

**HMO Licence Fee Part 1**

Area	Task	Time (mintues)		Officer	Cost
HMO licence application with no intervention from PRS team.	HMO Application download	15 mins	0.25	PSSO	£7.23
	indexing Application	45 mins	0.75	PSSO	£21.70
	HMO payment checker & note	10 mins	0.17	PSSO	£4.82
	HMO application document check	45 mins	0.75	PSSO	£21.70
	HMO Acknowledgement/missing info let	20 mins	0.33	PSSO	£9.64
		30 mins (not always require)	0.50	PSSO	£14.47
	HMO supporting evidence & indexing	10 mins	0.17	PSSO	£4.82
	Allocation of case	60 mins	1.00	PSEO	£28.77
	HMO application document check	30 mins	0.50	PSEO	£14.38
	Ad-Hoc date sharing info	20 mins	0.33	PSEO	£9.59
	Index all responses (fit & proper)	30 mins	0.50	PSEO	£14.38
	DBS checked (fit & proper)	20 mins	0.33	PSEO	£9.59
	Case reviewed recommendations	20 mins	0.33	PSLO	£13.17
	Letter re visits	20 mins	0.33	PSEO	£9.59
		190 (10 min per bedroom) 30 mins			
	Complete HMO Visit	travel inc	3.17	2 x PSEO	£182.21
	Write up visit / uploads	60 mins	1.00	PSEO	£28.77
	HMO write up and uploads	60 mins	1.00	PSEO	£28.77
		45 mins (based on 2 letters)	0.75	PSEO	£21.58
	HMO intention to grant letters & conditi	45 mins	0.75	PSEO	£21.58
	HMO production of draft licence	60 mins (not yet tested)	1.00	PSLO & GM	
	HMO objections	30 mins	0.50	PSEO	£14.38
	HMO production of licence	45mins	0.75	PSEO	£21.58
	Insert of licence conditions				
	HMO licence approved	30 mins	0.50	GM *	£81.97
	HMO cover letters	30 mins	0.50	PSEO	£14.38
<b>TOTAL - HMO Licence Fee Part 1</b>					<b>£599.06</b>

NB requested to be removed on 28.11.18

\* GM absence goes to Assistant Director

	HMO licence refusal	45 mins	0.75	PSTL (PSLO for costing) & GM	£203.43
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Not able to include in 19/20

Code	Title	Hrly Rate
PSSO	Private Sector Support Officer	£28.93
PSEO	Private Sector Enforcement Officer	£28.77
PSLO	Private Sector Lead Officer	£39.50
EHO	Environmental Health Officer	£37.18
GM *	Group Manager	£163.93
AD	Assistant Director	£189.12