

Part A

Part B

Per Licence Cost for the Council Delivering Selective Licensing



Action (per licence)	Time (hrs)
Initial Licensing process	
Create record, process application, etc.	0.75
Deal with landlord application enquiries	1
Fit and Proper Person Check	0.5
Collection of application fee	1
Determine application and set out any requirements e.g. for works etc.	0.5
Draft licence to relevant persons	0.5
Prepare licence	0.5
Postage/materials	
Other scheme costs (e.g. advertising, tracking landlords, publishing landlords, etc.)	
Land registry (includes £6 fees)	0.3
Sub Totals for processing and issuing licence etc.	5.05
Compliance Monitoring, Maintenance, Engagement with landlords, complaints etc.	
Inspection, verification of registration conditions, advice to landlords etc.	2
Inspection, verification of registration conditions, advice to landlords etc.	1.4
Compliance monitoring, advice to landlords, etc.	4
Collection and preparation of evidence for formal action*	1
Compliance monitoring, advice to landlords, etc.	2
Consultation and other work with landlords over the scheme	0.5
Manager input* expertise, coordination, reporting, discipline	2
Legal advice (in house) @ 1 week a year x 5 years =12.5% of a single year's salary	0.05
Sub Totals for compliance monitoring, scheme promotion and management, etc.	10.9
On costs e.g. office costs, transport, other consumables, IT kit and support, etc.	
5 years Inflation @ 2%	
Totals for operating 5 year licence scheme	13.95
* averaged over all homes	

Estimated

Officer Grade	Cost per working hour	Cost (£)	Annualised working total	Grade 7
7	23.68	17.76	12.19	12.19
7	23.68	23.68	16.26	16.26
7	23.68	11.84	8.13	8.13
7	23.68	23.68	16.26	16.26
9	35.12	17.56	8.13	
7	23.68	11.84	8.13	8.13
7	23.68	11.84	8.13	8.13
		6.00	0.00	
		25.00	0.00	
7	23.68	13.10	4.88	4.88
		162.30	82.09	
7	23.68	47.36	32.51	32.51
9	35.12	49.17	22.76	
7	23.68	94.72	65.02	65.02
9	35.12	35.12	16.26	
9	35.12	70.24	32.51	
11	47.11	23.55	8.13	
11	47.11	94.21	32.51	
Solicitor CEL1		1.73		
		416.10		
	5%	28.92		
	10%	60.73		
		668.05		171.49
			WTEs	4.29

Grade 9

Grade 11

8.13

24

22.76

16.26

32.51

8.13

32.51

79.65

1.99

40.64

1.02