

## Charging for Licensing Advice – Appendix 1 Fee Calculations

### 1. Application Checking Service

	Officer time (mins)	
	Business Support Officer	Licensing Officer
Receipt and allocation of request	10	
Review of application		20
Feedback		15
Total time (hours)	0.17	0.58
Cost	4.15	22.12
<b>TOTAL FEE</b>		<b>£26.28</b>

### 2. Application Advice Service

	Officer time (mins)	
	Business Support Officer	Licensing Officer
Receipt and allocation of request	10	
Contacting applicant to arrange meeting		15
Review of application		60
Feedback		45
Total time (hours)	0.17	2.00
Cost	£4.15	£75.85
<b>TOTAL FEE</b>		<b>£80.00</b>

### 3. Full Pre-Application Service

	Officer time (mins)	
	Business Support Officer	Licensing Officer
Receipt and allocation of request	10	
Contacting applicant to arrange meeting		15
Travel		30
Site Visit		180
Review of application		90
Feedback		60
Total time (hours)	0.17	6.25
Cost	£4.15	£237.04
<b>TOTAL FEE</b>		<b>£241.19</b>