

Appendix 1

Tattoo Convention 2016 - 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	£ 293
Management and Policy Development	£ 190
Licensing Committee and Policy	£ 242
IT Support and development	£ 190
Enforcement Officer (s) time	£1914
Administration costs	£ 43
TOTAL	£2872

Process	Officer 1	Officer 2	Administration Officer
Rates	(Officer 1 Hourly rate £31.95)	(Officer 2 Hourly rate £28.22)	(Officer Hourly rate £21.60)
Receipt of application, dealing with the fee			1 hour
Application Review Organisers procedural documentation and food outlets HACCP documentation.	20 hours (Officer 1)		
Pre Event planning Meetings / post event debrief	5 hours (Officer 1)		
Consultation – (Emergency Service)	1 hour (Officer 1)		
	Day 1		

Inspection (over 3 days)	11hrs (Officer 1) Day 2 9.5 hours (Officer 1) Day 3 4hours (Officer 1)	5 hrs (Officer 2)	
Officer Administration	3 hours (Officer 1)		
Issue Licence	1 hour (Officer 1)		
Inform consultees	1hour (Officer 1)		
Administration of licence			1 hour
Total Hours and Cost	(55.5 hours @ £31.95) Total £1773.22	(5 hours @ £28.22) Total £141.10	(2 hours @ £21.60) Total £43.20

Total of Enforcement and Administrative officers costs £1,957.52