

Caravan Sites and Control of Development Act 1960 (as amended)

Fees Policy for the Licensing of Residential Park Homes Sites

1. Introduction

Following the introduction of the Caravan Sites and Control of Development Act 1960, Teignbridge District Council is required by law to license caravan sites and mobile homes, unless they fall into the category of exempted sites. The Mobile Homes Act 2013, which came into force on 1 April 2014, was introduced as an addendum to the Caravan Sites and Control of Development Act 1960 (the 'Act') and is intended to provide greater protection to occupiers of static residential caravans. Caravan sites are separated into three main types; touring, static holiday and Static residential. Following the introduction of the Mobile Homes Act 2013, the Council can now charge fees to licence static residential sites (also known as park homes and relevant protected sites).

Before the Council can charge a fee, it must prepare and publish a fees policy (see section 10A of the Mobile Homes Act 2013). Upon fixing fees, the Council will:

- Act in accordance with its fees policy
- Fix different fees in different cases
- Determine that no fee is required in some cases
- State when the fee(s) are due.

The licensing scheme enables local authorities to monitor site licence compliance more effectively, and there is legislation to enable the Council to take enforcement action where owners are not managing and maintaining their sites. This will ensure residents' health and safety is better protected and the value of their homes is safeguarded. The Mobile Homes Act 2013, introduced the ability for local authorities to serve enforcement notices and to carry out works in default to remedy breaches of site licence conditions. The fees and charges for enforcement action are included in this Fees Policy. The Mobile Homes Act 2013 also introduced changes relating to site rules. Site owners will be able to replace existing site rules with new ones that should be deposited with the Council who must publish an up-to-date register of these rules. They may also charge a fee for their deposit The Mobile Homes (Site Rules) (England) Regulations 2014. The fee for depositing site rules is included in this Fees Policy. The Council in setting the fees payable has had regard to 'The Mobile Homes Act 2013, A Guide for Local Authorities on Setting Site Licence Fees' issued by the Department for Communities and Local Government. It has also had regard to the Local Government Association's Guidance on Locally Set Fees.

2. Consultation

Consultation was undertaken on this Fees Policy for a period of 6 weeks from 8th July 2024 to 23rd August 2024.

3. Refunds

If the Council decides not to approve an application, the applicant is not entitled to a refund of the application fee paid.

4. Register of Fit and Proper Person

The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020, require the owner/manager of a residential site to be a Fit and Proper Person. A registration application must be

accompanied by such fee as the local authority may fix (Regulation 10). A single fee for registration is encompassed by way of this policy and includes addition to the public register.

5. Fees and calculations

Calculations of the fees to be imposed are included at Appendix A. These calculations encompass different tasks for each of the different fees. Average times estimated to undertake tasks are then multiplied by the officer rate with oncosts. In line with the Regulators Code, the Council's desire is to exert a minimal regulatory burden. As such, it should be noted that whilst guidance indicates that up to two inspections can be included in the fee calculations, a decision has been made not to include a doubling up of inspections in this way.

There are a number of different options available to authorities in setting a fee structure, such as banding by risk or size of a flat rate charge, but it is important not to target individual sites because they require greater action in terms of enforcement.

The Mobile Homes Act 2013, A Guide for Local Authorities on Setting Site Licence Fees' (paragraph 2.2) states that in assessing annual fees an authority will need to take account of their overall costs in respect of their licensing functions and/or base such fees on a "typical" site (or where banding typical within the category). The document also cites a number of different options available in setting a fee structure, such as banding by risk or size or a flat rate charge. The current policy is to comprise a structure based upon the size of a mobile park home site. This is deemed to be a fair and transparent approach, and the most proportionate manner in which to impose fees.

