

**Processing costs for a new caravan site licence application**

	<b>Action</b>	<b>Time (Mins) EHO</b>	<b>Time (Mins) TO</b>	<b>Time (Mins) Admin</b>
1	Enquiry received and service request entered on computer system.			30
2	Obtain planning documents. Record type of development permitted and restrictions etc on computer worksheet. Print hard copies of planning documents.			30
3	Make up new caravan site/Park home site file and attach above documentation			20
4	Send out site application form with covering letter and enter action on computer worksheet.		15	
5	Contact applicant and make appt to carry out initial site inspection enter action of computer worksheet		10	
6	Carry out initial site inspection. Advise applicant as necessary on layout, spacing and other site licence conditions. Help applicant complete application form, if required. Enter record of inspection on computer worksheet.		30	
7	Travel Time		60	
8	Enter particulars on application form on to premises record on computer system. Scan and save application form to computer system and link to worksheet.			30
9	Check application valid e.g. all compulsory questions completed and correct fee included Check all particulars entered on computer premises record correctly	40		
10	Carry out LRS to verify applicant is owner of land			15
11	Examine electrical certificate and any other documentation submitted with licence for validity. Enter action on computer worksheet.		20	
12	Carry out checks with other council services e.g. Finance and external agencies e.g. other local authorities. Record Action on computer work sheet.		20	
13	Obtain next consecutive site licence number on park home licence spreadsheet and enter details of site against that number.			10
14	Prepare draft site licence and send to applicant with covering letter. Include any recommendations and works required		60	

**ANNEX 1**

	resulting from initial site inspection. Save draft licence and letter to Uniform and link to RP module.			
15	Discuss any feedback with applicant on proposed site licence conditions with applicant. If amendments requested seek authority with line manager to amend conditions.	60		
16	Upon expiry of consultation period amend site licence if required. Print out two copies of site licence and proof read.		60	
17	Site licence to be checked and signed by line manager	30		
18	Send out site licence to applicant with covering letter.		10	
19	Scan and save signed copy of site licence to Uniform system and link to RP module. Insert hard copy of licence to paper file.			20
20	Update public register of licensed sites.		15	
21	Upon occupation of site contact site owner to make appointment for licensing inspection		10	
22	Carry out full site inspection. Make note of any breaches of site licence conditions/ works required		60	
23	Travel time		60	
24	Record visit and details on computer worksheet		20	
25	Complete risk assessment spreadsheet to determine next routine visit.		10	
26	Enter date of inspection and next routine inspection on park homes inspection worksheet. Next routine inspection as scheduled inspection on premises worksheet.		10	
27	Send letter to applicant notifying them of outcome of licensing visit.		60	
28	Additional 1 Complicated Cases			
29	Additional 2 Production of drawings			
30	Additional 3 Resolve application form queries on site			

**ANNEX 1**

	<b>Total (Mins)</b>	<b>130</b>	<b>530</b>	<b>155</b>
	Total hours as a Decimal	2.2	8.8	2.6
	<b>Cost £</b>	<b>70.4</b>	<b>237.6</b>	<b>28.6</b>