

Annex 2: Mid Devon Fee Calculation:

Role	Hourly rate	Hourly rate (including onward costs) 21/22
Business Support Officer (SCP 11)	£11.40	£17.98
Specialist Lead Officer (SCP 28)	£16.71	£26.70
Commercial Team Lead (SCP 36)	£20.67	£33.22

	Task	Time/Fixed costs	Cost (inc on costs)
	Pre- app Advice	Fixed cost	£30.00
BSO	Setting up on Lalpac and sending introductory letter	0.5	£8.99
BSO	Sending application form and guidance/ fee policy	0.5	£8.99
BSO	Scanning returned completed application and documents. Update Lalpac. Create file.	0.5	£8.99
BSO	Processing application fee	0.5	£8.99
SLO	Checking application completed and all documentation returned	1	£26.70
BSO	Send email/letter of confirmation	1	£17.98
BSO	Received application/ determination process or request for further information/ fee payment receipt History check planning/ licence/complaints	1	£17.98
BSO	Check Land Registry and review Land registry fee (£3 fixed)	0.25	£4.50 £3.00
SLO	Determination and set conditions	2	£53.40
CTL	Peer review	1	£33.22
BSO	Record determination update	0.5	£8.99
BSO	Scan documents to Lalpac	0.25	£4.50
SLO	Review representations made	1	£26.70
	Prepare preliminary and final decision notices	1.5	£40.05
SLO	Carry out risk assessment	1	£26.70
BSO	Update public register	0.25	£4.50
BSO	Update online register	0.25	£4.50
			<u>£334.18</u>