

Dual language process cost estimates

Brief

“the approximate cost of an average street survey including officer time, postage etc, along with an estimate of the number of streets in Belfast”

Background

- Since April 2012 the Building Control Service (BCS) have received 136 applications totalling 5873 surveys issued.
- The number of residents in a street have ranged from 1 to 353 and everything in between.
- Based on the applications from 2012 the average number of surveys issued per street is 43 surveys
- Approximate number of streets in Belfast is 4000, based upon the live streets contained within the BCS address gazetteer. There are 223 streets already approved for dual language

Summary of Process for each dual language application

PHASE 1 – receipt and validation of application

1. Receipt of application and setting up files and acknowledgement letter
2. Visit to electoral office to verify number of occupants in residential properties
3. Research to determine if street has any non-residential properties. This is a mixture of desktop research and visual inspection on site

PHASE 2 – survey

4. Verify translation from QUB and BCC Irish language officer
5. If initial applicant has 1/3 in support of dual language name then surveys are prepared, printed and enveloped
6. Surveys are hand delivered to ensure the correct amount of surveys are issued and that there are no anomalies i.e. property vacant, unoccupied and work in progress. Also carry out initial survey to determine how many existing signs are in the street
7. When surveys are returned the numbers are recorded and monitored according to responses ie. Yes, No , No preference

PHASE 3 – approval and provision of signs

8. Checking of entire file and preparation of Committee report if 2/3 quota is met
9. If approved then seek any approvals from residents to erect the sign on their property
10. Order sign from contractor and carry out audit on site when sign is erected to ensure correct spelling, location and to authorise payment

Cost analysis

A. Estimated officer time based on the hourly overhead rate for Building Control

PO4 – 4 hours 15 minutes
 SO2 – 3 hours
 SC6 – 10.5 hours

Total = 17 hours 45 minutes

Approximate total cost of office time £568 for average survey of 43 residents. This is broken down into the 3 phases in the table below.

B. Approximate cost for Postage and Printing

43 x second class for return surveys	£262.25
Printing and envelopes approximately 25p per survey	£10.75
Total Cost for postage and printing	£273.00

C. Approximate cost of signs for supply and fit of dual language signs

Based on the cost of 31 dual language street signs ordered since the start of 2020 for a total of 14 streets

The average cost per sign is £124 and an average of two signs were ordered per street. Therefore, the total cost of street signs for one street would average £248.00

The summary table below splits the estimated costs into the three phases in the process, and provides an overall estimated cost of processing dual language applications for the estimated 3,777 streets without dual language street signs.

Summary of Dual Language costs

Based on:

- **Approximate number of streets in Belfast of 4000 less 223 already approved for dual language**
- **An average street of 43 surveys per street**

Break down of 3 phase process for dual language applications	Costs
<p>PHASE 1</p> <p><i>Receipt and validation of application</i></p>	<p>Staff costs based on 4 ¾ hours £146 per street</p> <p>This would equate to £551,442 for 3777 streets in Belfast</p>
<p>PHASE 2</p> <p><i>Survey</i></p>	<p>Staff Costs based on 8 hours £245</p> <p><u>Postage and printing</u> £273</p> <p>Total Cost per street £518</p> <p>This would equate to approximately £1,956,486</p>
<p>Phase 3</p> <p><i>Approval and supply and fitting sign based on:</i></p> <p>The cost of 31 dual language street signs ordered since the start of 2020 for a total of 14 streets</p> <p>The average cost per sign is £124 and an average of two signs were ordered per street.</p> <p>Total cost of street signs for one street would average £248.00</p>	<p>Staff Costs based on 5 hours £177</p> <p><u>Cost of signage</u> £248</p> <p>Total Cost per street £425</p> <p>This would equate to £1,605,225 for this stage of the process</p>
<p>Full process</p> <p>Total Cost for processing dual language sign based on:</p> <p>Total staff costs, cost of signage, postage and printing</p> <p>Balance of approximately 3777 streets without dual language street signage</p>	<p>Staff Costs based on 17 ¾ hours £568</p> <p>Postage and printing £273</p> <p><u>Cost of signage</u> £248</p> <p>Total Cost per street £1089</p> <p>This would equate to approximately £4,113,153.00</p>