

HMO Licensing – typical process for HMO of up to 6 units (or lets)

	Action	Time in minutes	
1	Enquiry received and service request entered on computer database	15	EHP
2	Information pack sent out	15	EHP
	Application form returned		EHP
3	Write out receipt /attach to application form/complete receipt voucher	15	EHP
4	Enter a service request on computer database and associated action details	15	EHP
5	Generate acknowledgement letter and send to applicant	15	EHP
6	Enter particulars on application form on to premises record on computer database	15	EHP
7	Make up new premises file	15	EHP

8.	Check details on application form and fee are complete/correct	30	EHP
9.	Check that all particulars have been entered on computer premises record correctly	15	EHP
10.	Prepare memo to planning regarding HMO details	15	EHP
11.	Examine gas safety, and other certificates submitted with licence application for validity.	60	EHP
12.	Carry out fit and proper person checks with other Council Services and external agencies	120	EHP
13.	Visit property to check licence application details and determine priority for inspection under HHSRS	120	EHP
14.	Prepare license documents and certificates of service for all recipients.	120	EHP
15.	Enter relevant details on computer records	30	EHP
16.	Check and sign licence documents	30	EHM
17.	Serve licence documents on recipients by post	15	EHP

Costing for EH Practitioner for 05/06 = 25.00
 Costing for EH Manager for 05/06 = 37.49

Cost of Licence £305