

PRIVATE HOUSING - THURROCK COUNCIL			
CALCULATION OF HMO LICENCE FEE			
Identification of licensable HMO by completion of HMOLIC Form2	0.50		
Raise file and HMOLIC Progress form 7	0.50		
Send initial letter and application paperwork HMOLIC Letter 1	1.00		
Send any chaser letters HMOLIC Letter 2/2a.	0.50		
On receipt of application pay in cheque and obtain receipt	0.50		
Send letter acknowledging application HMOLIC Letter 3	0.50		
Check through application paperwork for completeness and complete HMOLIC Form 4. Send HMOLIC Letter 4 if any errors or omissions	1.50		
Check and consider supporting docs and if applicant is fit and proper and all other checks inc with other Depts and other LAs.	3.00		
Send HMOLIC Memo 1 to Planning and HMOLIC Memo 2 to Benefits	0.50		
Arrange access and visit to property for brief inspection and to verify application details and prioritise for future action	2.50		
Prepare and send draft licence and covering letter and notice - HMOLIC Letter 6/6a and HMOLIC Notice 2.	2.00		
Prepare and send HMOLIC Letter 7 to EFRS.	0.50		
Consider any representations made	0.50		
Prepare and send licence HMOLIC Letter 8/8a with HMOLIC Notice15	2.00		
Enter details of licence on Property Summary Sheet HMOLIC Form 10 and update Public Register HMOLIC Form 12 on hard copy and on web site.	1.00		
Review Licence conditions annually and desk top check of documents by sending HMOLIC Letter 9 and use HMOLIC Form 6.	2.00		
TOTAL NUMBER OF HOURS=	19.00	0.00	
Hourly Rate	£48.31		
SUBTOTAL	£917.89	£0.00	£917.89
Land registry fee	1.00	£4.00	£4.00
Postage - no. of letters sent will vary but approx 8 per property	8.00	£0.50	£4.00
GRAND TOTAL			£925.89
			£925.00
ROUNDED TOTAL			
Regional Comparitor			£ 750.00