



WORTHING BOROUGH
COUNCIL

20 September 2024

Worthing Licensing and Control Committee

Date:	23 September 2024
Time:	6.30 pm
Venue:	Worthing Town Hall, Gordon Room

Committee Membership: Councillors Mike Barrett, Henna Chowdhury, Tom Ellum, Cathy Glynn-Davies (Chair), Josh Harris, Claire Hunt, Charles James, Kevin Jenkins, Richard Nowak, Dale Overton, Jon Roser, Hilary Schan, Lysanne Skinner (Vice-Chair) and Dawn Smith

Agenda

Part A

6. Levelling Up & Regeneration Act 2023 - Schedule 22 - Pavement Licensing Addendum (Pages 3 - 6)

To consider a report by the Director for Sustainability & Resources, attached as item 6.

For Democratic Services enquiries relating to this meeting please contact:	For Legal Services enquiries relating to this meeting please contact:
Katy McMullan Democratic Services Officer 01903 221006 katy.mcmullan@adur-worthing.gov.uk	Shelley-Ann Flanagan Lawyer 01903 221095 shelley-ann.flanagan@adur-worthing.gov.uk

Duration of the Meeting: Three hours after the commencement of the meeting the Chairperson will adjourn the meeting to consider if it wishes to continue. A vote will be taken and a simple majority in favour will be necessary for the meeting to continue.

This page is intentionally left blank

Hourly rates for staff including oncosts, no other operational oncosts have been added such as sub-committee appeal hearing						
1 Year - New Pavement Licence Application						
Task	Action	Time (Hrs)	O/SO/A	Costs (£)	Officer	£37.45
1	Assistance with initial enquiry and checking information on Application Portal	0.5	16.79	£8.40	Senior Officer	£44.76
2	Entering of application into Tascomi database and documentation onto Tascomi management system. Check payment	1	16.79	£16.79	Admin	16.79
3	Consideration of all application papers and either validating/ invalidating the application	1.5	£37.45	£56.18		
4	Prepare and send consultation to consultees	0.5	£37.45	£18.73		
5	Entering all consultation responses (positive and negative) into Tascomi	0.5	£37.45	£18.73		
6	Site visit to check area of highway subject of application and ensure statutory site notice advertising application prominently on display inc travelling	1	£37.45	£37.45		
7	Consider consultation responses and determine whether to grant or refuse application	1	£44.76	£44.76		
8	Mediation of any representations	1	£37.45	£37.45		
9	Decision. Update Tascomi to record decision and either formally refuse application or prepare and issue Pavement Licence and accompanying letter	0.5	£37.45	£18.73		
10	Draft & Prepared Pavement Licence checked and signed	0.5	£37.45	£18.73		
11	Signed Pavement Licence uploaded to Tascomi and sent to holder electronically/ by post	0.5	£37.45	£18.73		
12	Appeal of refusal to HoS or Sub-Committee. Prepare papers & hearing. Present case	0.5	£44.76	£22.38		
13	Interim check of Public Liability Insurance - sending reminder, checking upon receipt and updating Tascomi database and uploading insurance to Tascomi management system	0.5	£37.45	£18.73		
14	Compliance visits inc travelling	2	£37.45	£74.90		
15	Investigation of complaints and enforcement action inc travelling	2	£37.45	£74.90		
16	Review of policy, conditions and fees	0.5	£44.76	£22.38		
		13.5		£507.93		

This page is intentionally left blank

	Hourly rates for staff including oncosts, no other operational oncosts have been added such as sub-committee appeal hearing						
	1 Year - Renewal Pavement Licence Application						
Task	Action	Time (Hrs)	O/SO	Costs (£)	Officer	£37.45	
1	Assistance with initial enquiry and checking information on Application Portal	0.5	16.79	£8.40	Senior	£44.76	
2	Entering of application into Tascomi database and documentation onto Tascomi management system. Check payment	0.5	16.79	£8.40	Admin	16.79	
3	Consideration of all application papers and either validating/ invalidating the application	1	£37.45	£37.45			
4	Prepare and send consultation to consultees	0.5	£37.45	£18.73			
5	Entering all consultation responses (positive and negative) into Tascomi	0.5	£37.45	£18.73			
6	Site visit to check area of highway subject of application and ensure statutory site notice advertising application prominently on display	1	£37.45	£37.45			
7	Consider consultation responses and determine whether to grant or refuse application	0.25	£44.76	£11.19			
8	Mediation of any representations	1	£37.45	£37.45			
9	Decision. Update Tascomi to record decision and either formally refuse application or prepare and issue Pavement Licence and accompanying letter	0.5	£37.45	£18.73			
10	Draft & Prepared Pavement Licence checked and signed	0.5	£37.45	£18.73			
11	Signed Pavement Licence uploaded to Tascomi and sent to holder electronically/ by post	0.5	£37.45	£18.73			
12	Appeal of refusal to HoS or Sub-Committee. Prepare papers & hearing. Present case	0.5	£44.76	£22.38			
13	Interim check of Public Liability Insurance - sending reminder, checking upon receipt and updating Tascomi database and uploading insurance to Tascomi management system	0.5	£37.45	£18.73			
14	Compliance visits inc travelling	1	£37.45	£37.45			
15	Investigation of complaints and enforcement action inc travelling	1	£37.45	£37.45			
16	Review of policy, conditions and fees	0.5	£44.76	£22.38			
		9.75		£372.34			

This page is intentionally left blank