2 (Std. £21.81/h)	Service Mgr. H5 (30.0/h)	Sub Totals
All Applications:						
Send Application Pack/Reminders		30	£7.50			
Checks		60	£15.00			
Enforcement History						
Gas cetificates						
Electrical safety						
Smoke alarm information						
Furniture Declarations (where applicable)						
Land reg	£4	15	£3.75			
Determine whether meets criteria for Mandatory Licensing		30	£7.50			
Consider if management arrangements satisfactory		90	£22.50			
Application support		45	£11.25			
Enter info / review dates onto computer		20	£5.00			
Check HMO Space And Amenity Standards/Floor Plans		60	£15.00			
Determine suitable occupancy		30	£7.50			
Check fire safety certificates/Fire Risk Assessments/Contact Fire Safety Officer.		45	£11.25			
Check Schedules (HHSRS)/Referrals to Housing Enforcement		60	£15.00			
Check ASB Plan And Request Tenant References		90	£22.50			
Check Fit & Proper Status		60	£15.00			
	£4.00	635	£158.75			£163
OTHER ACTIVITIES						
Incomplete Applications Letter/Advice		60	£15.00			
Attend Site/Office Meeting with Landlords to Discuss Management Arrangements/ Schedules		120	£30.00	£43.20		
		180	£45.00	£43.20		£88
Issuing license						
License approval		45	£11.25			
Conditions		60	£15.00			
Issue Proposed to Licence		60	£15.00			
Issue Licence		60	£15.00			
Calculate and issue invoices/Debt recovery Charge	£12	30	£7.50			
Process payment / Paris Payment System		30	£7.50			
Update Data base (Scan & Attach Doc.)		60	£15.00			
	£12.00	345	£86.25			£98
Annual Checks						
Write to landlord requesting certificates/Telephone		90	£22.50			
Check certificates		180	£45.00			
Random selection of crinminal records checks		60	£15.00	£21.60		
		330	£82.50	£21.60		£104
Montoring & Review Over term of Licence						
Case conference/review		60	£15.00	£21.60	£30.00	
Discussions with landlords/Agents		60	£15.00	£21.60		
Discussions with Agencies/Support Referrals		60	£15.00	£21.60		
Site Meetings		60	£15.00	£21.60	£30.00	
Reports/ Update ESB Records		60	£15.00	£21.60		
		300	£75.00	£108.00	£60.00	£243
Grand Total						£696