

Appendix 1

Tattoo Convention 2017 - Massage and Special Treatment Licence Fee

It is estimated that there will be around 300 tattooists operating at the tattoo convention over the 3 days. The cost of administration of the Licensing process is estimated at:

	£
Cost of Training and consistency	299.19
Management and Policy Development	193.65
Licensing Committee and Policy	246.59
IT Support and development	193.04
Enforcement Officer (s) time	2,407.88
Administration costs	43.20
TOTAL	3,383.35

Process	Officer	Administration Officer
Receipt of application, dealing with the fee		(Officer rate £31.48) 1 hour
Committee Report Writing Consulting finance Consulting Legal Consulting Democratic Services Application Review Organiser's procedural documentation and food outlets HACCP documentation.	(Officer 1 rate £38.45 Officer 2 rate £33.17) 20 hours (Officer 1)	
Pre Event planning meetings / post event debrief	5 hours (Officer 1)	

Consultation – (Emergency Services)	1 hour (Officer 1)	
Travel and Inspection (over 3 days)	Day 1 8 hrs (Officer 1) Day 2 8 hours (Officer 1) 8 hrs (Officer 2) Day 3 3 hours (Officer 1) 3 hours (Officer 2)	
Office Administration	3 hours (Officer 1)	
Issue Licence	1.5 hours (Officer 1)	
Inform consultees	2 hours (Officer 1)	
Administration of licence		1 hour
Total	(51.5 hours @ £38.45) Total £1,980 (11 hours @ £33.17) Total £365	(2 hours @ £31.48) Total £63