The main cost associated with the fees calculated is in respect of officer time. Officer time includes direct and indirect costs. Direct costs include wages, pension contributions, National Insurance, etc. On-costs include the reasonable costs of providing heating and lighting in the office, general IT, photocopying, and other administrative services. They include business support such as Customer Services, Legal Services and HR. It is believed that using staff rates with on-costs is the fairest way to recoup these costs. Licence applications that take very little time will pay less and the more complex applications will pay more. Financial Services have advised on hourly rates of staff and these have been used in preparing the calculations.

6. Enforcement Action

The Act allows the Council to charge for enforcement which includes the cost to the local authority of taking formal action leading up to and including any enforcement. This is one reason why the cost of enforcement action against site owners cannot be taken into account when setting annual licence fees. It would also be unfair to include such costs when many site owners are not likely to require enforcement action. Under Section 9C of the Act, the Council is entitled to recover its 'expenses' in relation to the service of a Compliance Notice. This includes costs incurred in inspections, preparing the notice and obtaining expert advice on it (including legal costs) and any interest the authority intends to charge. The demand for recovery is served with the Compliance Notice and that demand must break down the costs, so that the site owner knows what he is being asked to pay for, and why.

A site owner may not pass on costs of enforcement action to residents through the pitch fee.

The fees charged are based upon a fixed hourly rate and are included in the Fees listed at Section 5.

Following completion of a Compliance Notice or Emergency Action and within two months, the Council will issue an invoice to the licence holder to recover its expenses incurred in deciding whether to serve a Compliance Notice or take emergency action, in preparing and serving any notices and where relevant in carrying out the work. The demand for expenses will be registered as a local land charge which will be removed once the full amount has been recovered.

The invoice will include the total expenses, and a detailed breakdown of the expenses, the interest rate to be charged, an explanation of the site owner's legal right to appeal.

The Council may require certain works to be undertaken to remedy a situation by the service of a legal notice on the owner, occupier or other person considered responsible. Under Section 9F of the Act, this will include the expenses, the interest rate to be charged, and an explanation of the site owner's legal right of appeal. In certain circumstances, these works are undertaken by the Council, to remedy such a situation, for which reasonable charges are made. The charges would include the actual cost of the works, by a third party if necessary, an appropriate sum for officer time, based upon the hourly rate stated, and the costs of the administration.

7. Fee Payment

Invoices will be sent to the registered address (as per Teignbridge District Councils Caravan Site Register) of the site owner for applicable sites.

The period covered will be from April to March, paid in advance. Invoices will be sent out and payment will be required within 30 days, a period which the Council deems reasonable.

8. Fee Types

Local authorities are able to charge fees for the:

- Consideration of applications for the grant or transfer of a site licence
- Consideration of applications to alter conditions of a site licence
- Administration and monitoring of site licences, by way of an annual fee.
- Applications for the grant of a site licence
- Applications for the transfer of a site licence
- Applications for alteration to the conditions of an existing licence
- Annual fee payable for an existing licence
- Deposit of site rules.
- Registration of Fit and Proper Person

9. Exemptions

There is a possibility to exempt certain types of site, and in this instance, the Council will not charge sites with 1 -4 units. The rationale for this exemption being that such sites are low risk; the fact they tend to be family run; rarely for business purposes, and rarely if ever are they subject of complaints. The costs of inspection in these instances are likely to be outweighed by the costs of administering charges. Moreover, the Fit and Person Registration does not relate to non-commercial family-occupied sites, and the Council's approach mirrors this regime.

10. Risk Rating

If non-compliance issues are identified during the annual inspection, further charges will be incurred for increased compliance inspection visits. Low risk sites will be inspected on an annual basis and the fee will be the basic annual charge. Moderate Risk sites will be subject to one further inspection within the 12 month licence period. High Risk sites will be subject to two further inspections within the 12 month licence period. Very High Risk sites will be subject to 4 further inspections within the 12 month licence period. If the non-compliance issues are resolved during the 12 month licence period then any over charged licence fees for unused inspections will be refunded.

