

### Sex Establishment Statement of Fees

	<i>2013/14</i>	<i>2014/15</i>	Say	Difference
<b>Application Fee</b>	<i>£3,000</i>	<b>£3,215.61</b>	<b>£3,200</b>	<b>£200</b>
<b>Renewal Fee</b>	<i>£1,000</i>	<b>£1,430.39</b>	<b>£1,430</b>	<b>£430</b>
<b>Licence Fee</b>	<i>£500</i>	<b>£505.78</b>	<b>£500</b>	<b>£0</b>
<b>Transfer Fee</b>	<i>£375</i>	<b>£1,124.58</b>	<b>£1,125</b>	<b>£750</b>

## Building Control processes for Sex Establishment Licence

### Licensing Unit tasks

Task	Hrs	Rate	Cost
Pre application discussions	4	£58.66	£234.64
Determine if the proposed premises is as defined in the legislation	1	£58.66	£58.66
Consultation letters merge, edit and assign to BS.	1	£58.66	£58.66
Meetings may be required with consultees	2	£58.66	£117.32
Assessment of response from consultees	1	£58.66	£58.66
Prepare premises notice	1	£58.66	£58.66
Viewing proposals with customers that call at the office	1	£58.66	£58.66
Assessment of representations received	2	£58.66	£117.32
Assessment of all relevant information relating to the application	7	£58.66	£410.62
Premises inspection including Plan assessment, Fire Risk Audit etc	15	£58.66	£879.90
Preparation of committee reports	11	£58.66	£645.26
<b>Time allocation</b>			
All tasks			<b>£2,698.36</b>

### Business Support tasks

Task	Hrs	Cost	
Input procedure for new application	2	£36.50	£73.00
Issue of letters assigned from BCS	2	£36.50	£73.00
Telephone call queries relating to application	2	£36.50	£73.00
Customer queries at reception	2	£36.50	£73.00
Issue of premises Notice	0.5	£36.50	£18.25
Recovery of costs procedure – calculation and invoicing	2	£36.50	£73.00
<b>Time allocation</b>			
All tasks			<b>£383.25</b>

### Technical Support Officer tasks

Task	Hrs	Cost	
Validation of application, checks, telephone calls	3	£33.50	£100.50
Availability to show application to customers calling to the office	1	£33.50	£33.50
<b>Time allocation</b>			
All tasks			<b>£134.00</b>

**Total Cost**

**£3,215.61**  
**Say £3,200.00**

## Building Control processes for Sex Establishment Licence

### Licensing Unit tasks

Task	Hrs	Rate	Cost
Pre application discussions	2	£58.66	£117.32
Determine if the proposed premises is as defined in the legislation	0.5	£58.66	£29.33
Consultation letters merge, edit and assign to BS.	1	£58.66	£58.66
Meetings may be required with consultees	1	£58.66	£58.66
Assessment of response from consultees	1	£58.66	£58.66
Prepare premises notice	1	£58.66	£58.66
Viewing proposals with customers that call at the office	1	£58.66	£58.66
Assessment of representations received	2	£58.66	£117.32
Assessment of all relevant information relating to the application	2	£58.66	£117.32
Preparation of committee reports	5	£58.66	£293.30
<b>Time allocation</b>			
All tasks			
Totals			£967.89

### Business Support tasks

Task	Hrs	Cost	
Input procedure for application	0.5	£36.50	£18.25
Issue of letters assigned from BCS	2	£36.50	£73.00
Telephone call queries relating to application	2	£36.50	£73.00
Customer queries at reception	2	£36.50	£73.00
Issue of premises Notice	0.5	£36.50	£18.25
Recovery of costs procedure – calculation and invoicing	2	£36.50	£73.00
<b>Time allocation</b>			
All tasks			£328.50

### Technical Support Officer tasks

Task	Hrs	Cost	
Validation of application, checks, telephone calls	3	£33.50	£100.50
Availability to show application to customers calling to the office	1	£33.50	£33.50
<b>Time allocation</b>			
All tasks			£134.00

**Total Cost**

**£1,430.39**  
 Say £1,430.00

**Licence Compliance Checks**

**Compliance Checks (2 a year)**

<b>Task</b>	<b>Hrs</b>	<b>Cost</b>	
<b>Monitoring Compliance</b>			
Premises inspection & enforcement, compliant/queries	8	£58.66	£469.28
Input inspection report	1	£36.50	£36.50
<b>Time allocation</b>			
All tasks			<b>£505.78</b>

**Total Cost**

**Say**

**£505.78**

**£500.00**

## Building Control processes for Sex Establishment Licence

### Licensing Unit tasks

Task	Hrs	Rate	Cost
Pre application discussions	2	£58.66	£117.32
Determine if the proposed premises is as defined in the legislation	0.5	£58.66	£29.33
Consultation letters merge, edit and assign to BS.	0.5	£58.66	£29.33
Meetings may be required with consultees	1	£58.66	£58.66
Assessment of response from consultees	0.5	£58.66	£29.33
Prepare premises notice	0.5	£58.66	£29.33
Viewing proposals with customers that call at the office	1	£58.66	£58.66
Assessment of representations received	2	£58.66	£117.32
Assessment of all relevant information relating to the application	2	£58.66	£117.32
Preparation of committee reports	3	£58.66	£175.98
<b>Time allocation</b>			
All tasks			£762.58

### Business Support tasks

Task	Hrs	Cost	
Input procedure for application	0.5	£36.50	£18.25
Issue of letters assigned from BCS	2	£36.50	£73.00
Telephone call queries relating to application	2	£36.50	£73.00
Customer queries at reception	2	£36.50	£73.00
Issue of premises Notice	0.5	£36.50	£18.25
Recovery of costs procedure – calculation and invoicing	2	£36.50	£73.00
<b>Time allocation</b>			
All tasks			£328.50

### Technical Support Officer tasks

Task	Hrs	Cost	
Validation of application, checks, telephone calls	0.5	£33.50	£16.75
Availability to show application to customers calling to the office	0.5	£33.50	£16.75
<b>Time allocation</b>			
All tasks			£33.50

**Total Cost**

**£1,124.58**  
Say **£1,125.00**

## EXPLANATORY NOTES

How was the hourly rate worked out?

The rate is based on the average cost for the Unit. The cost per hour of each officer was taken and the average rate was worked out.

Licensing Unit	@	1 BCM (£67.50) + 1 ABCM (£58.50) + 1 BS (£50)	Total	£176 ÷ 3 = £58.66
Building Control Manager (PO10)	@	£ 67.50		
Assistant Building Control Manager (PO7)	@	£ 58.50		
Building Control Surveyor (PO4)	@	£50		
Technical Support Officer (Grade 6)	@	£33.50		
Business Support	@	1 SBS Assistant (£39.50) + 1 Grade 6 (£33.50)	Total	£73 ÷ 2 = £36.50
Senior Business Support Assistant (SO2)	@	£39.50		
Business Support Officer (Grade 6)	@	£33.50		

What is the Hourly rate based on?

The Hourly rate is based on the total cost for an officer including salary, employer's National Insurance contributions, superannuation contributions, office rental, car parking, etc.