

**Street Trading Act (NI) 2001
Statement of Fees**

	2016/17	Say		
STATIONARY & MOBILE LICENCE				
Application Fee - <i>Non refundable</i>	£ 617.50	£ 617		
Renewal Application Fee - <i>Non refundable</i>	£ 522.75	£ 523		
			<i>Per Month</i>	<i>Per Week</i>
Licensed for Monday to Friday	£ 1,502.19	£ 1,500	£ 125.00	£ 28.85
Licensed for Monday to Sunday	£ 1,567.44	£ 1,570	£ 130.83	£ 30.19
Licensed for Weekend	£ 1,349.94	£ 1,350	£ 112.50	£ 25.96
Licensed for Sunday	£ 1,219.44	£ 1,220	£ 101.67	£ 23.46
TEMPORARY LICENCE				
Application Fee - <i>Non refundable</i>	£ 677.50	£ 677		
Licence Fee	£ 130.50	£ 130		
Variation of Licence Particulars	£ 442.75	£ 440		

First Stationary and Mobile Street Trading Licence

Regulatory Services Unit tasks

Task	Hrs	Rate	Cost
Pre application discussions	1	£ 43.50	£43.50
Consultation letters merge, edit and assign to BS.	1	£ 43.50	£43.50
Assessment of response from consultees	1	£ 43.50	£43.50
Assessment of all relevant information relating to the application	1	£ 43.50	£43.50
Checking certification, insurance etc	1	£ 43.50	£43.50
Preparation of committee reports	4	£ 43.50	£174.00
Issue Licence	1	£ 43.50	£43.50
All tasks			£435.00

Business Support tasks

Task	Hrs	Cost	
Input procedure for new application	2	£36.50	£73.00
Issue of letters assigned from BCS	1	£36.50	£36.50
Recovery of costs procedure – calculation and invoicing	2	£36.50	£73.00
All tasks			£182.50

Total Cost

£617.50

Renewal of Stationary and Mobile Street Trading Licence

Regulatory Services Unit tasks

Task	Hrs	Rate	Cost
Pre application discussions	0.5	£ 43.50	£21.75
Consultation letters merge, edit and assign to BS.	1	£ 43.50	£43.50
Assessment of response from consultees	0.5	£ 43.50	£21.75
Assessment of representations received	0.5	£ 43.50	£21.75
Checking certification, insurance etc	1	£ 43.50	£43.50
Assessment of all relevant information relating to the application	1	£ 43.50	£43.50
Preparation of committee reports	4	£ 43.50	£174.00
Issue Licence	1	£ 43.50	£43.50
All tasks			£413.25

Business Support tasks

Task	Hrs	Cost	
Input procedure for new application	1	£36.50	£36.50
Issue of letters assigned from BCS	1	£36.50	£36.50
Recovery of costs procedure – calculation and invoicing	1	£36.50	£36.50
All tasks			£109.50

Total Cost

£522.75

Stationary and Mobile Street Trading Licence variation

Regulatory Services Unit tasks

Task	Hrs	Rate	Cost
Pre application discussions	0.5	£ 43.50	£ 21.75
Consultation letters merge, edit and assign to BS.	1	£ 43.50	£ 43.50
Assessment of response from consultees	0.5	£ 43.50	£ 21.75
Assessment of representations received	0.5	£ 43.50	£ 21.75
Assessment of all relevant information relating to the application	1	£ 43.50	£ 43.50
Preparation of committee reports	4	£ 43.50	£ 174.00
Issue Licence	1	£ 43.50	£ 43.50
All tasks			£ 369.75

Business Support tasks

Task	Hrs	Cost	
Input procedure for variation	0.5	£ 36.50	£ 18.25
Issue of letters assigned from BCS	1	£ 36.50	£ 36.50
Recovery of costs procedure – Lodgement	0.5	£ 36.50	£ 18.25
All tasks			£ 73.00

Total Cost

£ 442.75

Licence Compliance Checks

Task Monday to Friday	Hrs	Cost	
Monitoring Compliance			
Inspection/Intervention and enforcement, compliant/queries etc	1	£ 43.50	£ 43.50
Input inspection report	0.5	£ 43.50	£ 21.75
Travel time	1	£ 43.50	£ 43.50
All tasks			£ 108.75