PROPOSED RISK RATING FOR RESIDENTIAL HOME SITES			
PROBABILITY (LIKELIHOOD)	CONSEQUENCE		
	SEVERE	MEDIUM	MILD
HIGH	VERY HIGH RISK	HIGH RISK	MODERATE RISK
LIKELY	HIGH RISK	MODERATE RISK	LOW RISK
POSSIBLE	MODERATE RISK	LOW RISK	LOW RISK
UNLIKELY	LOW RISK	LOW RISK	LOW RISK
RISK			
RISK	DESCRIPTION		
VERY HIGH RISK	There is a high probability of imminent danger at the site: e.g. faulty electrical box		
HIGH RISK	It is possible without remedial action within the near future harm will be caused to a resident(s) of the site, e.g. pot holes		
MODERATE RISK	It is possible that harm could be caused to a resident, e.g. porch which is allowed by Fire Officer as a temporary measure		
LOW RISK	It is unlikely that any harm will be caused to a resident of the site, e.g. Site Licence not displayed		
INSPECTION FREQUENCY			
VERY HIGH RISK	4 further inspections		
HIGH RISK	2 further inspections		
MODERATE RISK	1 further inspection		
LOW RISK	Annual licence inspection		

11. Fees and Charges

Type of Proposed Fee	Fee
New Applications: 5-24 units	£223.80
New Applications: 25-99 units	£310.40
New Applications: 100-199 units	£372.49
New Applications: 200+ units	£456.60
Annual Fee: 5-24 units	£142.25
Annual Fee: 25-99 units	£204.33
Annual Fee: 100-199 units	£266.41
Annual Fee: 200+ units	£328.49
Transfer Fee	£87.95
Deposit of Site Rules Fee	£56.90
Fit and Proper Person Application	£250.00
Risk Rating - per extra visit from	£209.51 - £256.07

NEW APPLICATIONS 5-24 UNITS	Category - A (Admin) or B (Inspection)	Time (minutes)	Job role	Salary inc oncosts	Sub total
Grant of new residential caravan site licence (5-24 UNITS) this fee includes site rule deposit					
Pre-application advice (can be charged in this instance see guidance)	A	30 mins	LO	£31.04	£15.52

Receive and process licence application/create log on Uniform of application	A	40 mins	LO	£31.04	£20.07
Receive and process payment	A	10 mins	LO	£31.04	£5.17
Consultation with site owner and other agencies e.g. Planning, Fire Authority, E.A where flood risk, and consideration of representations. Upload to Uniform	A	40 mins	LO	£31.04	£20.07
Enquiries as necessary e.g. those relating to management and financial standing, outstanding licensing issues and debts, and undertakings and upload to Uniform	A	30 mins	LO	£31.04	£15.52
Check on/upload right to occupy to Uniform	A	5 mins	LO	£31.04	£2.59
Check on/upload insurance cover to Uniform	A	5 mins	LO	£31.04	£2.59
Check on/upload electrical, gas, fire certs to Uniform	A	5 mins	LO	£31.04	£2.59
Check on/upload planning permissions to Uniform	A	5 mins	LO	£31.04	£2.59
Check on/upload site rules to Uniform and website where provided	A	15 mins	LO	£31.04	£7.76
Arrange inspection of premises	A	10 mins	LO	£31.04	£5.17
Inspection time by LA officer	B	1 hour	LO	£31.04	£31.04
Travel time to inspection by LA Officer (average 45 minutes)	B	45 mins	LO	£31.04	£23.28
Upload of photographs	A	10 mins	LO	£31.04	£5.17
Officer inspection report write up	A	30 mins	LO	£31.04	£15.52
Prepare plan on GIS overlay and issue with boundary	A	15 mins	LO	£31.04	£7.76
Draft of letter, contraventions, licence and conditions	A	1 hour	LO	£31.04	£31.04
Issue licence and conditions (on Uniform and post/email out)	A	20 mins	LO	£31.04	£10.35
TOTAL					£223.80

