

Times / Cost estimates for New Highways Applications

Assumption for ave number of Objections =	2
Total Cost	£182.49
Administration Cost	£143.73
Enforcement Cost	£38.76

Application Administration See Also Reg Services Below	Role	New Applications		Renewal Application
		Per Application Time (HH:MM)	Per Application Cost	
<i>Pre Application and General Queries</i>				
Queries from Applicant	Licensing and Enforcement Officer	00:15	£10.57	
Queries from local Residents	Licensing and Enforcement Officer	00:05	£3.52	
<i>Application received</i>				
Sorting Post	EH Admin	00:05	£3.17	£3.17
Work Allocation to LEO	EH Admin	00:05	£3.17	£3.17
Check application is complete	Licensing and Enforcement Officer	00:20	£14.09	£14.09
Process Fee	EH Admin	00:10	£6.33	£6.33
<i>Load application onto system</i>				
Input application onto system	EH Admin	00:10	£6.33	£6.33
Scanning and Indexing	EH Admin	00:05	£3.17	£3.17
Consult internal/external teams	Licensing and Enforcement Officer	00:30	£21.14	
Post Public Notice and site visit	Licensing and Enforcement Officer	00:45	£31.71	
<i>Consultation and Dealing with Consultees</i>				
Gloucestershire Constabulary	Licensing and Enforcement Officer	00:02	£1.27	
Environmental Health (Env. Protection)	Licensing and Enforcement Officer	00:02	£1.27	
City Council Planning	Licensing and Enforcement Officer	00:02	£1.27	
Gloucester Heritage	Licensing and Enforcement Officer	00:05	£3.52	
Ward Councillors	Licensing and Enforcement Officer	00:05	£3.52	
Gloucestershire Highways	Licensing and Enforcement Officer	00:02	£1.27	
Residents/ Frontages	Licensing and Enforcement Officer	00:10	£7.05	
Checking Objections are relevant	Licensing and Enforcement Officer	00:05	£3.52	
Logging Objections on system	EH Admin	00:05	£3.17	
Member and Press Enquiries	RS Senior Licensing Officer	00:05	£4.18	
<i>Produce Licence</i>				
Initial Draft of licence	EH Admin	00:05	£3.17	£3.17
Check and Sign Licence	RS Senior Licensing Officer	00:05	£4.18	£4.18
Send Licence and Receipt Scan/Index Licence	EH Admin	00:05	£3.17	£3.17
Totals		03:13	£143.73	£46.76

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

Investigate Complaints	Licensing and Enforcement Officer	00:45	£	31.71
update computer records/ send letter /take further action	Licensing and Enforcement Officer	00:10	£	7.05
Totals		00:55	£	38.76
(New fee)				£182.49

£85.52 (renewal fe

Fee for a copy of Licence

	Role	Per Application	
		Time	Cost
Assistance to Applicant			
Queries from Applicant	EH Admin	00:02:00	£1.27
Application Received			
Sorting Post	EH Admin	00:01:00	£0.63
Enter on to System/process fee	EH Admin	00:05:00	£3.17
Produce licence	EH Admin	00:02:00	£1.27
Check and sign Licence	Senior Licensing Officer	00:02:00	£1.67
Send Licence and receipt Scan and Index	EH Admin	0:05:00	£3.17
Totals		0:17:00	£11.17

Base staffing costs

Position	Base Cost £'s	Grade
City Centre Improvement Officer	£42.28	
City Centre Improvement Officer (Licensing Lead)	£50.12	
Business Support Officer	£37.99	