

Appendix 3

Calculating the costs – following request for a Pavement Licence:

Process	Estimated time	Officer level	Rate	Cost
Initial enquiry and supply of application forms or redirection to website	0.5	Licensing Support Officer	£19	£9.50
Check application and send out consultation e-mail	0.5	Senior Licensing Officer	£28	£14
Review responses to consultation & seek clarification/agreement from applicant	1.0	Senior Licensing Officer	£28	£28
Create & maintain Uniform record and issue licence & cover letter	0.5	Senior Licensing Officer	£28	£14
Review of existing licences & renewal reminder/application forms sent	0.5	Licensing Support Officer	£19	£9.50
Annual compliance visit including travel	1.0	Licensing Enforcement Officer	£25	£25
Inspection report writing	1.0	Senior Licensing Officer	£28	£28
Materials & printing costs	-	-	-	£25
Totals	5 hours	-	-	£153