NEW APPLICATIONS 25-99 UNITS	Category - A (Admin) or B (Inspection)	Time (minutes)	Job role	Salary inc oncosts	Sub total
Grant of new residential caravan site licence (25-99 UNITS) this fee includes site rule deposit					
Pre-application advice (can be charged in this instance see guidance)	A	30 mins	LO	£31.04	£15.52
Receive and process licence application/create log on Uniform of application	A	40 mins	LO	£31.04	£20.07
Receive and process payment	A	10 mins	LO	£31.04	£5.17
Consultation with site owner and other agencies e.g. Planning, Fire Authority, E.A where flood risk, and consideration of representations. Upload to Uniform	A	40 mins	LO	£31.04	£20.07
Enquiries as necessary e.g. those relating to management and financial standing, outstanding licensing issues and debts, and undertakings and upload to Uniform	A	30 mins	LO	£31.04	£15.52
Check on/upload right to occupy to Uniform	A	5 mins	LO	£31.04	£2.59
Check on/upload insurance cover to Uniform	A	5 mins	LO	£31.04	£2.59
Check on/upload electrical, gas, fire certs to Uniform	A	5 mins	LO	£31.04	£2.59
Check on/upload planning permissions to Uniform	A	5 mins	LO	£31.04	£2.59
Check on/upload site rules to Uniform and website where provided	A	15 mins	LO	£31.04	£7.76
Arrange inspection of premises	A	10 mins	LO	£31.04	£5.17
Inspection time by LA officer	B	2 hours	LO	£31.04	£62.08
Travel time to inspection by LA Officer (average 45 minutes)	B	45 mins	LO	£31.04	£23.28
Upload of photographs	A	10 mins	LO	£31.04	£5.17
Officer inspection report write up	A	1 hour	LO	£31.04	£31.04
Prepare plan on GIS overlay and issue with boundary	A	15 mins	LO	£31.04	£7.76

Draft of letter, contraventions, licence and conditions	A	2 hours	LO	£31.04	£62.08
Issue licence and conditions (on Uniform and post/email out)	A	20 mins	LO	£31.04	£10.35
TOTAL					£310.40

NEW APPLICATIONS 100-199 UNITS	Category - A (Admin) or B (Inspection)	Time (minutes)	Job role	Salary inc oncosts	Sub total
Grant of new residential caravan site licence (100-199 UNITS) this fee includes site rule deposit					
Pre-application advice (can be charged in this instance see guidance)	A	30 mins	LO	£31.04	£15.52
Receive and process licence application/create log on Uniform of application	A	40 mins	LO	£31.04	£20.07
Receive and process payment	A	10 mins	LO	£31.04	£5.17
Consultation with site owner and other agencies e.g. Planning, Fire Authority, E.A where flood risk, and consideration of representations. Upload to Uniform	A	40 mins	LO	£31.04	£20.07
Enquiries as necessary e.g. those relating to management and financial standing, outstanding licensing issues and debts, and undertakings and upload to Uniform	A	30 mins	LO	£31.04	£15.52
Check on/upload right to occupy to Uniform	A	5 mins	LO	£31.04	£2.59
Check on/upload insurance cover to Uniform	A	5 mins	LO	£31.04	£2.59
Check on/upload electrical, gas, fire certs to Uniform	A	5 mins	LO	£31.04	£2.59
Check on/upload planning permissions to Uniform	A	5 mins	LO	£31.04	£2.59
Check on/upload site rules to Uniform and website where provided	A	15 mins	LO	£31.04	£7.76
Arrange inspection of premises	A	10 mins	LO	£31.04	£5.17
Inspection time by LA officer	B	3 hours	LO	£31.04	£93.12

