

<b>ADC NEW LICENCE APPLICATION</b>							
<b>Task</b>	<b>Action</b>	<b>Bandings</b>	<b>Time (minutes)</b>	<b>Cost (£)</b>	<b>Officer</b>		
1	Initial enquiry, planning checks, setting up case		40	42.17	SO		
2	Initial site inspection and guidance	Band A (2-5 units)	30	31.63	SO		
		Band B (6-24 units)	45	47.44	SO		
		Band C (25-99 units)	60	63.25	SO		
		Band D (100+ units)	90	94.88	SO		
3	Travel time (initial inspection)		60	63.25	SO		
4	Land Registry search (includes a flat-rate fee of £6)		10	16.54	SO		
5	Background checks on applicant to determine suitable person to hold licence and validate application		60	63.25	SO	<b>Officer Role</b>	<b>Hourly rate of officer (including on-costs)</b>
6	<b>BAND B, C &amp; D ONLY</b> - Preparation of draft site licence and consultations (applicant, fire service, planners etc.), feedback		120	126.50	SO		
7	<b>BAND A ONLY</b> - Preparation of draft site licence and consultations (applicant, fire service, planners etc.), feedback		60	63.25	SO	Environmental Health Team Manager (TM)	74.25
8	Issue site licence (including any amendments following consultation)		30	31.63	SO		
9	Update public register		15	15.81	SO		
10	Review by Manager		30	37.13	TM		
11	Carry out full site inspection	Band A (2-5 units)	30	31.63	SO		
		Band B (6-24 units)	60	63.25	SO		
		Band C (25-99 units)	120	126.50	SO		
		Band D (100+ units)	180	189.75	SO		
12	Travel time (full inspection)		60	63.25	SO		
13	Records and administration		60	63.25	SO		
14	Communication with site owner on outcome of visit	Band A (2-5 units)	30	31.63	SO		
		Band B (6-24 units)	45	47.44	SO		
		Band C (25-99 units)	60	63.25	SO		
		Band D (100+ units)	90	94.88	SO		
<b>NEW LICENCE FEE - Band A</b>			<b>8.58333333</b>	<b>554.40</b>			
<b>NEW LICENCE FEE - Band B</b>			<b>10.58333333</b>	<b>680.90</b>			
<b>NEW LICENCE FEE - Band C</b>			<b>12.08333333</b>	<b>775.77</b>			
<b>NEW LICENCE FEE - Band D</b>			<b>14.08333333</b>	<b>886.46</b>			

ADC LICENCE TRANSFER							
Task	Action	Bandings	Time (minutes)	Cost (£)	Officer		
1	Responding to initial enquiry		20	21.08	SO		
2	Receipt and validation of application		30	31.63	SO	<b>Officer Role</b>	<b>Hourly rate of officer (including on-costs)</b>
3	Land Registry Search (includes a flat rate fee of £6)		10	16.54	SO	Senior Env. Health/Tech Officer (SO)	63.25
3	Background checks on applicant to determine suitable person to hold licence and validate application		60	63.25	SO	Environmental Health Team Manager (TM)	74.25
4	Review existing licence and history including for outstanding notices and enforcement	Band A (2-5 units)	90	94.88	SO		
		Band B (6-24 units)	180	189.75	SO		
		Band C (25-99 units)	240	253.00	SO		
		Band D (100+ units)	300	316.25	SO		
5	Amend site licence and issue, including correspondence with owner (includes transferring from old hard copy to new electronic licence)		210	221.38	SO		
6	Review by Manager		30	37.13	TM		
7	Amend public register		15	15.81	SO		
<b>TRANSFER FEE - Band A</b>			<b>7.75</b>	<b>501.69</b>			
<b>TRANSFER FEE - Band B</b>			<b>9.25</b>	<b>596.56</b>			
<b>TRANSFER FEE - Band C</b>			<b>10.25</b>	<b>659.81</b>			
<b>TRANSFER FEE - Band D</b>			<b>11.25</b>	<b>723.06</b>			

