

Chesterfield

| Application for a new licence | | | |
|--|-----------------------|----------------|--|
| Detail | Time (minutes) | Officer | |
| Initial enquiry received and entered on database | 15 | Admin | |
| Obtain planning documents and liaise with planning | 30 | Officer | |
| Send out site application documents with covering letter | 10 | Officer | |
| Receive and scan application, attach to database (M3) | 20 | Admin | |
| Liaise with applicant and arrange site visit | 10 | Officer | |
| Travel time | 60 | Officer | |
| Initial site visit | 60 | Officer | |
| Check application is valid (i.e. compulsory questions complete, correct fee included, site plan provided) and carry out land registry search | 40 | Officer | |
| Check validity of any supporting documentation provided (e.g. electrical certificate) | 20 | Officer | |
| Fit & Proper person enquiries' | 30 | Officer | |
| Process site licence fee | 20 | Officer | |
| Prepare site licence and conditions | 90 | Officer | |
| Discuss proposed site licence conditions with applicant | 60 | Officer | |
| Site licence checked and signed by manager | 60 | Manager | |

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| Site licence issued to applicant | 10 | Officer | |
| Scan documents, record licence issue on M3 and update public register | 15 | AO | |
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| Upon occupation liaise with site owner to arrange inspection | 10 | Officer | |
| Carry out full site inspection, making note of any breaches of site licence conditions/works required | 60 | Officer | |
| Travel time | 60 | Officer | |
| Record details on file and M3 including downloading photos etc | 30 | Officer | |
| Total fixed time (mins) | 710 | | |
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| Additional inspection time for all pitches over and above the first | 10 | Officer | |
| Variable time (mins) | 10 | | |
| Time | | | |
| Manager | 60 | | |
| Admin | 50 | | |
| Officer | 600 | | |
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| Fee calculation for new licence application | | | |
| = | <u>Cost</u> | <u>Time</u> | <u>Hourly rate</u> |
| Manager 60 minutes @ £35.* per hour | £35.00 | 60 | 35 |
| Officer 600 minutes @ £25.31per hour (average) | £253.10 | 600 | 25.31 |
| Admin 50 minutes @ £15.30 per hour | £12.75 | 50 | 15.3 |

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| Land registry search @ £3 each | £3 | | |
| Total fee = | £303.85 | | |
| Cost per pitch 10min @25.31 per hr | £4.22 | | |

| Application to amend a licence | | | | | | | |
|--|-----------------------|------------------------|-----------------------|----------------|---------------|---------------------------|--|
| Detail | Time (minutes) | Officer | Time (minutes) | Officer | | | |
| Enquiry received and entered on database | 15 | Admin | 15 | Admin | | | |
| Send out application form with covering letter | 10 | Officer | 10 | Officer | | | |
| Receive and scan application, attach to database (M3) | 20 | Admin | 20 | Admin | | | |
| On receipt of application, liaise with applicant and arrange site inspection | 10 | Officer | | | | | |
| Process licence fee | 20 | Admin | 20 | Admin | | | |
| Travel time | 60 | Officer | | | | | |
| Site inspection | 60 | Officer | | | | | |
| Check amendments are acceptable and all necessary documents provided (e.g. new planning permission, new site plan) | 30 | Officer | 30 | Officer | | | |
| Amend site licence | 60 | Officer | 30 | Officer | | | |
| Site licence checked and signed by manager | 45 | Manager | 30 | Manager | | | |
| Site licence issued to applicant | 10 | Officer | 10 | Officer | | | |
| Scan documents, record licence issue on M3 and update public register | 15 | Admin | 15 | Admin | | | |
| Total fixed time (mins) | 355 | | 180 | | | | |
| | <u>Cost</u> | <u>Time</u> | <u>Hourly rate</u> | <u>Time</u> | <u>Cost</u> | | |
| Manager 45 minutes @ £35.* per hour | £35.00 | 60 | 35 | 60 | 35 | | |
| Officer 300 minutes @ £25.31 per hour (average) | £126.55 | 300 | 25.31 | 80 | £75.93 | | |
| Admin 60 minutes @ £15.30 per hour | £15.30 | 60 | 15.3 | 60 | 15.3 | | |
| Fee calculation for amendment of licence | £176.85 | with site visit | | | 126.23 | without site visit | |

