

Appendix B

Costs incurred that can be within the fee

- (a) Initial enquiries;
- (b) letter writing/emails/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;
- (c) sending out forms/processing online application forms;
- (d) updating files/ computer systems and website;
- (e) processing the application fee;
- (f) land registry searches;
- (g) time for reviewing necessary documents and certificates;
- (h) preparing preliminary and final decision notices;
- (i) review by manager or lawyers; review any representations made by applicants or responses from third parties;
- (j) updating the public register;
- (k) carrying out any risk assessment process considered necessary and
- (l) reviews of decisions or in defending appeals.

In addition, a local authority will need to make such inquiries as are necessary in connection with the application, such as those relating to the relevant person's ability to secure the proper management of the site.

All time taken in establishing the information required to make an informed decision may be included in the application fee, whether or not the entry on the register is granted.

Where an applicant contacts the local authority before making an application to ascertain the likelihood of the success of that application, the authority is expected to give such informal advice, including on likely conditions that may be attached to an entry, so the applicant can make an informed judgement on how to proceed with the application.

The local authority cannot charge separately for its advice or work in advance of receipt of the application. However, it can build into its fee structure for such applications the costs (or likely costs) it incurs as a result of such pre-application advice, including where no formal application is subsequently submitted.

Officer time can be considered as it may be necessary to visit a site to ascertain whether or not the condition(s) subject to which a fit and proper person application has been granted has been met. Travel time to and from the site, including fuel costs can also be taken into account and could be calculated using a single value for travel costs to apply to all sites.