Travel time to inspection by LA Officer (average 45 minutes)	B	45 mins	LO	£31.04	£23.28
Upload of photographs	A	10 mins	LO	£31.04	£5.17
Officer inspection report write up	A	1 hour 30 mins	LO	£31.04	46.56
Prepare plan on GIS overlay and issue with boundary	A	15 mins	LO	£31.04	£7.76
Draft of letter, contraventions, licence and conditions	A	3 hours	LO	£31.04	£93.12
Issue licence and conditions (on Uniform and post/email out)	A	20 mins	LO	£31.04	£10.35
TOTAL					£372.49

NEW APPLICATIONS 200+ UNITS	Category - A (Admin) or B (Inspection)	Time (minutes)	Job role	Salary inc oncosts	Sub total
Grant of new residential caravan site licence (200+ UNITS) this fee includes site rule deposit					
Pre-application advice (can be charged in this instance see guidance)	A	30 mins	LO	£31.04	£15.52
Receive and process licence application/create log on Uniform of application	A	40 mins	LO	£31.04	£20.07
Receive and process payment	A	10 mins	LO	£31.04	£5.17
Consultation with site owner and other agencies e.g. Planning, Fire Authority, E.A where flood risk, and consideration of representations. Upload to Uniform	A	40 mins	LO	£31.04	£20.07
Enquiries as necessary e.g. those relating to management and financial standing, outstanding licensing issues and debts, and undertakings and upload to Uniform	A	30 mins	LO	£31.04	£15.52
Check on/upload right to occupy to Uniform	A	5 mins	LO	£31.04	£2.59
Check on/upload insurance cover to Uniform	A	5 mins	LO	£31.04	£2.59
Check on/upload electrical, gas, fire certs to Uniform	A	5 mins	LO	£31.04	£2.59

Check on/upload planning permissions to Uniform	A	5 mins	LO	£31.04	£2.59
Check on/upload site rules to Uniform and website where provided	A	15 mins	LO	£31.04	£7.76
Arrange inspection of premises	A	10 mins	LO	£31.04	£5.17
Inspection time by LA officer	B	4 hours	LO	£31.04	£124.16
Travel time to inspection by LA Officer (average 45 minutes)	B	45 mins	LO	£31.04	£23.28
Upload of photographs	A	10 mins	LO	£31.04	£5.17
Officer inspection report write up	A	2 hours	LO	£31.04	£62.08
Prepare plan on GIS overlay and issue with boundary	A	15 mins	LO	£31.04	£7.76
Draft of letter, contraventions, licence and conditions	A	4 hours	LO	£31.04	£124.16
Issue licence and conditions (on Uniform and post/email out)	A	20 mins	LO	£31.04	£10.35
TOTAL					£456.60

Annual fee for sites with 5-24 UNITS	Category - A (Admin) or B (Inspection)	Time (minutes)	Job role	Salary inc oncosts	Sub total
Arrange and process payment	A	10	LO	£31.04	£5.17
Arrange inspection of premises	A	10	LO	£31.04	£5.17
Request documents from site owner, e.g. fire, electrical and gas certification	A	10	LO	£31.04	£5.17
Time to review documents and certificates	A	20	LO	£31.04	£10.35
Upload of documents to Uniform	A	10	LO	£31.04	£5.17
Inspection time by LA officer (note: one visit programmed per annum, guidance allows for two. This will be reviewed on next cycle)	B	60	LO	£31.04	£31.04
Travel time by LA officer	B	45	LO	£31.04	£23.28
Upload of photographs	A	10	LO	£31.04	£5.17
Preparation of report	A	30	LO	£31.04	£15.52
Preparation of letter	A	30	LO	£31.04	£15.52
Upload of report and letter to Uniform	A	10	LO	£31.04	£5.17

