

Appendix 1

Tattoo Convention 2015 - 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	£ 292.73
Management and Policy Development	£ 189.47
Licensing Committee and Policy	£ 241.27
IT Support and development	£ 188.88
Enforcement Officer (s) time	£1910.70
Administration costs	£ 43.12
TOTAL	£2866

Process	Officer	Administration Officer
Receipt of application, dealing with the fee		(Officer rate £21.37) 1 hour
Application Review (approx.. 300 risk assessments, qualification and experience documentation, Organisers procedural documentation and food outlets HACCP documentation.) Pre Event planning Meetings / post event debrief	(Officer 1 rate £31.89 Officer 2 rate £28.16) 20 hours (Officer 1)	

	5 hours (Officer 1)	
Consultation – (Emergency Service)	1 hour (Officer 1)	
Inspection (over 3 days)	<p>Day 1</p> <p>5 hrs (Officer 2 11hrs (Officer 1)</p> <p>Day 2</p> <p>9.5 hours (Officer 1)</p> <p>Day 3</p> <p>4hours (Officer 1)</p>	
Officer Administration	3 hours (Officer 1)	
Issue Licence	1 hour (Officer 1)	
Inform consultees	1hour (Officer 1)	
Administration of licence		1 hour
Total	<p>(55.5 hours @ £31.89)</p> <p>Total £1769.90</p> <p>(5 hours @ £28.16)</p> <p>Total £140.80</p>	<p>(2 hours @ £21.56)</p> <p>Total £43.12</p>