

APPENDIX 3 CALCULATION OF FEE FOR FIT AND PROPER PERSON		Officer/s level	Hourly Rate £ not including overheads	Average No of hrs taken	Total Sum £
1) Initial Enquiries		TO	30.92	0.25	7.73
2) Letter writing, Telephone calls to make appointments and requesting any documents or other information from the site owner or from a third party in connection with the fit and proper process		TO	30.92	1.25	38.65
3) Sending out forms		AO	22.77	0.25	5.69
4) Updating files/Computer systems		AO	22.77	0.5	11.38
5) Processing the application fee		AO	22.77	0.25	5.69
6) Land Registry Searches		TO	30.92	0.25	7.73
7) Reviewing necessary documents and certificates		TO	30.92	0.5	15.46
8) Preparing preliminary and final decision notices		TO	30.92	1.25	38.65
9) Review by manager or lawyers: review any representations made by applicants or responses from third parties		SEHO	38.90	1.00	38.9
10) Updating the public register		TO	30.92	0.5	15.46
11) Carrying out any risk assessment process considered necessary		SEHO	38.90	0.5	19.45
12) Reviews of decisions or in defending appeals		TO	30.92	0.5	15.46
		SEHO	38.90	0.5	19.45
TOTAL SUM					239.70
£240 is an appropriate fee	Sept 2026				