Queries, complaints etc., received from site owners, public and residents about site	A	30	LO	£31.04	£15.52
Investigation of unlicensed premises (EXCLUDED)	A	0	0	£31.04	£0.00
Work surrounding Section 9C/9F issue of Compliance Notices and Works in Default and Emergency Works- EXCLUDED as this can be charged per item issued on a cost recovery basis	A	0	0	£31.04	£0.00
Prosecutions EXCLUDED - will recover via costs application to magistrates	A	0	0	£31.04	£0.00
Appeals in respect of decisions of licensing authority - EXCLUDED	A	0	0	£31.04	£0.00
Other		0		£31.04	£0.00
Other		0		£31.04	£0.00
Other		0		£31.04	£0.00
Total		275			£142.25

Annual fee for sites with 25-99 UNITS	Category - A (Admin) or B (Inspection)	Time (minutes)	Job role	Salary inc oncosts	Sub total
Arrange and process payment	A	10	LO	£31.04	£5.17
Arrange inspection of premises	A	10	LO	£31.04	£5.17
Request documents from site owner, e.g. fire, electrical and gas certification	A	10	LO	£31.04	£5.17
Time to review documents and certificates	A	20	LO	£31.04	£10.35
Upload of documents to Uniform	A	10	LO	£31.04	£5.17
Inspection time by LA officer (note: one visit programmed per annum, guidance allows for two. This will be reviewed on next cycle)	B	120	LO	£31.04	£62.08
Travel time by LA officer	B	45	LO	£31.04	£23.28
Upload of photographs	A	10	LO	£31.04	£5.17
Preparation of report	A	60	LO	£31.04	£31.04
Preparation of letter	A	30	LO	£31.04	£15.52
Upload of report and letter to Uniform	A	10	LO	£31.04	£5.17
Queries, complaints etc., received from site owners, public and residents about site	A	60	LO	£31.04	£31.04
Investigation of unlicensed premises (EXCLUDED)	A	0	0	£31.04	£0.00
Work surrounding Section 9C/9F issue of Compliance Notices and Works in Default and Emergency Works- EXCLUDED as this can be charged per item issued on a cost recovery basis	A	0	0	£31.04	£0.00
Prosecutions EXCLUDED - will recover via costs application to magistrates	A	0	0	£31.04	£0.00
Appeals in respect of decisions of licensing authority - EXCLUDED	A	0	0	£31.04	£0.00
Other		0		£31.04	£0.00
Other		0		£31.04	£0.00
Other		0		£31.04	£0.00
Total		395			£204.33

Annual fee for sites with 100-199 UNITS	Category - A (Admin) or B (Inspection)	Time (minutes)	Job role	Salary inc oncosts	Sub total
Arrange and process payment	A	10	LO	£31.04	£5.17
Arrange inspection of premises	A	10	LO	£31.04	£5.17
Request documents from site owner, e.g. fire, electrical and gas certification	A	10	LO	£31.04	£5.17
Time to review documents and certificates	A	20	LO	£31.04	£10.35
Upload of documents to Uniform	A	10	LO	£31.04	£5.17
Inspection time by LA officer (note: one visit programmed per annum, guidance allows for two. This will be reviewed on next cycle)	B	180	LO	£31.04	£93.12
Travel time by LA officer	B	45	LO	£31.04	£23.28
Upload of photographs	A	10	LO	£31.04	£5.17
Preparation of report	A	90	LO	£31.04	46.56
Preparation of letter	A	30	LO	£31.04	£15.52
Upload of report and letter to Uniform	A	10	LO	£31.04	£5.17
Queries, complaints etc., received from site owners, public and residents about site	A	90	LO	£31.04	46.56
Investigation of unlicensed premises (EXCLUDED)	A	0	0	£31.04	£0.00
Work surrounding Section 9C/9F issue of Compliance Notices and Works in Default and Emergency Works- EXCLUDED as this can be charged per item issued on a cost recovery basis	A	0	0	£31.04	£0.00
Prosecutions EXCLUDED - will recover via costs application to magistrates	A	0	0	£31.04	£0.00
Appeals in respect of decisions of licensing authority - EXCLUDED	A	0	0	£31.04	£0.00
Other		0		£31.04	£0.00
Other		0		£31.04	£0.00
Other		0		£31.04	£0.00
Total		515			£266.41

