

APPENDIX 1 – Proposed Fee for ‘Fit & Proper Person Test’

Task	Time (Approx.)	Cost & officer(s)	
Generate and send acknowledgement letter	0.25	6.00	AA
Check application is valid and correct fee included	0.25	6.00	AA
Enter application and supporting documents onto Uniform & Document Management System	0.5	12.00	AA
Review/consider application form and associated documents	2.0	70.00	LT
Officer travel time and site inspection(s)	3.0	104.00	LT
Conduct Fit & Proper Person assessment	3.0	104.00	LT
Enter outcome of Fit & Proper Person assessment onto Uniform & Document Management System	0.25	9.00	LT
Preparing and issuing of acceptance/refusal documentation and conditions (where appropriate)	0.5	17.00	LT
Prepare report of breach of conditions (where appropriate)	1.5	52.00	LT
Licensing Manager review and authorisation	1.0	55.00	LM
Enter applicant onto to electronic register	0.25	6.00	AA
Review and maintain register	0.25	9.00	LT
Total (per Fit & Proper Person Test Application)	12.75 hrs	£450.00	
AA – Administration Assistant LT – Licensing Technician LM – Licensing Manager			