

Appendix A – Assessment of Costs

	New Site License Application Fee	Licence Amendment Application Fee	Transfer of Licence Fee	Annual Site Fee				park home rules
				Band A(2-10 Units)	Band B (11-30 units)	Band C (31-70 units)	Band D (71- 100+ units)	
	Time (mins)							
Initial enquiries	20	20	20	0	0		0	10
Letter writing/ telephone calls etc to make appointments and requesting any documents or other information from the site owner or from any third party in connection with the licensing process;	60	30	30	30	30	30	30	30
Sending out forms;	10	10	10	0	0	0	0	
Updating hard files/ computer systems;	30	10	10	10	10	10	10	10
Processing the licensing fee;	20	20	20	20	20	20	20	20
Land registry searches;	10	10	10	0	0	0	0	
Time for reviewing necessary documents and certificates;	60	40	30	30	30	30	30	30
Downloading photographs;	30	30	30	30	30	30	30	
Preparing reports on contraventions;	0	0	60	80	80	80	80	
Preparing draft and final licences;	60	30	30	0	0	0	0	
Review by manager or lawyers; review any consultation responses from third parties;	60	30	30	30	30	30	30	
Updating public register;	10	0	10	0	0	0	0	10
Carrying out any risk assessment process considered necessary;	0	0	0	30	30	30	30	0
Reviews of decisions or in defending appeals.	60	60	30	0	0	0	0	0

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A second visit, following the issue of a new licence, to check conditions and occupation of site.	60	0	0	0	0	0	0	0
A site visit to assess the specifics of the application, any implications for the licence or its conditions and to assess whether undertakings need to be given	0	60	0	0	0	0	0	0
A pre- programmed full site inspection;	0	0	0	60	90	120	240	0
A follow – up inspection to check compliance following programmed inspection	0	60	0	60	60	60	60	
Handling enquiries and complaints;	0	0	0	30	30	30	30	30
Travel time – including fuel costs	30	30	0	30	30	30	30	0
TOTAL MINUTES	560	440	320	440	470	500	620	170
TOTAL HOURS	9.3	7.3	5.3	7.3	7.8	11.0	12.0	2.8
Time x Officer Rate	£ 326.67	£ 256.67	£ 186.67	£ 256.67	£ 274.17	£ 385.00	£ 420.00	£ 99.17