

**Statement showing the proposed fee structure for applications for the grant, renewal or variation of pavement café licences and the method of calculating the fees**

1. Grant applications	Hours		
	Administration @ £15:48/hour	Licensing Officer @ £20.88/hour	
Process stage:			
Pre application (enquiries, site meetings, etc.)		1.5	
Application receipt (Administration)	1.5		
Validation		1	
Consultation with stakeholders (including updating web content for applications)	0.5	1	
Determination		2	
Issue licence / refusal	0.5		
Enforcement / monitoring (including 1 annual visit)		3*	
<b>Operating hours:</b>	2.5	8.5	<b>11.00 hours</b>
<b>Operating cost:</b>	38.70	177.48	<b>£216.18</b>

\*1 x 1 hour site monitoring visit each year, throughout the three year term of the licence

**Management cost** (@£32/hour) based on 10% of total operating hours:

Total operating hours = 11 hours

Management cost = **£35.20**

**Corporate costs** based on 2% of overall operating and management costs

2% of £251.38 = **£5.03**

**TOTAL COST FOR GRANT OF LICENCE = £256.40** (216.18 + 35.20 + 5.03)

2. Renewal applications	Hours		
	Administration @ £15:48/hour	Licensing Officer @ £20.88/hour	
Process stage:			
Pre application (enquiries, site meetings, etc.)		1.0	
Application receipt (Administration)	1.0		
Validation		1	
Consultation with stakeholders (including updating web content for applications)	0.5	1	
Determination		1.0	
Issue licence / refusal	0.5		
Enforcement / monitoring (including 1 annual visit)		3*	
<b>Operating hours:</b>	2.0	7.0	<b>9 hours</b>
<b>Operating cost:</b>	30.96	146.16	<b>£177.12</b>

\*1 x 1 hour site monitoring visit each year, throughout the three year term of the licence

**Management cost** (@£32/hour) based on 10% of total operating hours:

Total operating hours = 9 hours

Management cost = **£28.80**

**Corporate costs** based on 2% of overall operating and management costs

2% of £205.92 = **£4.12**

**TOTAL COST FOR RENEWAL OF LICENCE = £210.04** (177.12 + 28.80 + 4.12)

3. Variation applications	Hours		
	Administration @ £15:48/hour	Licensing Officer @ £20.88/hour	
Process stage:			
Pre application (enquiries, site meetings, etc.)		1.0	
Application receipt (Administration)	1.0		
Validation		1.0	
Consultation with stakeholders (including updating web content for applications)	0.5	1.0	
Determination		1.5	
Issue variation to licence / refusal	0.5		
Enforcement / monitoring (including 1 annual visit)		N/A	
<b>Operating hours:</b>	2.0	4.5	<b>Total 6.5 hours</b>
<b>Operating cost:</b>	30.96	93.96	<b>£124.92</b>

**Management cost** (@£32.00/hour) based on 10% of total operating hours:

Total operating hours = 6.5 hours

Management cost = **£20.80**

**Corporate costs** based on 2% of overall operating and management costs

2% of £251.38 = **£2.91**

**TOTAL COST FOR VARIATION OF LICENCE = £148.63** (124.92 + 20.80 + 2.91)

### Pavement café fees summary

Application type	Existing fees	Proposed fees (Rounded up)	Refundable element*
Grant	£460.00	£255.00	£70.40
Renewal	£300.00	£210.00	£70.40
Variation	£300.00	£150.00	£0.00

#### \*Refunds

Where Council refuses an application for the grant, renewal or variation of a pavement café licence, it **must** refund any fee paid less any costs necessarily incurred in deciding the application.

In addition, the law provides Council with discretion, so that it **may** refund, in such other circumstances as it considers appropriate, the whole or part of any fee. In this regard, where at any stage of the process, an applicant withdraws his application, the costs for any stages of the process which have not been carried out, will also be refunded.

#### Hourly rates

The hourly rates are based on the projected, hourly rates for the relevant staff, for the financial year commencing 1 April 2022, taking into account the increase in Employer's National Insurance Contributions.

The hourly rate is based on the total (gross) cost to Council, including Salary, National Insurance Contributions, Superannuation contributions, etc.:

Job title	Pay grade	Gross hourly rate (2022/23)
Administration Officer	Scale 4	£15:48 per hour
Technical Officer	SO1	£20.88 per hour
Principal EHO (Licensing and SAG)	PO5	£32.00 per hour

#### Processing stage times

The estimated times for each stage of the process are averages based on experience of administering pavement café licensing since July 2020.