

Appendix 3 - Street Naming and Numbering Fees and Charges

New Number

Process	Time (mins)	Time (decimal)
Application or change request received		
Create Worksheet and print site plan	5	0.08
Pass to Officer to look at existing numbering sequence	7	0.12
Once decided add to appendix word document and print off site plan to attach to appendix	7	0.12
List of appendix and site plans passed to Service Support for double checking	7	0.12
Scan appendix with maps and circulate to statutory bodies	7	0.12
Save copy to 'G' drive	5	0.08
Receive notification from Royal Mail with allocated postcodes	7	0.12
Send confirmation to applicant with copy of site plan and UPRN	7	0.12
Pass to Service Support to create UPRN (Unique Property Reference Numbers)	10	0.17
Update Uniform with UPRN	5	0.08
Maintenance of Circulation list database	5	0.08
Idox the confirmation to relevant application	5	0.08
Update the Paper Street file	5	0.08
Total	82	1.37
Charge based on service hourly rate of £33 (J37)		£45

Major Development		
		Band
Jeremy Barlow	Senior Building Control Officer	BAND 9
Tom Bramley	Senior Building Control Officer	BAND 9
Gareth Mountford	Senior Building Control Officer	BAND 9

Pam Woodhouse	Technical Assistant	BAND 4
Chris Russell	Team Leader Technical Support	BAND 9
Mike Avery	Service Manager - Development Services	SMANBAND2

Notes:

* Central Support based on R1190 cost centre

** Modified costing allows for all corporate management apportionment

Annual Hours based on 52 weeks minus 30 days annual leave and 8 bank hols.

Pay + oncosts	Pay + oncosts	Central Support*	Modified Cost**
FTE	Rate per Hr	Rate per Hr	Rate per Hr
£ 44,315	£ 26.04	£ 8.78	£ 3.09
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£	25,663	£	15.08	£	5.09	£	1.79
£	44,315	£	26.04	£	8.78	£	3.09
£	70,000	£	41.13	£	13.87	£	4.87

Total Cost	% of involvement	Cost
Rate per Hr		
£ 37.90	17%	£ 6
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£ 37.90	17%	£ 6

£	21.95	34%	£	7
£	37.90	14%	£	5
£	59.87	1%	£	1
		100%	£	-
	Average Hourly Rate		£	33