

Appendix 6

Activity Analysis for Licensing Team

Administration of Application

Activity	Time (hrs)
Examination of application	7
Examination of plans	3
Meeting applicant	5
Visiting premises - plans	7
Survey of area and consideration of conditions	14
Liaison with responsible authorities	14
Liaison with applicant and objectors	21
Administration of the consultation process	10
Prepare committee report	14
Attend Committee Hearing	6
Administration of determination	4
Total Estimated Hours	105

Compliance Visits

Activity	Time (hrs)
Overtime for two overt visits - pairs	28
Report writing and feedback to operator	10
Overtime for Covert visits (complaints against licence)	14
Investigation costs – CCTV footage, complaint investigation	21
Total Estimated Hours	73
Test Purchase monies	£800
Estimated financial cost	£2625

Hourly rate based at £25

Additional costs not quantified:

Costs associated with appeals
Licence Review costs

Cost Analysis for a Licensing Committee

Licensing Committee	Cost (£)
Meeting room and Refreshments	150
Printing of Agendas	120
Delivery of Agenda's from Print	30
Delivery of Agendas to Members	100
Admin Officer	200
Democratic Staff - organising and arranging meeting - agenda planning - preparations for the meeting - correspondences - Chair's briefing - Minutes & Decisions - Members	1400

Cost Analysis for a Legal Services

SEV Licensing – Legal Costs	Cost (£)
General Advice regarding Licensed Premises – 2 hours	214
Advice on application and preparation – 3 hours	321
Committee Attendance – 3 hours	321
Post committee work – 2 hours	214
Total	1,070