

2009-10 Costing calculation for access to property information, personal searches and compiled searches

For these calculations, we have estimated volumes of 1,000 personal searches and 500 compiled searches during the financial year. Time costs have been estimated using current work rotas and average agents' costs, including overheads. The costs are those of the land charges department, allocated between the three major activities of the department according to relevance and predicted volumes.

	Costs	Access to records	Personal Search	Compiled search
Time spent by agent (10 mins per personal search, 40 minutes for compiled)	£ 42,800		£ 14,295	£ 28,505
Supervisor time	£ 8,876	£ 5,920		£ 2,956
Entering new property onto Register	£ 15,000	£ 10,005		£ 4,995
Checking planning applications accepted onto Register	£ 2,625	£ 1,751		£ 874
Linking planning and building control applications to integrated property system	£ 9,360	£ 6,243		£ 3,117
Maintaining the property / Land register system	£ 8,560	£ 5,710		£ 2,850
Assisting personal search companies, copying etc *	£ 5,850	£ 5,850		
Charges from other departments	£ 4,712	£ 3,143		£ 1,569
Licence fee for Land Register system	£ 8,000		£ 5,336	£ 2,664
10% of licence fee for integrated property system / GIS	£ 3,000	£ 2,001		£ 999
Conferences and subscriptions	£ 1,640		£ 1,094	£ 546
Historical scanning costs (spread over 5 years) **	£ 8,400	£ 5,603		£ 2,797
Annual scanning costs BC / DC **	£ 10,000	£ 6,670		£ 3,330
Costs of pc inc printer etc in reception including consumables (IT)	£ 3,000	£ 3,000		£ -
		£ 55,896	£ 20,725	£ 55,202
Predicted volumes based on previous 6 months		1,000	1,000	500
Unit cost based on volumes above		£ 56	£ 11	£ 110

Actual income from personal searches (prescribed fee) based on predicted volume is **£11,000** - an under recovery of costs **-£9,725**

* This cost may well disappear after first year, reducing cost of property access by £5.85 on current values

** If access to scanned images is not required, the unit cost drops to £44

In order to calculate unit costs for the questionnaire, we have taken the costs highlighted in blue above and apportioned over an estimated 1,000 requests. Allowing an income of £7,500 from the bundled question 1.1, the remaining 25 relevant, non pre-set elements are costed at £1.10 each.