

Appendix 1

FIT AND PROPER PERSONS REGISTER - SCHEDULE OF FEES

Initial Enquiries

Communicating for appointments

Sending out forms

Updating files, computer systems and website

Fee processing

Land registry searches

Reviewing necessary documents and certificates

Preparing decision notices

Review by Licensing Manager - application, representations, responses from 3rd parties

Updating the public register

Undertaking risk assessment process

Undertake site inspection

Reviews of decision and defending appeals

Total

ANNUAL FEE

Administration

Site Inspection

Total

Proposed Application Fee for 2022-23 £240:00

Proposed Annual Fee for 2022-23 £115:00

KEY: Officers

LA = Licensing Assistant

SLA - Senior Licensing Assistant

CCT - Customer Services Team

LM - Licensing Manager

PEHO - Principal Environmental Health Officer

Officer	Time	Grade	Rate	Oncosts at 23%	Sub Total	Total 21/22
LA	0.25	4	£ 10.21	£ 2.35	£ 12.56	£ 3.14
SLA	0.25	6	£ 12.20	£ 2.81	£ 15.01	£ 3.75
SLA	0.25	6	£ 12.20	£ 2.81	£ 15.01	£ 3.75
SLA	0.25	6	£ 12.20	£ 2.81	£ 15.01	£ 3.75
CCT	0.25	4	£ 10.21	£ 2.35	£ 12.56	£ 3.14
SLA	0.5	6	£ 12.20	£ 2.81	£ 15.01	£ 7.50
SLA	1	6	£ 12.20	£ 2.81	£ 15.01	£ 15.01
SLA	1.5	6	£ 12.20	£ 2.81	£ 15.01	£ 22.51
LM	2	11	£ 21.18	£ 4.87	£ 26.05	£ 52.10
SLA	0.5	6	£ 12.20	£ 2.81	£ 15.01	£ 7.50
PEHO	1	11	£ 21.18	£ 4.87	£ 26.05	£ 26.05
PEHO	3	11	£ 21.18	£ 4.87	£ 26.05	£ 78.15
LM	0	11	£ 21.18	£ 4.87	£ 26.05	£ -

£ 226.36

SLA	2	6	£ 12.20	£ 2.81	£ 15.01	£ 30.01
PEHO	3	11	£ 21.18	£ 4.87	£ 26.05	£ 78.15

£ 108.17

Total 22/23

£ 3.28
£ 3.92
£ 3.92
£ 3.92
£ 3.28
£ 7.84
£ 15.68
£ 23.52
£ 54.45
£ 7.84
£ 27.22
£ 81.67
£ -

£ 236.55

£ 31.36
£ 81.67

£ 113.03