<b>ADC LICENCE VARIATION</b>				
<b>Task</b>	<b>Action</b>	<b>Time (minutes)</b>	<b>Cost (£)</b>	<b>Officer</b>
1	Initial enquiry, providing details of application process and fees	15	15.81	SO
2	Receipt & validation of application	30	31.63	SO
3	Check historic breaches, outstanding notices etc	60	63.25	SO
4	Amend site licence & re-issue	45	47.44	SO
5	Site Licence reviewed by Manager	30	37.13	TM
6	Amend public register	15	15.81	SO
7	Additional time for considering proposed amendments, drafting alternative conditions, undertaking any consultation or correspondence (as required) and conducting site visit (as required)	180	189.75	SO
<b>VARIATION FEE</b>		<b>6.25</b>	<b>400.81</b>	

<b>Officer Role</b>	<b>Hourly rate of officer (including on-costs)</b>
Senior Env. Health/Tech Officer (SO)	63.25
Environmental Health Team Manager (TM)	74.25

ADC ANNUAL LICENCE FEE						
Task	Action	Bandings	Time (minutes)	Cost (£)	Officer	
1	Check EH system to verify next routine inspection		15	15.81	SO	
2	Write to owner to advise of intended inspection and update records		20	21.08	SO	
3	Review file		20	21.08	SO	
4	Travel time		60	63.25	SO	
5	Visit site and carry out routine inspection. Note compliance and non-compliance with site licence conditions	Band A (2-5 units)	30	31.63	SO	
		Band B (6-24 units)	60	63.25	SO	
		Band C (25-99 units)	120	126.50	SO	
		Band D (100+ units)	180	189.75	SO	
6	Site record keeping		30	31.63	SO	
7	Communication with site owner (to include correspondence) and updating records	Band A (2-5 units)	30	31.63	SO	
		Band B (6-24 units)	45	47.44	SO	
		Band C (25-99 units)	60	63.25	SO	
		Band D (100+ units)	90	94.88	SO	
8	Complaints and enquiries		60	63.25	SO	
8a	Legal Advice			0.00		
8a	Case review/manager discussions		15	34.38	SO&TM	
9	Revisit allowance including travel time of 60 mins (It is anticipated that 1 in 3 will need revisits, therefore hourly rate is divided by 3)	Band A - 90 mins (divided by 3)	90	31.63	SO	
		Band B - 120 mins (divided by 3)	120	42.17	SO	
		Band C - 150 mins (divided by 3)	150	52.71	SO	
		Band D - 180 mins (divided by 3)	180	63.25	SO	
<b>ANNUAL FEE - Band A</b>		Based on current risk rating 90% due inspection per year	<b>4.666667</b>	<b>310.82</b>		
<b>ANNUAL FEE - Band B</b>		Based on current risk rating 80% due inspection per year	<b>7.416667</b>	<b>322.67</b>		
<b>ANNUAL FEE - Band C</b>		Based on current risk rating 65% due inspection per year	<b>9.166667</b>	<b>345.06</b>		
<b>ANNUAL FEE - Band D</b>		Based on current risk rating 60% due inspection per year	<b>11.16667</b>	<b>359.01</b>		

Officer Role	Hourly rate of officer (including on-costs)
Senior Env. Health/Tech Officer (SO)	63.25
Environmental Health Team Manager (TM)	74.25

<b>ADC DEPOSITION OF SITE RULES</b>						
<b>Task</b>	<b>Action</b>	<b>Time (minutes)</b>	<b>Cost (£)</b>	<b>Officer</b>		
1	Check for prohibited rules and proof of consultation/compliance	60	63.25	SO		
2	Record and upload copy of rules on website	20	21.08	SO	<b>Officer Role</b>	<b>Hourly rate of officer (including on-costs)</b>
3	Communicate/consult with residents affected by site rules	60	63.25	SO	Senior Env. Health/Tech Officer (SO)	63.25
4	Review any feedback	30	31.63	SO	Environmental Health Team Manager (TM)	74.25
5	Finalise deposit of site rules	30	31.63	SO		
<b>DEPOSITION OF SITE RULES</b>		<b>3.33333</b>	<b>210.83</b>			

<b>COMPLIANCE NOTICE</b>	
<b>Officer Role</b>	<b>Hourly rate of officer (including on-costs)</b>
Senior Env. Health/Tech Officer (SO)	63.25
Environmental Health Team Manager (TM)	74.25