

Premises or Personal Registration	Indicate TIME estimates in minutes used for your local authority	Indicate OFFICER responsible for each process in your local authority	Cost estimated for you local authority
Initial Enquiry and supply of forms/advice	30	Authorised Officer	£16.00
Receipt of fee. Processing payment	20	Admin Support Officer	£3.00
Enter onto LA database (create worksheet, scan and attach application and receipt, email officer)	30	Admin Support Officer	£4.50
Travel to and from business (average)	30	Authorised Officer	£16.00
Announced Inspection	60	Authorised Officer	£32.00
Officer to check new Registration before posted	10	Authorised Officer	£5.33
Fees and Charges Report took to committee	30	Licensing manager	£16.00
Website maintenance,	10	Authorised Officer	£5.33
mileage - average 10 miles @ 45p/mile			£4.50
Office stationary including postage			£25.00
TOTAL - do not enter details as this will automatically calculate	220		£127.66

Personal Registration (If at time of premise inspection)	Indicate TIME estimates in minutes used for your local authority	Indicate OFFICER responsible for each process in your local authority	Cost estimated for you local authority
Inspection in line with premises Registration visit	30	Authorised Officer	£16.00
Enter onto LA database (create worksheet, scan and attach application and receipt, email officer)	30	Admin Support Officer	£4.50
Office stationary including postage			£25.00
TOTAL - do not enter details as this will automatically calculate			£45.50

Additional costs (insert any additional processes/costs identified not included in above)			
Process = Additional points	Indicate TIME estimates in minutes used for your local authority	Indicate OFFICER responsible for each process in your local authority	Cost estimated for you local authority
Personal Registration (separate visit to premises reg visit)			£130
Lost Licence/Duplication of licence/change of name		Admin Support Officer	£10

Costs used		For guidance on completing this form please refer to the worksheet 'Guidance'
Environmental Health Practitioner (hourly rate)	£32.00	
Admin Support Officer (hourly rate)	£9.09	

Current Cost	New proposed costs
Premises reg (£60)	Premises Reg (£130)
	Personal Reg (£130) unless at carried out at same time as premises registration visit then £45 on top of the £130
Personal reg (£84)	