FPP Fee Structure							
	Time	Decimal	Role	Rate + oncosts	Subtotal		
Pre application communications with applicant	30	0.5	Officer	39.69	19.85		
Receipt of application, initial check, process payment, scanning, update idox and allocate	30	0.5	Admin	18.13	9.07		
Check application valid e.g. all compulsory questions completed and database up to date and information correct.	30	0.5	Officer	39.69	19.85		
Review necessary documents, certificates and representations	30	0.5	Officer	39.69	19.85		
Chase up/ clarify missing details/ documents - writing and sending appropriate letters/ email / telephone calls	30	0.5	Officer	39.69	19.85		
Review history - planning/licence/complaints	30	0.5	Officer	39.69	19.85		
Determination, set and draft conditions	60	1	Officer	39.69	39.69		
Review manager/ legal	30	0.5	Manager	74.79	37.40		
Post determination administration - preparing and sending conditions, advice to operator	30	0.5	Officer	39.69	19.85		
Scanning/Updating idox/public register	30	0.5	Admin	18.13	9.07		
							£ 214.29