

Appendix 1

Tattoo Convention - Massage and Special Treatment Licence Fee

It is estimated that there will be in excess of 200 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	£290.12
Management	£187.78
Licensing Committee and Policy	£239.12
IT Support	£187.20
Officer time and related enforcement	£1948.64
Total	£2852.86

Process	Officer	Administration Officer
Receipt of application, dealing with the fee		(Officer rate £27.37) 1 hour
Application Review (approx 200 risk assessments, qualification and experience documentation, Organisers procedural documentation and food outlets HACCP documentation. Pre Event planning Meetings / post event debrief	(Officer 1 rate £31.61 Officer 2 rate £27.91) 20 hours (Officer 1) 5 hours (Officer 1)	
Consultation – (Emergency Service)	1 hour (Officer 1)	
Inspection (over 3 days)	Day 1 5 hrs (Officer 2) 11hrs (Officer 1) Day 2 9.5 hours (Officer 1) Day 3 4hours (Officer 1)	
Officer Administration Issue Licence Inform consultees	3 hours (Officer 1) 1 hour (Officer 1) 1hour (Officer 1)	
Administration of licence		1 hour
Total	55.5 hours(Officer1) 5 hours (Officer 2)	2 hours