Task Saturday (1.5 x OT Rate)	Hrs	Cost	
Monitoring Compliance			
Inspection/Intervention and enforcement, compliant/queries etc	1	£ 43.50	£ 65.25
Input inspection report	0.5	£ 43.50	£ 21.75
Travel time	1	£ 43.50	£ 43.50
All tasks			£ 130.50

Task Sunday (2 x OT Rate)	Hrs	Cost	
Monitoring Compliance			
Inspection/Intervention and enforcement, compliant/queries etc	1	£ 43.50	£ 87.00
Input inspection report	0.5	£ 43.50	£ 21.75
Travel time	1	£ 43.50	£ 43.50
All tasks			£ 152.25

The number of Compliance Visits required is based on Risk

Licensed for Monday to Friday

£ 435.00 4 Visits Mon to Fri

Licensed for Monday to Sunday

£ 500.25 2 Visits Mon to Fri, 1 Sat & 1 Sun

Licensed for Weekend only

£ 282.75 1 Sat & 1 Sun

Licensed for Sunday only

£ 152.25 1 Sun

Temporary Licence Compliance Visits

£ 130.50 is based on the average cost of compliance i.e. Mon to Fri + Sat + Sun divided by 3

Recouping fees and ongoing queries and dispute resolution involving licensed traders and policy

	Hrs	Cost		
Business Support	30	£ 36.50	£ 1,095.00	
Regulatory Services	50	£ 43.50	£ 2,175.00	
All tasks			£ 3,270.00	<i>Per month</i>

Divided by number of Traders 50 £ 65.40 *Trader cost per month*

£ 784.80 *Trader cost per year*

*Advertisement of Licence Fee

£ 60.00 *Per Trader*

Administration cost per licence for a year £ **844.80**

Cost of Designation £ **222.39**

Total Administration cost of Street Trading matters £ **1,067.19** *Per Trader*

Designation Cost

Regulatory Services Unit tasks

Task	Hrs	Rate	Cost
Application queries and receipt	10	£ 43.50	£ 435.00
First Committee Report	4	£ 50.00	£ 200.00
First Notice	5	£ 50.00	£ 250.00
Consultation letters merge, edit and assign to BS.	3	£ 43.50	£ 130.50
Assessment of response from consultees	15	£ 43.50	£ 652.50
Site Visits and Neighbourhood consultation	37	£ 43.50	£ 1,609.50
Preparation of final Committee report	15	£ 50.00	£ 750.00
Final Notice	1	£ 43.50	£ 43.50
Updating Website and etc	1	£ 43.50	£ 43.50
All tasks			£ 4,071.00

Business Support tasks

Task	Hrs	Cost	
Issue of letters	3	£ 36.50	£ 109.50
Telephone call queries relating to Designation	2	£ 36.50	£ 73.00
Customer queries at reception	3	£ 36.50	£ 109.50
All tasks			£ 292.00

Technical Support Officer tasks

Task	Hrs	Cost	
Production of accurate maps	7	£ 33.50	£ 234.50
Availability to show application to customers calling to the office	1	£ 33.50	£ 33.50
Committee preparation(Powerpoint etc)	7	£ 33.50	£ 234.50
All tasks			£ 502.50

Total officer cost		£ 4,865.50	
Advertisement cost		£ 6,254.00	
Total cost of Designation		£ 11,119.50	
Divided by number of Traders	50	£ 222.39	<i>Cost per trader</i>

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.

Business Support	@ SO2 (£39.50) + Scale 6 (£33.50)	Total	£73 ÷ 2 = £36.50
Regulatory Services	@ 1 Regulatory Services Manager (£50) + 1 R. S.	Total	£87 ÷ 2 = £43.50
Regulatory Services Manager	@ £50		
Regulatory Services Officer	@ £37		

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.

* Advertisement of Fee - The Street Trading Act requires that the fee is advertised twice in the newspapers. The cost of those is approximately £6000. This cost is then proportioned out to each trader making the assumption that we will have 100 licences in the year this equates to £60 per licence.