

**Street Trading Act (NI) 2001
Statement of Fees**

Say

STATIONARY & MOBILE LICENCE

Application Fee - <i>Non refundable</i>	£ 386.14		£ 385
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Mobile Licence Fee

Licensed for Monday to Friday	£ 1,255.26		£ 1,255
Licensed for Monday to Saturday	£ 1,320.82		£ 1,300
Licensed for Monday to Sunday	£ 1,451.94		£ 1,450
Licensed for Saturday	£ 1,189.70		£ 1,190
Licensed for Sunday	£ 1,255.26		£ 1,250

Stationary Licence Fee

Licensed for Monday to Friday	£ 1,405.21		£ 1,400
Licensed for Monday to Saturday	£ 1,470.77		£ 1,470
Licensed for Monday to Sunday	£ 1,601.89		£ 1,600
Licensed for Saturday	£ 1,339.65		£ 1,340
Licensed for Sunday	£ 1,405.21		£ 1,400

Trading one day a week - Monday to Friday

TEMPORARY LICENCE

Application Fee - <i>Non refundable</i>	£ 386.14		£ 385
Licensed for Monday to Friday (per day)	£ 131.12		£ 130
Licensed for Saturday	£ 196.68		£ 200
Licensed for Sunday or public holiday	£ 262.24		£ 260

Variation of Licence Particulars	£ 189.39		£ 190
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Application Processing Cost**Stationary and Mobile Street Trading Licence**

Licensing Team tasks

Task	Hrs	Rate	Cost
Pre application discussions	1	£ 32.78	£32.78
Consultation letters, edit and assign to BS.	0.5	£ 32.78	£16.39
Assessment of response from consultees	1	£ 32.78	£32.78
Assessment of all relevant information relating to the application	1	£ 32.78	£32.78
Preparation of committee reports	4	£ 35.55	£142.20
Checking certification, insurance etc	1	£ 32.78	£32.78
Issue Licence	0.5	£ 35.55	£17.78
All tasks			£307.49

Business Support tasks

Task	Hrs	Cost	
Input procedure for new application	1	£31.46	£31.46
Issue of letters assigned from LO	0.5	£31.46	£15.73
Recovery of costs procedure – calculation and invoicing	1	£31.46	£31.46
All tasks			£78.65

Total Cost **£386.14****Temporary Licence**

Licensing Team tasks

Task	Hrs	Rate	Cost
Pre application discussions	1	£ 32.78	£32.78
Consultation letters, edit and assign to BS.	0.5	£ 32.78	£16.39
Assessment of response from consultees	1	£ 32.78	£32.78
Preparation of committee reports	4	£ 35.55	£142.20
Assessment of all relevant information relating to the application	1	£ 32.78	£32.78
Checking certification, insurance etc	1	£ 32.78	£32.78
Issue Licence	0.5	£ 35.55	£17.78
All tasks			£307.49

Business Support tasks

Task	Hrs	Cost	
Input procedure for new application	1	£31.46	£31.46
Issue of letters assigned from LO	0.5	£31.46	£15.73
Recovery of costs procedure – calculation and invoicing	1	£31.46	£31.46
All tasks			£78.65

Total Cost **£386.14**

Stationary and Mobile Street Trading Licence Variation

Licensing Team tasks

Task	Hrs	Rate	Cost
Pre application discussions	0.5	£ 35.55	£ 17.78
Consultation letters merge, edit and assign to BS.	0.5	£ 35.55	£ 17.78
Assessment of response from consultees	0.5	£ 35.55	£ 17.78
Assessment of representations received	0.5	£ 35.55	£ 17.78
Assessment of all relevant information relating to the application	1	£ 35.55	£ 35.55
Issue Licence	1	£ 35.55	£ 35.55
All tasks			£ 142.20

Business Support tasks

Task	Hrs	Cost	
Input procedure for variation	0.5	£ 31.46	£ 15.73
Issue of letters assigned from LO	0.5	£ 31.46	£ 15.73
Recovery of costs procedure – Lodgement	0.5	£ 31.46	£ 15.73
All tasks			£ 47.19

