**APPENDIX 3**

**Section 1 – Applications for Grant of a New Licence**

In order to set fees for these applications, we can take into account the following matters on which costs are incurred. This charge will be in addition to the annual fee.

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| **Initial Licence Fee Time Calculation** | **Time**  **(minutes)** |
| Enquiry received and service request entered on Lalpac and allocated. (admin) | 10 |
| Obtain planning documents and liaise with Planning. Make new site licence file. (officer) | 30 |
| Send out site application form with covering letter. (admin) | 10 |
| Contact applicant and make appt to carry out initial site inspection (officer) | 10 |
| Travel Time. (officer) | 30 |
| Carry out initial site inspection. (officer) | 60 |
| Check application valid e.g. all compulsory questions completed and correct fee included. Carry out Land Registry Search to verify applicant is owner of land. (officer) | 30 |
| Examine electrical certificate and any other documentation submitted with licence for validity. (officer) | 20 |
| Prepare draft site licence and send to applicant with covering letter. (officer) | 60 |
| Discuss with applicant proposed site licence conditions. (officer) | 60 |
| Site licence to be checked and signed by Exec Manager. (Manager) | 30 |
| Send out site licence to applicant with covering letter. (officer) | 10 |
| Scan documents and update public register. (officer) | 20 |
| Upon occupation of site contact site owner to make appointment for licensing inspection. (officer) | 10 |
| Carry out full site inspection. Make note of any breaches of site licence conditions/ works required. (officer) | 60 |
| Travel time. (officer) | 30 |
| Record visit and details on Lalpac. (officer) | 20 |
| **TOTAL FIXED TIME (minutes)** | **500** |

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| Additional inspection time for all pitches in addition over and above the first.  (Full inspection) (officer) | 10 |
| **VARIABLE TIME (minutes per pitch)** | **10** |

**Fee estimation**

20 mins admin - @ £26.35 per hour = £8.78

30 mins manager - @ £43.08 per hour = £21.54

450 mins officer - @ £30.70 per hour = £230.25

**Total fee = £260.57 (plus £6.50 per additional unit on site)**

**Section 2 - Applications for Amendment or Transfer of a licence**

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| **Amendment or Transfer Fee Time Calculation** | **Time**  **(minutes)** |
| Enquiry received and service request entered on Lalpac and allocated. (admin) | 10 |
| Send out site application form with covering letter. (admin) | 10 |
| Upon receipt of application form, scan, enter on Lalpac. Generate acknowledgement letter and send to applicant. (admin) | 30 |
| Check application valid e.g. all compulsory questions completed and correct fee included. Carry out LRS to confirm applicant is new owner of the site. (officer) | 30 |
| Amend site licence. (officer) | 60 |
| Amended site licence to be checked signed by EM. (manager) | 30 |
| Look up records of outstanding historic breaches, outstanding notices etc. (officer) | 10 |
| Send amended site licence to site owner with covering letter. (officer) | 10 |
| Amend public register. (officer) | 10 |
| **TOTAL FIXED TIME (minutes)** | **200** |

**Fee estimation**

50 mins Admin@ £26.35 per hour = £21.96

120 mins Officer@ £30.70 per hour = £61.40

30 mins Manager @ £43.08 per hour = £21.54

**Total fee = £104.90**

*Additional site visit for amendments*

150 mins Officer @ £30.70 per hour (+above fee)

**Total fee=** **£181.65**

**Section 3 – Annual Fee setting template**

[ ( A + B x C ) / 60 ] x D / B

A = Fixed admin time (minutes) for all units – this also includes inspection of the one pitch at each unit

B = Number of pitches.

C = Time taken to inspect additional units (minutes) – estimated as 10 mins.

D = Officer hourly rate (Ave hourly rate for Manager / Officer / Admin = £33.38)

|  |  |
| --- | --- |
| **Annual licence admin/monitoring time calculation – cost A** | **Time**  **(minutes)** |
| Put on service request, letter to site owner. (Admin) | 10 |
| Liaison with Site owner. (Officer) | 15 |
| Records check on Lalpac and anite / Site file. (Officer) | 15 |
| Travel to site. (Officer) | 30 |
| Inspection common parts and one unit. (Officer) | 60 |
| Record details of inspection. (Officer) | 30 |
| Follow up letter and phone call. (Officer) | 30 |
| Annual fee processing. (Admin) | 20 |
| Revisit travel. (Officer) | 30 |
| Revisit and subsequent admin. (Officer) | 60 |
| **TOTAL MINUTES FOR THE COST OF ONE SITE** | **300** |

Average annual fee taken over **208 pitches on 3 sites** in the Borough

[ ( 900 + ( 208 x 10 ) ) / 60 ] x 33.38 / 208 = £7.97 per pitch

**Section 4 – Site rules deposit fees**

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| **Site rules deposit fee calculation** | **Time**  **(minutes)** |
| Application for site rules deposit received and service request entered on Lalpac and allocated. (admin) | 10 |
| Check application valid and site rules have been made in accordance with statute, consultation carried out, no banned rules, and no appeals to first tier tribunal outstanding. (officer) | 120 |
| Amend public register and deposit rules on website. (officer) | 30 |
| **TOTAL FIXED TIME (minutes)** | **160** |

**Fee estimation**

10 mins Admin-@ £26.35 per hour

150 mins Officer@ £30.70 per hour

**Total fee = £81.14**