

## HMO Licence Fee Part 2

Area	Task	Time (mintues)	Officer	Cost
Yearly	Allocate case to PSEO	10 mins	0.17 PSSO	£4.82
	Send letter for renewal of certificates & index	45 mins	0.75 PSEO	£21.58
	Upload certificate & schedule next year remind	30 mins	0.50 PSEO	£14.38
HMO compliance check (2nd Year)	Allocate case to PSEO	10 mins	0.17 PSSO	£4.82
	Letter re visits	20 mins	0.33 PSEO	£9.59
		190 (10 min per bedroom) 30		
	Complete HMO Visit	mins travel inc	3.17 2 x PSEO	£137.32
	Write up visit / uploads	60 mins	1 PSEO	£28.77
	schedule next year reminder	10 mins	0.17 PSEO	£4.79
HHSRS	If property in bad condition will need to complete formal inspection and possible enforcement action			
HMO compliance check (4th Year)	Allocate case to PSEO	10 mins	0.17 PSSO	£4.82
	Letter re visits	20 mins	0.33 PSEO	£9.59
		190 (10 min per bedroom) 30		
	Complete HMO Visit	mins travel inc	3.17 2 x PSEO	£137.32
	Write up visit / uploads	60 mins	1 PSEO	£28.77
	schedule reminder for expiry date	10mins	0.17 PSEO	£4.79
HHSRS	If property in bad condition will need to complete formal inspection and possible enforcement action			
HMO renewal letters	Send letter for renewal	20 mins	0.33 PSSO	£9.64
	schedule reminder 2 wkly	10 mins	0.17 PSSO	£4.82
<b>TOTAL - HMO Licence Fee Part 2</b>				<b>£425.83</b>

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