

Appendix 1: Summary cost calculation for licence fees under the Selective Licensing Scheme

Proposed licence fees

Licence fees will be payable in full at the application stage and are non-refundable. The fees for the full five-year duration of the licence are given below.

Borough-wide Additional Licensing Scheme for Houses in Multiple Occupation	£ 9 5 0
Three ward Selective Licensing Scheme	£ 5 0 0

A discount of £75 will be offered to applicants who are members of an approved accreditation scheme.

Costs allocated to selective licence applications

Predicted number of licence applications under the scheme (5 years)	3,769
Selective licences as a percentage of all licences	52%
Setting-up staffing costs	
Staff costs (not including Private Sector Housing Officers or Business and Technical Support Officers.)	£772,382
Other set-up costs	
IT	£51,954
Staff costs relating to set-up	£29,082
Training	£3,372
Recruitment	£3,372
Total set-up costs	£87,780
On-going costs	
Transport and parking permits	£104,741
Equipment	£3,365
IT	£7,934
Subscriptions	£1,855
Printing and copying	£17,475

Training	£8,071
Fixed central recharges	£432,762
Total on-going costs	£576,203
Total non-direct costs (staff, set-up and ongoing)	£1,436,364
Total non-direct costs per licence (staff, set-up and ongoing)	£381
Direct staff costs per licence (Private Sector Housing and Business and Technical Support Officers)	£280
Total cost per licence	£661
Fee per licence	£500
Surplus/(loss)	(£161)