

Appendix 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.

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
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 -@ £23.05 per hour = £7.68

30 mins manager -@ £43.77 per hour = £21.88

450 mins officer - @ £39.00 per hour = £292.50

Total fee = £322.06 (plus £6.50 per additional unit on site)

Appendix 2 - Applications for Amendment or Transfer of a licence

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@ £23.05 per hour = £19.21

120 mins Officer@ £39.00 per hour = £78.00

30 mins Manager @ £43.77 per hour = £21.88

Total fee = £119.09

Additional site visit for amendments

150 mins Officer @ £39.00 per hour (+above fee)

Total fee= £216.59

Appendix 3 – Annual Fee setting template

$$(((A - 1) \times B) + C) / 60 \times D$$

A = Number of pitches.

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

C = Fixed admin time (minutes) for one unit – this also includes inspection of the one unit (that is why it is -1).

D = Officer hourly rate (Ave hourly rate for Manager / Officer / Admin = £35.27)

Annual licence admin/monitoring time calculation – cost C	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

$$(((208-3) \times 10) + 2100) / 60 \times £35.27 = \mathbf{£11.73 \text{ per pitch}}$$

Appendix 4 – Site rules deposit fees

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-@ £23.05 per hour

150 mins Officer@ £39.00 per hour

Total fee = £101.34