

**Pavement Café Licence  
Statement of Fees**

	2016	Say			
Grant Application Fee - <i>Non refundable</i>	£ 661.00	£ 660			
Renewal Application or Variation of Licence Fee - <i>Non refundable</i>	£ 433.50	£ 435			
			<i>Per Month</i>	<i>Per Week</i>	<i>Per Day</i>
Licensed Fee (yearly)	£ 111.00	£ 110	£ 9.17	£ 2.12	£ 0.30

## Grant of Licence

Task	Hrs	Rate	Cost	
Pre application discussions	1	£ 47.75	£ 47.75	LU
Validation of application, checks, telephone calls	2	£ 33.50	£ 67.00	TSO
Input procedure for new application	2	£ 36.50	£ 73.00	Admin
Site visit including travel time	3	£ 47.75	£ 143.25	LU
Consultation letters merge, edit and assign to BS.	1	£ 47.75	£ 47.75	LU
Issue of letters assigned from BCS	0.5	£ 36.50	£ 18.25	Admin
Assessment of response from consultees and all relevant information relating to the application	3	£ 47.75	£ 143.25	LU
Issue Licence	1	£ 47.75	£ 47.75	LU
Recovery of costs procedure – calculation and invoicing	2	£ 36.50	£ 73.00	Admin
<b>All tasks</b>			<b>£ 661.00</b>	

## Renewal of Licence

(No changes to Licence)

Task	Hrs	Rate	Cost	
Validation of application, checks, telephone calls	2	£ 33.50	£ 67.00	TSO
Input procedure for application	1	£ 36.50	£ 36.50	Admin
Consultation letters merge, edit and assign to BS.	1	£ 47.75	£ 47.75	LU
Issue of letters assigned from BCS	0.5	£ 36.50	£ 18.25	Admin
Assessment of response from consultees and all relevant information relating to the application	3	£ 47.75	£ 143.25	LU
Issue Licence	1	£ 47.75	£ 47.75	LU
Recovery of costs procedure – calculation and invoicing	2	£ 36.50	£ 73.00	Admin
<b>All tasks</b>			<b>£ 433.50</b>	

**Licence Compliance Checks**

<b>Task Monday to Friday</b>	<b>Hrs</b>	<b>Cost</b>	
<b>Monitoring Compliance</b>			
Inspection/Intervention and enforcement, compliant/queries etc	1	£ 37.00	£ 37.00
Input inspection report	0.5	£ 37.00	£ 18.50
Travel time	1	£ 37.00	£ 37.00
<b>All tasks</b>			<b>£ 92.50</b>

<b>Task Saturday (1.5 x OT Rate)</b>	<b>Hrs</b>	<b>Cost</b>	
<b>Monitoring Compliance</b>			
Inspection/Intervention and enforcement, compliant/queries etc	1	£ 37.00	£ 55.50
Input inspection report	0.5	£ 37.00	£ 18.50
Travel time	1	£ 37.00	£ 37.00
<b>All tasks</b>			<b>£ 111.00</b>

<b>Task Sunday (2 x OT Rate)</b>	<b>Hrs</b>	<b>Cost</b>	
<b>Monitoring Compliance</b>			
Inspection/Intervention and enforcement, compliant/queries etc	1	£ 37.00	£ 74.00
Input inspection report	0.5	£ 37.00	£ 18.50
Travel time	1	£ 37.00	£ 37.00
<b>All tasks</b>			<b>£ 129.50</b>

The number of Compliance Visits required is based on Risk

Licensed for Monday to Sunday

£ 111.00 *average cost*

## 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 ABCM (£58.50) + 1 RS (£37)	Total	£95.50 ÷ 2 = £47.75
Assistant Building Control Manager (PO7)	@	£58.50		
Regulatory Services Officer (SO1)	@	£37		
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 etc.