

Fee Calculations for Approved Garages

Costs to set up:

Creation of application form	1 hour, Mgr time	
Creation of templates for CoC, feedback / stats forms, supplementary manual, training materials	3 hours, Mgr time	
Creating module on lalpac	4 hours, Mgr time	
Updating Website	1 hour, Mgr time	
Advertising	1 hour, Mgr time	
TOTALS	10 hours, Mgr Time	X £46.20 =£462 / 5 garages = £92.40

PER APPLICATION

Application costs:

Check application form	30 mins senior time	
Check companies house for company info	5 mins senior time	
Check DVSA status of garage and testers	10 mins senior time	
Ensure all docs present and correct (insurance, DBS checks, plan, declaration, complaints policy)	15 mins senior time	
Ensure criteria is met	15 mins senior time	
Enter details on Lalpac	15 mins senior time	
TOTALS	1.5 hours, senior	X £32.40 =£48.60

Inspection:

Inspection of premises and meeting with proprietor, including prep for meeting and travel time	3.5 hours, enforcement time	
Training session or materials re HBC procedures	1 hour	
6 month inspection, including prep for meeting and travel time	2.5 hours, enforcement time	
TOTALS	4.5 Hours enforcement time	X £32.40 = £145.80

Ongoing costs:

Annual inspection	2.5 hours, enforcement time	
Annual submission of documents	1 hour, senior time	
Processing of monthly data / statistics	1 hour, senior time x 12	
TOTALS	2.5 Enforcement time 13 hours senior time P/A	15.5 X £32.40 = £145.80 PER YEAR

TOTAL COSTS:

Set up –	£92.40		
Application –	£48.60		
Inspection -	£145.80		
TOTAL	£286.80	+	£148.80 ongoing costs per year