

**FEES FOR CARAVAN SITE CONTROL OF DEVELOPMENT
ACT 1960 AS AMENDED BY THE MOBILE HOMES ACT
2013**

Tasks	Time (hrs/mins)	Time (decimal)	Job role	Salary inc oncosts	Sub total
Fit and Proper Person Assessment					
Pre-application advice	15 mins	0.25	LO	46.77	11.69
Receipt of application, check application is complete, signed and fee paid, and create log on M3	40 mins	0.66	LO	46.77	30.87
Process the fee and send a receipt to owner	10 mins	0.16	LO	46.77	7.48
Review application and make relevant enquiries into documents e.g. those relating to management and financial standing, outstanding licensing issues and debts, right to work in the UK check, DBS verification, and undertakings and upload to M3	60 mins	1.00	LO	46.77	46.77
Add application to M3	10 mins	0.16	LO	46.77	7.48
Add management structure information to M3	10 mins	0.16	LO	46.77	7.48
Add financial standing information to M3	10 mins	0.16	LO	46.77	7.48
Cover letter and determine conditions to attach if required	30 mins	0.50	LO	46.77	23.39
Determine application and grant	10 mins	0.16	LO	46.77	7.48
Add relevant person's information to the register	10 mins	0.16	LO	46.77	7.48
Update M3 and Assure	10 mins	0.16	LO	46.77	7.48
TOTAL					165.10