

### HMO Licensing – Breakdown of Licensing Costs

	<b>Action</b> ADDRESS : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX DATE:	<b>Step</b>	<b>Standard Time in Minutes</b>	<b>Cost</b>	<b>Hourly Rate</b>
1	Enquiry received and service request entered on computer database	Y	15		Admin.
2	Information pack sent out ( <i>Application form returned</i> )	Y	15		A
3	Update service request on computer database with associated action details	Y	15		A
4	Generate acknowledgement letter and send to applicant	Y	15		A
5	Enter particulars on application form on to premises record on computer database	Y	15		A
6	Make up new premises file	Y	15		A
7.	Check details on application form are complete/correct	Y	30		EHO
8.	Check that all particulars have been entered on computer premises record correctly	Y	15		EHO
9.	Prepare memo to planning / Building Control / Fire Service regarding HMO details	Y	15		A
10.	Examine gas safety, and other certificates submitted with licence application for validity.	Y	60		EHO
11.	Carry out fit and proper person checks with other Council Services and external agencies	Y	90		EHO
12.	Visit property to check licence application details (where necessary)		120		EHO
13.	Prepare license documents and certificates of service for all recipients.	Y	120		EHO
14	Enter relevant details on computer records	Y	30		A
15.	Raise invoice for Licence Fee ( <i>Licence Fee payment received</i> )	Y	/	12.50	EHO
16.	Write out receipt and post out	Y	15		A
17.	Serve license documents on recipients by post	Y	15		A
	<b>TOTALS</b>		<b>8 Hrs</b>	<b>255.96</b>	

It should be noted that the above calculation is based on the maximum time taken to process the application through every stage. In some cases, it will not be necessary to carry out every stage of the process – for example it may not be necessary to visit the premises for the purposes of the Application; It will not be necessary to carry out more than one a fit and proper person test for a landlord who submits applications for several premises.

This means that the cost of each licence may vary, and is not therefore directly comparable from landlord to landlord.

The Council will notify you of the Fee to be charged for your Application at the end of the process, prior to the issue of your Licence.