Appendix 1 - Updated First Homes Fee Charging Schedule (29.08.25)

Section 1 - Centralised Service Provision (annual)	Officer (Band H)		Coordinator (Band J)		Manager (Band L)		Other	
Cost items	**Time (h)**	**Cost**	**Time (h)**	**Cost**	**Time (h)**	**Cost**	**Description**	**Cost**
Training and development	4	£ 107.13	2	£ 64.68	2	£ 76.38		
Service reviews, revisions and improvements	4	£ 107.13	4	£ 129.35	3	£ 114.58		
External enquiries and communications	15	£ 401.72	10	£ 323.38	5	£ 190.96		
Printing, postage, stationery		£ -		£ -		£ -	Fixed estimate	£ 50.00
IT & telephony		£ -		£ -		£ -	Fixed estimate	£ 50.00
Sub-totals	*23*	*£ 615.98*	*16*	*£ 517.41*	*10*	*£ 381.92*		*£ 100.00*
Section total (annual)	49	£ 1,515.30						
Apportioned value (per application, est. 46 new sales & resales)	**1.07**	**£ 32.94**						

Section 2 - Development Administration (est. 10 schemes)	Officer (Band H)		Coordinator (Band J)		Manager (Band L)		Other	
Cost items	**Time (h)**	**Cost**	**Time (h)**	**Cost**	**Time (h)**	**Cost**	**Description**	**Cost**
Communications & negotiations	1	£ 26.78	2	£ 64.68	0	£ -	0	£ -
Site visit	1	£ 26.78	1	£ 32.34	0	£ -	0	£ -
Sub-totals	*2*	*£ 53.56*	*3*	*£ 97.01*	*0*	*£ -*	*0*	*£ -*
Section Total (per scheme)	5	£ 150.58						
Apportioned value (per sale, est. 3 First Homes per scheme)	**1.6666667**	**£ 50.19**						

Section 3 - Applicant Qualification	Officer (Band H)		Coordinator (Band J)		Manager (Band L)		Other	
Cost items	**Time (h)**	**Cost**	**Time (h)**	**Cost**	**Time (h)**	**Cost**	**Description**	**Cost**
Preparatory work & assessment	2.5	£ 66.95	0.5	£ 16.17	0	£ -		£ -
Provision for interview	1	£ 26.78	0	£ -	0	£ -		£ -
Administration	1.5	£ 40.17	0	£ -	0	£ -		£ -
Applicant enquiries and communications	1.5	£ 40.17	1	£ 32.34	0	£ -		£ -
Sub-totals	*6.5*	*£ 174.08*	*1.5*	*£ 48.51*	*0*	*£ -*		*£ -*
Section total (per application)	**8**	**£ 222.59**						

Section 4 - Supervisory Requirements	Officer (Band H)		Coordinator (Band J)		Manager (Band L)		Other	
Cost items	**Time (h)**	**Cost**	**Time (h)**	**Cost**	**Time (h)**	**Cost**	**Description**	**Cost**
General supervision, issues arising	0.25	£ 6.70	0.5	£ 16.17	0.25	£ 9.55		£ -
Monitoring and reporting	0.25	£ 6.70	0.25	£ 8.08	0.25	£ 9.55		£ -
Formal escalations	0.5	£ 13.39	0.5	£ 16.17	0.25	£ 9.55		£ -
Sub-totals	*1*	*£ 26.78*	*1.25*	*£ 40.42*	*0.75*	*£ 28.64*		*£ -*
Section total (per application)	**3**	**£ 95.85**						

Section 5 - Legal Work	Officer (Band H)		Coordinator (Band J)		Manager (Band L)		Other	
Cost items	**Time (h)**	**Cost**	**Time (h)**	**Cost**	**Time (h)**	**Cost**	**Description**	**Cost**
Documentation	0	£ -	0	£ -	0	£ -	Fixed estimate	£ 25.00
Standard fee from Legal Services	0	£ -	0	£ -	0	£ -	Fixed estimate	£ 50.00
Sub-totals	*0*	*£ -*	*0*	*£ -*	*0*	*£ -*		*£ 75.00*
Section total (per application)	**0**	**£ 75.00**						

			Rounded
Total estimated cost per first application	**13.73**	**£ 476.57**	**£ 477.00**
Total estimated cost per re-sale (excludes Section 2)	**12.07**	**£ 426.38**	**£ 426.00**

Charge to developer - 1 x first sale + 2 x resales	**37.86**	**£ 1,329.32**	**£ 1,329.00**

Staff cost schedule					
Role	**Band**	**Base £/hr**	**Payrise**	**On costs**	**Total £/hr**
Admin	Band D (SP 6)	£ 13.47	£ 13.90	£ 4.31	£ 18.21
Officer	Band H (SP 27)	£ 19.81	£ 20.44	£ 6.34	£ 26.78
Coordinator	Band J (SP 35)	£ 23.92	£ 24.69	£ 7.65	£ 32.34
Manager	Band L (SP 43)	£ 28.25	£ 29.15	£ 9.04	£ 38.19

Includes expected 1.75% payrise effective April 2021