

Appendix A

Calculation Method:

The general licence fees are calculated using a toolkit produced by the Wales Licensing Expert Panel. The purpose of the toolkit is to provide a consistent and robust mechanism to setting licensing fees; all other Welsh authorities and many English authorities use the toolkit

Part 1 –Cost Summary

All general expenditure across the Licensing Section (based on 2014/15 figures) is documented and applied to each post to give an hourly rate of each member of staff.

Licensing Section General Expenditure:

Support Services	£86,990
Accommodation Costs	£46,000
Capital Financing	£2,950
Employee Related (Excl salary)	£13,721
Transport	£2,733
Supplies & Services	£66,199

The total general expenditure (£204,872) is divided amongst each member of staff (14 in total) to give an hourly rate.

Licensing Support Assistant (x3)	£32.00
Licensing Assistant (x2)	£32.00
Licensing Enforcement Officer (x6)	£44.50
Senior Enforcement Officer	£48.00
Senior Technical Officer	£48.00
Team Manager	£53.50

These figures have been rounded to the nearest 0.50

Part 2 – Application Costs

Officer time spent on tasks relating to the licence type are calculated in minutes such as dealing with enquiries, general admin, meetings, project work training, complaint investigation, compliance and enforcement.

The following additional costs are applied to each licence type:

Sex Establishments	£1677
Skin Piercing	£277
Street Trading Licence	£1935
Street Trading Consent	£9043

Any additional costs such as undertaking additional applications such as variations, replacement licences, etc., are added to the application specific costs.

The costs set out above are divided by the total number of relevant applications to give the following costs per application:

Sex Establishments	£302
Skin Piercing	£14
Street Trading Licence	£323
Street Trading Consent	£100

Part 3 Process steps

The cost of the administration of the licence (based on the hourly rates calculated in Part 1) and are added to the application costs outlined in part 2 above resulting in the following fees:

Cost of 1 year sex shop licence grant:
£835

Cost of 1 year sex shop licence renewal:
£613

Cost of 1 year sexual entertainment venue licence grant:
£928

Cost of 1 year sexual entertainment venue licence renewal:
£706

Cost of sex establishment licence transfer:
£436

Cost of skin piercing premises registration:
£97

Cost of skin piercing personal registration:
£43

Cost of 1 year street trading licence:
£594

Cost of street trading merchandise consent:
£166 (per event)

Cost of street trading food consent:
£211 (per event)

Cost of street trading mobile consent:
£83 (per event)

Cost of street trading programme seller consent:
£32 (per event)

Cost of street trading consent for St Mary Street Market:
£60 (3months)

£46 (1month)