

Times / Cost estimates for New Highways Applications

Assumption for ave number of Objections =	2
Total Cost	£288.24
Administration Cost	£227.74
Enforcement Cost	£60.50
Per New Application	£135.12
Renewal Application	£74.62

Application Administration See Also Reg Services Below	Role	New Applications		Renewal Per Application Cost
		Per Application Time (HH:MM)	Cost	
<i>Pre Application and General Queries</i>				
Queries from Applicant	Licensing and Enforcement Officer	00:15	£16.50	
Queries from local Residents	Licensing and Enforcement Officer	00:05	£5.50	
<i>Application received</i>				
Sorting Post	EH Admin	00:05	£5.16	£5.16
Work Allocation to LEO	EH Admin	00:05	£5.16	£5.16
Check application is complete	Licensing and Enforcement Officer	00:20	£22.00	£22.00
Process Fee	EH Admin	00:10	£10.33	£10.33
<i>Load application onto system</i>				
Input application onto system	EH Admin	00:10	£10.33	£10.33
Scanning and Indexing	EH Admin	00:05	£5.16	£5.16
Consult internal/external teams	Licensing and Enforcement Officer	00:30	£33.00	
Post Public Notice and site visit	Licensing and Enforcement Officer	00:45	£49.50	
<i>Consultation and Dealing with Consultees</i>				
Gloucestershire Constabulary	Licensing and Enforcement Officer	00:02	£2.20	
Environmental Health (Env. Protection)	Licensing and Enforcement Officer	00:02	£2.20	
City Council Planning	Licensing and Enforcement Officer	00:02	£2.20	
Gloucester Heritage	Licensing and Enforcement Officer	00:05	£5.50	
Ward Councillors	Licensing and Enforcement Officer	00:05	£5.50	
Gloucestershire Highways	Licensing and Enforcement Officer	00:02	£2.20	
Residents/ Frontages	Licensing and Enforcement Officer	00:10	£11.00	
Checking Objections are relevant	Licensing and Enforcement Officer	00:05	£5.50	
Logging Objections on system	EH Admin	00:05	£5.16	
Member and Press Enquiries	RS Senior Licensing Officer	00:05	£6.16	
<i>Produce Licence</i>				
Initial Draft of licence	EH Admin	00:05	£5.16	£5.16
Check and Sign Licence	RS Senior Licensing Officer	00:05	£6.16	£6.16
Send Licence and Receipt Scan/index Licence	EH Admin	00:05	£6.16	£5.16
Totals		03:13	£227.74	£74.62

Additional Enforcement Costs (assume at least 1 complaint/compliance checks)

Investigate Complaints	Licensing and Enforcement Officer	00:45	£	49.50
update computer records/ send letter /take further action	Licensing and Enforcement Officer	00:10	£	11.00
Totals		01:10	£	60.50
(New fee)				£288.24
				£135.12 (renewal fee)

Base staffing costs

Position	Base Cost £'s	Grade
City Centre Improvement Officer	£66.00	
City Centre Improvement Officer (Licensing Lead)	£74.00	
Business Support Officer	£62.00	