Total Cost

£ 189.39

Licence Compliance Checks Cost

Task Monday to Friday	Hrs	Cost	
Monitoring Compliance			
Inspection/Intervention and enforcement, compliant/queries etc	1	£ 32.78	£ 32.78
Input inspection report	2	£ 32.78	£ 65.56
Travel time	1	£ 32.78	£ 32.78
All tasks			£ 131.12

Task Saturday (1.5 x OT Rate)	Hrs	Cost	
Monitoring Compliance			
Inspection/Intervention and enforcement, compliant/queries etc	1	£ 32.78	£ 49.17
Input inspection report	2	£ 32.78	£ 98.34
Travel time	1	£ 32.78	£ 49.17
All tasks			£ 196.68

Task Sunday (2 x OT Rate)	Hrs	Cost	
Monitoring Compliance			
Inspection/Intervention and enforcement, compliant/queries etc	1	£ 32.78	£ 65.56
Input inspection report	2	£ 32.78	£ 131.12
Travel time	1	£ 32.78	£ 65.56
All tasks			£ 262.24

The number of Compliance Visits required is based on Risk

Licensed for Monday to Friday	<u>£ 262.24</u>	2 Visits Mon to Fri
Licensed for Monday to Saturday	<u>£ 327.80</u>	2 Visits 1 (Mon to Fri) 1(Sat)
Licensed for Monday to Sunday	<u>£ 458.92</u>	2 Visits 1(Mon to Fri) 1(Sat) or 1(Sun)
Licensed for Saturday only	<u>£ 196.68</u>	1 Sat
Licensed for Sunday only	<u>£ 262.24</u>	1 Sun

Designation Cost

Licensing Team tasks

Task	Hrs	Rate	Cost
Application queries and receipt	10	£ 35.55	£ 355.50
First Committee Report	2	£ 38.33	£ 76.66
First Notice	2	£ 38.33	£ 76.66
Consultation letters merge, edit and assign to BS.	3	£ 35.55	£ 106.65
Assessment of response from consultees	5	£ 35.55	£ 177.75
Site Visits and Neighbourhood consultation	5	£ 35.55	£ 177.75
Preparation of final Committee report	4	£ 38.33	£ 153.32
Final Notice	1	£ 38.33	£ 38.33
Updating Website and etc	2	£ 35.55	£ 71.10
Production of accurate maps	3	£ 35.55	£ 106.65
All tasks			£1,340.37

Business Support tasks

Task	Hrs	Cost	
Issue of letters	3	£ 31.46	£ 94.38
Telephone call queries relating to Designation	2	£ 31.46	£ 62.92
All tasks			£ 157.30

Total officer cost		£1,497.67	
Advertisement cost		£ 6,000.00	
Total cost of Designation		£ 7,497.67	
Divided by number of Traders	25	£ 149.95	Cost per trader

Recouping fees and ongoing queries and dispute resolution involving licensed traders and policy development

	Hrs	Cost		
Business Support	30	£	31.46	£ 943.80
Licensing Team	50	£	35.55	£ 1,777.50
All tasks				£ 2,721.30

Per month

Divided by number of Traders	35	£	77.75	<i>Trader cost per month</i>
		£	933.02	<i>Trader cost per year</i>
*Advertisement of Licence Fee		£	60.00	<i>Per Trader</i>
Administration cost per licence for a year		£	993.02	

EXPLANATORY NOTES

How was the hourly rate worked out?

The rate is based on the average cost for the Unit. The cost per hour of each officer was taken and the average rate was worked out.

Business Support	@ SO2 (£34.56) + Scale 6 (£32.78) + Scale 3 (£27.05)	Total £94.39 ÷ 3 = £31.46
Licensing	@ 1 Senior Licensing Officer (£38.33) + 1 Licensing Officer (£32.78)	Total £71.11 ÷ 2 = £35.55
Senior Licensing Officer	@ £38.33	
Licensing Officer	@ £32.78	

What is the Hourly rate based on?

The Hourly rate is based on the total cost for an officer including salary, employer's National Insurance contributions, superannuation contributions.

*** Advertisement of Fee - The Street Trading Act requires that the fee is advertised twice in the newspapers. The cost of those is approximately £2100. This cost is then proportioned out to each trader making the assumption that we will have 35 Stationary & Mobile licences in the year this equates to £60 per licence.**