

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

1. Application Fee

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

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Appendix B

2. Annual Licence Fee

Unit Costs					
Admin Costs	Number of Pitches	Admin Time (Minutes)	Officer Time (Minutes)	Hourly Rate	Mean Cost (£)
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
Preparing licences and drafts _ Risk assessment	Between 100 and 199	425	270	41	475
	>200	472.5	327.5	41	550
Officer Costs					
Inspection Subsequent visit Travel Time (2 visits)					

3. Transfer Fee

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

4. Alteration Fee

Unit Costs			
Initial Enquiry Send forms Update Files	Admin Time (Minutes)	Hourly Rate	Mean Cost (£)
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	101	21	35
Update Public Register			

(END)