

Admin time cost £33.12 an hour - 55 pence per minute		
Officer time cost £42 an hour (average of Team Leader / Officer hourly rates) - 70 pence per minutes		<b>Time in minutes</b>
<b>Applications for grant of licence</b>		
<b>Activity</b>	<b>Admin</b>	<b>Officer</b>
Initial enquiries	10	30
Check application on receipt	10	30
Inspection of site at planning stage (once complete application received including planning permission), to discuss requirements with site owner	0	120
Update records reference site visits, download photographs	0	30
Processing the licensing fee	15	0
Land registry searches	10	0
Correspondence to make appointments, request documents or other information from site owner or any third party	10	30
Create on database	15	15
Time for reviewing necessary documents and certificates	10	60
Report for review by manager or lawyers; review any consultation responses from third parties; work on appeals	0	60
Preparing draft and final licences	10	60
Visit to create site record - travel	0	60
Updating public register and send out licence	20	10
<b>Total time</b>	<b>110</b>	<b>505</b>
<b>Total cost</b>	<b>£60.50</b>	<b>£353.50</b>
<b>Total cost per application excluding site visit per unit additional fee</b>		<b>£414.00</b>
<b>Visit to create site record - including travel and prep, downloading photos and updating records</b>	<b>0</b>	<b>10 mins per unit = £7 per unit</b>
<b>Annual fee</b>		
<b>Time for travel</b>		60
<b>Cost of travel</b>		£42.00
<b>Cost per Pitch Activity</b>	<b>Admin</b>	<b>Officer</b>
Handling enquiries and complaints	3	3
Site visits and audits to check compliance including preparation, downloading photos and updating records	0	3
Preparing reports on compliance and contraventions and checking documentation and certificates	0	3
<b>Total time</b>	<b>3</b>	<b>9</b>
<b>Total cost (split by officer and admin)</b>	<b>£1.65</b>	<b>£6.30</b>
<b>Total cost per pitch</b>		<b>£7.95</b>
<b>Total cost of annual fee is total number of pitches (cost per pitch x number of pitches), plus fee for travel time</b>		
<b>Application to transfer a licence</b>		
<b>Activity</b>	<b>Admin</b>	<b>Officer</b>
Initial enquiries	10	10
Check application on receipt	10	20
Processing the licensing fee	15	0
Land registry searches	10	0
Correspondence to make appointments, request documents or other information from site owner or any third party	10	60
Update on database	30	0
Report for review by manager or lawyers; review any consultation responses from third parties; work on appeals	0	30
Preparing draft and final licences	10	30
Updating public register and send out licence	20	0
<b>Total time</b>	<b>115</b>	<b>150</b>
<b>Total cost</b>	<b>£63.25</b>	<b>£105</b>
<b>Total cost per application</b>		<b>£168</b>
<b>Deposit, Variation or Deletion of Site Rules</b>		
<b>Activity</b>	<b>Admin</b>	<b>Officer</b>
Check application on receipt	10	10
Processing the licensing fee	10	0
Review of documents and correspondence if required	0	45
Update on database and register	40	0
<b>Total time</b>	<b>60</b>	<b>55</b>
<b>Total cost</b>	<b>£33</b>	<b>£39</b>
<b>Total cost per application</b>		<b>£72</b>
<b>Application to vary Site Licence Conditions</b>		
Initial enquiries	10	30
Check application on receipt	10	15
Processing the licensing fee	10	0
Correspondence to make appointments, request documents or other information from site owner or any third party	10	30
Time for reviewing necessary documents and certificates	10	30
Report for review by manager or lawyers; review any consultation responses from third parties; work on appeals	0	60
Preparing draft and final licences	10	90
Updating public register and send out licence	20	0
<b>Total time</b>	<b>80</b>	<b>255</b>
<b>Total cost</b>	<b>£44.00</b>	<b>£178.50</b>
<b>Total cost per application</b>		<b>£222.50</b>
<b>Site visit additional fee where this is required</b>		
Site visit time	0	120
Site visit costs		£84.00
<b>Enforcement costs - would be officer hourly rate as detailed above</b>		