

NEW APPLICATION			
	Action (Simplified overview of process and approximate costs)	Time (mins)	Costs (£)
1	Assistance with initial enquiry, background checks and setting up case in Uni-form and related databases	60	43.18
2	Entering of application into Uni-form database and documentation into IDOX document management system	60	26.12
3	Consideration of all application submissions including any online and/or hard copy submissions and either validating/ invalidating the application (including Plan, Insurance, Application, Furniture, Other matters)	60	43.18
4	Prepare and send consultation to consultees/imterested parties Record on Public Register	30	13.06
5	Entering all consultation responses (positive and negative) into Uni-form/	30	13.06
6	Carry out site inspection to assess suitability and compliance with legislation, Policy and Site Notice. Rrecord findigs on Uniform and related system	60	26.12
7	Consider consultation responses and determine whether to grant or refuse	60	34.12
8	Update Uni-form to record decision and either formally refuse application or prepare and issue Pavement Licence and	30	26.12
9	Prepare Pavement Licence checked and	30	26.12
10	All parts of the process checked and Pavement Licence prepared. Uploaded to Uniform/related systems register and sent to holder electronically/ by post	30	34.12
11	Interim check of Public Liability Insurance nd associated documents to check for currency and updating Uni-	30	26.12
12	3 compliance visits over licence term	180	86.36
13	Investigation of complaints and enforcement action	120	34.12
14	Review of policy, conditions and fees, prcedure and IT	60	60.18
Hours		840	491.98

2 year licence (24 months)

£500 2 years (24 months)

Cost over 2 years

* Cost depends on hourly rate of Officer involved and may include:
 Technical Officer, Manager, Licensing Officer, Legal, IT

Renewal Pavement Licence Application			
Task	Action	Time (mins)	Costs (£)
a	Entering of application into Uni-form database and related systems. Assist with any initial enquiriwa	60	26.12
2	Consideration of all application submissions including any online and/or hard copy submissions and either validating/ invalidating the application (including Plan, Insurance, Application, Furniture)	60	26.12
3	Prepare documentation and send consultation to consultees/interested parties. Record on Public Register	30	13.06
4	Carry out site inspection to assess suitability and compliance with legislation, Policy and Site Notice. Rrecord findigs on Uniform and related system	60	26.12
5	Entering all consultation responses (positive and negative) into Uni-form	30	13.06
6	Consider all feedback and determine application	30	26.12
7	Update Uni-form to record decision and Public Register Either formally refuse application or prepare and issue Pavement Licence and accompanying letter	30	26.12
8	Prepared Pavement Licence checked and signed	30	13.06
9	Signed Pavement Licence uploaded to IDOX and sent to holder electronically/ by post	30	13.06
10	Interim check of Public Liability Insurance - sending reminder, checking upon receipt and updating Uni-form database and uploading insurance to IDOX document management system	30	26.12
11	2 compliance visits	120	52.24
12	Investigation of complaints and enforcement action	60	34.12
12	Review of policy, conditions and fees IT, Procedures	60	60.18
Hours		630	355.50

Licence for 2 years (24 months)

£350

Cost - 2 years

* Cost depends on hourly rate of Officer involved and may include:
 Technical Officer, Manager, Licensing Officer, Legal, IT