

# Borough Council of Kings Lynn & West Norfolk

## Serving an Improvement Notice Fees Calculator

Borough Council of  
King's Lynn &  
West Norfolk



Address: Enter address in here

Ref: Enter ref in here

Enter number of habitable rooms =

Enter number of storeys =

### Serving an Improvement Notice Processing Costs

	Actions taken	Time (minutes)	Hourly rate (inc. on-costs)	Cost £	Officer
1	Senior Housing Standards Officer to allocate case following discussion with support officer following informal visit	30	£ 33.28	£ 16.64	Senior HS officer
2	Housing Standards officer to familiarise themselves with the file. Prepare notice of entry for landlord and tenants for formal inspection. Update IDOX	60	£ 26.25	£ 26.25	HS officer
3	Travelling time for visit and undertaking formal inspection	210	£ 26.25	£ 91.88	HS officer
4	Produce report and schedule following visit including HHSRS assessment. Update IDOX.*If more than 2 hazards charge £45.94 per each additional hazard*	210	£ 26.25	£ 91.88	HS officer
5	Review case, revisit and validate any necessary certificates to ensure works are complete - update IDOX	180	£ 26.25	£ 78.75	HS officer
6	Officer to discuss the case with Senior Housing Standards officer to determine if notice is required	30	£ 33.28	£ 16.64	Senior HS officer
7	<b>IMPROVEMENT NOTICE</b> is determined as most appropriate action to take. Decide whether to suspend notice and check property status.	30	£ 26.25	£ 13.13	HS officer
8	Obtain details of relevant persons from NOE and prepare and serve Improvement Notice, statement of reasons and schedule (reviewing previous schedule) on relevant person and copies to be served on all other relevant persons and occupier within 7 days - Update IDOX	180	£ 26.25	£ 78.75	HS officer
9	Wait 21 days. If no appeal advise Landcharges of notice served	15	£ 21.18	£ 5.30	Support officer
10	Monitor progress/are works progressing	60	£ 26.25	£ 26.25	HS officer
11	Review case, revisit and validate any necessary certificates to ensure works are complete - update IDOX	120	£ 26.25	£ 52.50	HS officer
12	Revoke or vary notice and notify all relevant parties and advise Landcharges	120	£ 26.25	£ 52.50	HS officer
	<b>Totals</b>	<b>1,155</b>		<b>£ 550.45</b>	
E	Additional costs e.g. specialist reports			Cost £	
13				£ -	
				<b>Total Fee without discounts</b>	<b>£550</b>