

Action	Time (minutes)	Cost (£)	Officer
Accept application , and allocate	15	11.6875	TSA
Review and check validity and all required information present	40	36.66667	LO
Create and issue consultation	40	31.16667	TSA
Travel time	60	55	LO

Carry out inspection	40	36.66667	LO
Assessment by EH	30	35.75	SEHO
Review consultation responses	60	55	LO
Complete assessment and prepare determination and licence	60	55	LO

Discussion with Manager (10% of cases) 60 14.575 LO/EHTM

Counter check 15 13.75 LO

Issue Determination 20 15.58333 TSA
Update Tascomi and save records 10 9.166667 LO

Two Year only only- send reminder liability insurance 15 11.6875 TSA
Two year only- check liability insurance 15 13.75 LO

Part B

Complaints and investigations Approx 8 per year 480 440

Routine inspections during year 20% 100 605

Policy review and fee setting 180 272.25

Officer Role	Hourly Rate of Officer (Including on-costs)
Technical Support Assistant (TSA)	46.75
Licensing Officer	55.00
Environmental Health Team Manager (TM)	90.75
Senior EHO	71.5

New - 1 year	Part A	£370	Stat Max £500
	Part B	£52	
	Total	£422	
New - 2 year	Part A	£395	Stat Max £500
	Part B	£92	
	Total	£487	
Renewal 1 Year	Part A	£243	Stat Max £350
	Part B	£52	
	Total	£294	
Renewal 2 Year	Part A	£268	Stat Max £350
	Part B	£92	
	Total	£360 Limited to £350	

Costs divided across licences 1317.25
Number Licences 33 39.91667

Reminder letter prior to expiry of licence (all licence: 15 11.6875

51.60417