

Test Valley Borough Council – fee for Sex Establishment licence as at January 2014

Stage	Officer	Time (hours)	Cost - Grant/ Transfer/Renewal ¹	Cost - Variation ²
Initial discussion/contact with applicant	Licensing Manager	2	£66	£66
Site visit	Licensing Manager	2	£66	-
Public consultation	Licensing Manager	3	£99	-
Consultation analysis	Licensing Manager	1	£33	-
Basic application management i.e. entering into computer system	Licensing Manager	2	£66	£66
Research and preparation of Committee report	Licensing Manager	3	£99	-
Licensing Committee meeting (preparing room, etc.)	Premises management staff	1	£220	-
Member travelling	Licensing Committee members	Average cost	£190	-
Officer attendance at Licensing Committee meeting	Licensing Manager	1	£33	-
	Solicitor	1	£90	-
	Committee Officer	1	£30	-
Pre-meeting work e.g. agenda preparation and checking	Licensing Manager	1	£33	-
	Solicitor	2	£180	-
	Committee Officer	3	£90	-
Post meeting work i.e. administration connected with grant or refusal	Licensing Manager	1	£33	£33
TOTAL			£1328	£165
Add 10% for contingencies e.g. any unforeseen additional work			£132	£17
GRAND TOTAL			£1460	£182

¹ These types of application must be advertised by the applicant and may thus attract public objections/comments which will be taken into account when the application is determined by the Licensing Committee

² This type of application is not subject to any public notice or advertising requirement and will not attract public comments/objections. This type of application is intended to reflect changes in a licence already issued and will most likely be used for changes to trading hours or minor structural alterations to the premises