

Fee Structure - New Application		
Process	Time (minutes)	Cost
Initial letter plus reminder and phone call to prospective licensable landlord.	60	£49.09
Open HMO licensing case file on Uniform and enter known details to date inc. above.	15	£12.27
Receive new application, enter details on case file, open folder in H drive and copy attached documents to relevant folders.	60	£31.80
Validate the application and send out acknowledgement letter/ not validated letter [note this can be a short or a long process depending on the quality of the application.	60	£31.80
land registry search and file result on H drive. Add £3.00 cost of search	15	£7.95
EHO examines all the docs, complete check list, inform applicant of any shortcomings and arrange appointment to visit.	120	£98.18
Carry out inspection inc travel time and mileage.	240	£196.36
Write up inspection including details of any defects that will need remedying and enter on Uniform.	150	£122.73
Complete licence check list and consider the three tests - building, fit and proper person and management tests	60	£49.09
Draft and send out draft licence documents inc covering letter.	120	£98.18
Consult with Planning, BC and Fire and any other relevant party such as freeholder mortgagor etc.	45	£36.82
Assuming there are no adverse comments from all parties, issue the licence	60	£49.09
Review file, actions taken and agree for licence to be granted by Line Manager	60	£51.86
Update HMO register	20	£16.36
Amend register entry on MDC website	15	£7.95
Total Hours	18.3	£859.53
	Misc costs, postage, mileage,	£13.20
		£872.73
EHO Hourly rate	49.09	
Admin Hourly rate	31.8	
Manager hourly rate	51.86	

£3.00 land registry fee;
mileage 4.50 (avg 10 miles at 45p/mile): 10 letters @ .57p each.

Fee Structure - Renewal Application			
Process	Time (minutes)	Cost	
Covering letter sent to Landlord reminding of need to apply, plus one chaser phone call as necessary	30	£15.90	
Application form received and updated details entered on to Uniform database	15	£7.95	
Validate the application and send out acknowledgement letter/ not validated letter [note this can be a short or a long process depending on the quality of the application.	30	£15.90	
land registry search and file result on H drive. Add £3.00 cost of search	15	£7.95	
EHO examines all the docs, complete check list, inform applicant of any shortcomings and arrange appointment to visit.	90	£73.64	
Carry out inspection inc travel time and mileage.	180	£147.27	
Write up inspection including details of any defects that will need remedying and e	120	£98.18	
Complete licence check list and consider the three tests - building, fit and proper p	45	£36.82	
Draft and send out draft licence documents inc covering letter.	90	£73.64	
Consult with Planning, BC and Fire and any other relevant party such as freeholder	45	£36.82	
If representations are made, serve notice setting out modifications and consider any further representations within 7 days consultation period. Details entered on to Uniform	30	£24.55	
Review file, actions taken and agree for licence to be granted by Line Manager	30	£25.93	
Update HMO register	20	£16.36	
Amend register entry on MDC website	15	£7.95	
Total Hours	12.6	£588.84	
Misc Costs, postage, mileage		13.2	£3.00 land registry fee; mileage 4.50 (avg 10 miles at 45p/mile): 10 letters @ .57p each.
Total		£602.04	
EHO Hourly rate	49.09		
Admin Hourly rate	31.8		
Manager hourly rate	51.86		