

<u>Action</u>	<u>Business Support</u>	<u>Private Sector Housing Officer</u>	<u>Private Sector Housing Team Leader</u>
Initial enquiries		45	
Letter writing/ telephone calls etc to make appointments and requesting any documents or other information from the site owner or from any third party in connection with the fit and proper process;		60	
Sending out forms;	15		
Application form received and scanned	15		
Updating files/ computer systems and websites;		30	
Processing the application fee;	30		
Land registry searches;		15	
Processing the application and reviewing necessary documents and certificates;		60	
CRB Check		15	
Determination F & P		30	
Preparing preliminary and final decision notices;		15	
Set conditions		30	
Review by manager or lawyers; review any representations made by applicants or responses from third parties;			30
Updating the public register;	15		
Carrying out any risk assessment process considered necessary and		15	
Reviews of decisions or in defending appeals.		60	60
Total Time (minutes):	75	375	90
Cost:	£24	£163	£60

Grand total:**£246**

Role	Hourly Rate (including on costs)
Business Support	£19
PSH Officer	£26
PSH Team Leader	£40