

Agenda Item (9)  
Appendix B

Unit Costs of Charging Elements and Calculation of Charges for 2015/16

1. Application Fee

Unit Costs	Number of Pitches	Admin Time (Minutes)	Officer Time (Minutes)	Hourly Rate	Mean Cost (£)
<b>Administration Factors</b>					
Initial Enquiry Letter	<5	265	165	41	295
writing/correspondence					
Send forms					
Update Files	between 6 and 24	370	210	41	400
Update EU Directive Website					
Processing Fee	Between 25 and 99	436.25	255	41	475
Land Reg Search					
Admin time - reviewing docs					
Download Photos	Between 100 and 199	500	300	41	550
Preparing contravention Reports					
Preparing licences and drafts					
Review by Third parties/Managers	>200	553.73	360	41	625
Update Public Register					
Carry out Risk Assessment					
Review of Decisions/Appeals					
<b>Office Time</b>					
Pre-Application Advice					
Officer time :initial inspection					
Officer Time : Second visit					
post issue of licence to check on conditions					
Travel Time (2 visits)					

2. Annual Licence Fee

Unit Costs		Number of Pitches	Admin Time (Minutes)	Officer Time (Minutes)	Hourly Rate	Mean Cost (£)
<b>Admin Costs</b> Correspondence (info/making appointments) Enquiries/complaints Update Files Processing Fee Review Docs Download Photos Preparing contravention Reports		<5	215	145	41	250
		between 6 and 24	307.5	170	41	330
		Between 25 and 99	367.5	227.5	41	410
		Between 100 and 199	425	270	41	475
		>200	472.5	327.5	41	550
<b>Officer Costs</b> Inspection Subsequent visit Travel Time (2 visits)						

3. Transfer Fee

<b>Unit Costs</b>	<b>Admin Time (Minutes)</b>	<b>Hourly Rate</b>	<b>Mean Cost (£)</b>
Initial Enquiry Send forms Update Files Processing Fee Admin time - reviewing docs Preparing licences and drafts Review by Third parties/Managers Update Public Register	213	21	75

4. Alteration Fee

<b>Unit Costs</b>	<b>Admin Time (Minutes)</b>	<b>Hourly Rate</b>	<b>Mean Cost (£)</b>
Initial Enquiry Send forms Update Files Admin time - reviewing docs Preparing licences and drafts Update Public Register	174	21	65

5. Site Rules Deposit

Unit Costs	Admin Time (Minutes)	Hourly Rate	Mean Cost (£)
Initial Enquiry Send forms Update Files Admin time - reviewing docs Preparing licences and drafts Update Public Register	101	21	35

(END)