

Appendix 'B' – Fee Structure Calculation

Calculation of Fit and Proper Person Application Fee					
Action	Admin Officer	EHO	Team Leader		
Enter new case in Civica, start process.	15				
Send out application form and covering letter	20				
Correspondence and telephone calls etc to discuss requirements with applicants		45			
Check application information complete, including fee	30				
Process payment and send payment acknowledgment	30				
Review all submitted documents and application form		120			
Update case record in Civica		30			
Land registry searches	15				
Prepare final or preliminary decision notice		60			
Case review discussion with manager and/or Legal; review any representations made by applicants or responses from third parties;		45	45		
Prepare final or preliminary decision notice following case review discussion		30			
Scan and save decision notice to Civica record, send copy to site	30				
Update public register/website		15			
Carrying out any risk assessment process considered necessary		15			
Reviews of decisions or in defending appeals.		15	15		
Total Time per Officer (minutes)				Cost	Rounded
Admin Officer	140			£ 75.46	
Environmental Health Officer		375		£ 262.38	
Team Leader			60	£ 47.90	
Total Cost				£ 385.74	£ 386.00