Annual fee for sites with 200+ UNITS	Category - A (Admin) or B (Inspection)	Time (minutes)	Job role	Salary inc oncosts	Sub total
Arrange and process payment	A	10	LO	£31.04	£5.17
Arrange inspection of premises	A	10	LO	£31.04	£5.17
Request documents from site owner, e.g. fire, electrical and gas certification	A	10	LO	£31.04	£5.17
Time to review documents and certificates	A	20	LO	£31.04	£10.35
Upload of documents to Uniform	A	10	LO	£31.04	£5.17
Inspection time by LA officer (note: one visit programmed per annum, guidance allows for two. This will be reviewed on next cycle)	B	240	LO	£31.04	£124.16
Travel time by LA officer	B	45	LO	£31.04	£23.28
Upload of photographs	A	10	LO	£31.04	£5.17
Preparation of report	A	120	LO	£31.04	£62.08
Preparation of letter	A	30	LO	£31.04	£15.52

Upload of report and letter to Uniform	A	10	LO	£31.04	£5.17
Queries, complaints etc., received from site owners, public and residents about site	A	120	LO	£31.04	£62.08
Investigation of unlicensed premises (EXCLUDED)	A	0	0	£31.04	£0.00
Work surrounding Section 9C/9F issue of Compliance Notices and Works in Default and Emergency Works- EXCLUDED as this can be charged per item issued on a cost recovery basis	A	0	0	£31.04	£0.00
Prosecutions EXCLUDED - will recover via costs application to magistrates	A	0	0	£31.04	£0.00
Appeals in respect of decisions of licensing authority - EXCLUDED	A	0	0	£31.04	£0.00
Other		0		£31.04	£0.00
Other		0		£31.04	£0.00
Other		0		£31.04	£0.00
Total		635			£328.49

Register new site rules fee	Category - A (Admin) or B (Inspection)	Time (minutes)	Job role	Salary inc oncosts	Sub total
Arrange and process payment	A	10	LO	£31.04	£5.17
Time to review documents and certificates	A	30	LO	£31.04	£15.52
Upload of documents to Uniform	A	10	LO	£31.04	£5.17
Preparation of letter	A	30	LO	£31.04	£15.52
Update on line register	A	30	LO	£31.04	£15.52
Total	B	110	LO	£31.04	£56.91

Transfer of site licence fee	Category - A (Admin) or B (Inspection)	Time (minutes)	Job role	Salary inc oncosts	Sub total
Arrange and process payment	A	10	LO	£31.04	£5.17
Time to review documents and certificates	A	30	LO	£31.04	£15.52
Upload of documents to Uniform	A	10	LO	£31.04	£5.17
Preparation of letter	A	30	LO	£31.04	£15.52
Create new licence	A	60	LO	£31.04	£31.04
Update on line register	A	30	LO	£31.04	£15.52
Total	B	170	LO	£31.04	£87.95

Risk Rating – Per extra visit	Category - A (Admin) or B (Inspection)	Time (minutes)	Job role	Salary inc oncosts	Sub total
Arrange inspection of premises	A	10	LO	£31.04	£5.17
Time to review documents and certificates	A	20	LO	£31.04	£10.35
Upload of documents to Uniform	A	10	LO	£31.04	£5.17
Inspection time by LA officer	B	180 - 240	LO	£31.04	£93.12 - £124.16
Travel time by LA officer	B	45	LO	£31.04	£23.28
Upload of photographs	A	10	LO	£31.04	£5.17
Preparation of report	A	90 - 120	LO	£31.04	46.56 - £62.08
Preparation of letter	A	30	LO	£31.04	£15.52
Upload of report and letter to Uniform	A	10	LO	£31.04	£5.17
Total					£209.51 - £256.07