| Application to transfer a licence | | | | | |
|--|-----------------------|----------------|-----------------------|----------------|--|
| Detail | Time (minutes) | Officer | Time (minutes) | Officer | |
| Enquiry received and entered on database | 15 | Admin | 15 | Admin | |
| Send out application form with covering letter | 10 | Officer | 10 | Officer | |
| Receive and scan application, attach to database (M3) | 20 | Admin | 20 | Admin | |
| Check application is valid (i.e. compulsory questions complete, correct fee included, site plan provided) and carry out land registry search | 60 | Officer | 60 | Officer | |
| Fit & Proper person enquiries' | 30 | Officer | 30 | Officer | |
| Process licence fee | 20 | Admin | 20 | Admin | |
| Liaise with applicant and arrange site inspection | 10 | Officer | | | |
| Travel time | 60 | Officer | | | |
| Site inspection | 60 | Officer | | | |
| Draw up transferred licence site licence | 60 | Officer | 60 | Officer | |
| Site licence checked and signed by manager | 60 | Manager | 60 | Manager | |
| Site licence collected and signed for by applicant | 10 | Officer | 10 | Officer | |
| Scan documents, record licence issue on M3 and update public register | 15 | Admin | 15 | Admin | |
| Total fixed time (mins) | 430 | | 300 | | |
| Time | | | | | |
| Manager | 60 | | 60 | | |
| Admin | 70 | | 70 | | |
| Officer | 300 | | 170 | | |

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| <u>Fee calculation for transfer of licence (no site visit)</u> | <u>Cost</u> | <u>Time</u> | <u>Hourly rate</u> | | |
| Manager 60 minutes @ £35.* per hour | £35.00 | 60 | 35 | | |
| Officer 170 minutes @ £25.31 per hour (average) | £71.71 | 170 | 25.31 | | |
| Admin 70 minutes @ £15.30 per hour | £17.85 | 70 | 15.30 | | |
| Total fee = | £124.56 | | | | |
| | | | | | |
| <u>Fee calculation for transfer of licence (with site visit)</u> | <u>Cost</u> | <u>Time</u> | <u>Hourly rate</u> | | |
| Manager 60 minutes @ £35.* per hour | £35.00 | 60 | 35 | | |
| Officer 300 minutes @ £25.31 per hour (average) | £126.55 | 300 | 25.31 | | |
| Admin 70 minutes @ £15.30 per hour | £17.85 | 70 | 15.30 | | |
| Total fee = | £179.40 | | | | |

| Annual fees | | | | |
|--|-----------------------|----------------|--|--|
| Detail | Time (minutes) | Officer | | |
| Initiate annual programmed licence inspection, update database & letter to site owner | 10 | Officer | | |
| Liaise with site owner and arrange site inspection | 10 | Officer | | |
| Review site file and check records on database | 20 | Officer | | |
| Travel time | 60 | Officer | | |
| Inspection of common parts plus one unit, making note of any breaches of site licence conditions/works required | 60 | Officer | | |
| Record details of inspection | 60 | Officer | | |
| Follow up letter and phone call | 60 | Officer | | |
| Annual fee calculation & review | 30 | Manager | | |
| Annual fee processing | 20 | Admin | | |
| Revisit travel time* | 60 | Officer | | |
| Revisit inspection* | 30 | Officer | | |
| Update file and M3 database - programme for next annual inspection | 10 | Officer | | |
| *assumes no enforcement action required so no overlap with enforcement costs linked to service of compliance notices | | | | |
| Total fixed time (mins) | 430 | | | |
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| Additional inspection time for all pitches over and above the first | 10 | | | |
| Time | | | | |
| Manager | 30 | | | |
| AO | 20 | | | |
| S/HO | 380 | | | |
| | <u>Cost</u> | <u>Time</u> | <u>Hourly rate</u> | |
| Manager 30 minutes @ £35.* per hour | £17.50 | 30 | 35 | |
| Officer 380 minutes @ £25.31 per hour (average) | £160.30 | 380 | 25.31 | |
| Admin 20 minutes @ £15.30 per hour | £12.75 | 50 | 15.3 | |
| Land registry search @ £3 each | £3 | | | |
| Total fee = | £193.55 | plus | £4.22 | per pitch |

| Deposit of site rules | | | | |
|--|-----------------------|----------------|--------------------|--|
| Detail | Time (minutes) | Officer | | |
| Application to deposit rules received and entered on M3 | 15 | Admin | | |
| Check application is valid and site rules have been made in accordance with statute, consultation carried out, no banned rules, no appeals outstanding | 60 | Officer | | |
| Amend public register and deposit rules on website | 30 | Admin | | |
| Total fixed time (mins) | 105 | | | |
| | | | | |
| Fee calculation for deposit of site rules | <u>Cost</u> | <u>Time</u> | <u>Hourly rate</u> | |
| Admin 45min @£15.30 | £11.48 | 45 | 15.3 | |
| Officer 60min@£25.31 | £25.31 | 60 | 25.31 | |
| Total fee = | £36.79 | | | |