

## 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          |  |
| <b>TOTALS</b>   | <b>10 hours, Mgr Time</b> | <b>X £46.20<br/>=£462<br/>/ 5 garages =<br/>£92.40</b> |

### 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      |                             |
| <b>TOTALS</b>   | <b>1.5 hours, senior</b> | <b>X £32.40<br/>=£48.60</b> |

#### 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       |                               |
| <b>TOTALS</b>  | <b>4.5 Hours enforcement time</b> | <b>X £32.40<br/>= £145.80</b> |

#### 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                                     |   |
| <b>TOTALS</b>                           | <b>2.5 Enforcement time<br/>13 hours senior time<br/>P/A</b> | <b>15.5 X £32.40<br/>= £145.80<br/>PER YEAR</b> |

**TOTAL COSTS:**

|               |         |
|---------------|---------|
| Set up –      | £92.40  |
| Application – | £48.60  |
| Inspection -  | £145.80 |
| TOTAL         | £286.80 |

+

£148.80 ongoing costs per year