

FEES FOR PAVEMENT LICENSING						
Tasks	Time (hrs/mins)	Time (decimal)	Job role	Salary inc oncosts	Sub total	Fee on grant only
Grant pavement licence						
Pre-application advice	10 mins	0.17	LCO	49.23	8.37	
Receive and process licence application/create log on Lalpac/Verso of application, upload photo of notice, map, and any relevant risk assessment	30 mins	0.50	LCO	49.23	24.62	
Acknowledgement email	5 mins	0.08	LCO	49.23	3.94	
Receive and process payment	10 mins	0.17	LCO	49.23	8.37	
Publish consultation on website for the public/redaction of personal	15 mins	0.25	LCO	49.23	12.31	
Initial check re highway, correct purpose and relevant use; ascertain if adjacent to premises, right to occupy and if across road a risk assessment	10 mins	0.17	LO	60.08	10.21	
Consultation with Planning, Highway Authority etc	10 mins	0.17	LCO	49.23	8.37	
Arrange inspection of premises	5 mins	0.08	LO	60.08	4.81	
Inspection time and report by LA officer	1 hr 30	1.50	LO	60.08	90.12	
Travel time to inspection by LA Officer (average)	50 mins	0.83	LO	60.08	49.87	
Upload of consultation responses, consideration of consultation responses and Officer determination of licence	45 mins	0.75	LO	60.08	45.06	
Draft of licence and conditions	10 mins	0.17	LCO	49.23	8.37	
Update licences on website and Lalpac	10 mins	0.17	LCO	49.23	8.37	
Issue licence and conditions (on Lalpac and post/email out)	10 mins	0.17	LCO	49.23	8.37	
Openness Regulations Notice and Publish	10 mins	0.17	LCO	49.23	8.37	
Fee calculation, creation and presentation of fees report/ licenced community (20)	14 hrs	14.00	LOCR	88.12	61.68	61.68
Regulation of licensed community actioning of queries and complaints subsequent to licence issue over a two year period /licensed community (20)	21 hrs	21.00	LO	60.08	63.08	63.08
Advice and regulation of unlicensed community (exclusion of enforcement activity subject of separate fee) over a two year period	20 hrs	20.00	LO	60.08	60.08	60.08
Web and application form and condition updates/licensed community (20)	5 hrs	5.00	LOCR	88.12	22.03	22.03
Enforcement action excluded as covered via fee in line with Section 7A(4)(b)	NI	NI	NI	NI	NI	NI
Defending appeals by way of JR or Magistrates'	NI	NI	NI	NI	NI	NI

TOTAL					516.60	206.88
Grant of a two year licence of £500 (cap) of which £207 refundable if application is refused						
FEES FOR PAVEMENT LICENSING						
Tasks	Time (hrs/mins)	Time (decimal)	Job role	Salary inc oncosts	Sub total	Fee on grant only
Renewal pavement licence						
Pre-application advice	NI	NI	NI	NI	NI	
Receive and process licence application/create log on Lalpac/Verso of application, upload photo of notice, map, and any relevant risk assessment	30 mins	0.50	LCO	49.23	24.62	
Acknowledgement email	5 mins	0.08	LCO	49.23	3.94	
Receive and process payment	10 mins	0.17	LCO	49.23	8.37	
Publish consultation on website for the public/redaction of personal information	15 mins	0.25	LCO	49.23	12.31	
Initial check re highway, correct purpose and relevant use; ascertain if adjacent to premises, right to occupy and if across road a risk assessment	NI	NI	NI	NI	NI	
Consultation with Planning, Highway Authority etc	10 mins	0.17	LCO	49.23	8.37	
Arrange inspection of premises	NI	NI	NI	NI	NI	
Inspection time and report by LA officer	NI	NI	NI	NI	NI	
Travel time to inspection by LA Officer (average)	NI	NI	NI	NI	NI	
Upload of consultation responses, consideration of consultation responses and associated further emails	45 mins	0.75	LO	60.08	45.06	
Officer determination of licence	10 mins	0.17	LO	60.08	10.21	
Draft of licence and conditions	10 mins	0.17	LCO	49.23	8.37	
Update licences on website and Lalpac	10 mins	0.17	LCO	49.23	8.37	
Issue licence and conditions (on Lalpac and post/email out)	10 mins	0.17	LCO	49.23	8.37	
Openness Regulations Notice and Publish	10 mins	0.17	LCO	49.23	8.37	
Fee calculation, creation and presentation of fees report/ licenced community (2	14 hrs	14.00	LOCR	88.12	61.68	61.68
Regulation of licensed community actioning of queries and complaints subsequent to licence issue over a two year period /licensed community (20)	21 hrs	21.00	LO	60.08	63.08	63.08
Advice and regulation of unlicensed community (exclusion of enforcement activity subject of separate fee) over a two year period	20 hrs	20.00	LO	60.08	60.08	60.08

Web and application form and condition updates/licensed community (20)	5 hrs	5.00	LOCR	88.12	22.03	22.03
Enforcement action excluded as covered via fee in line with Section 7A(4)(b)	NI	NI	NI	NI	NI	NI
Defending appeals by way of JR or Magistrates'	NI	NI	NI	NI	NI	NI
TOTAL					353.23	206.88
Renewal of a two year licence of £350 (cap) of which £207 refundable if application refused						