

	Hourly rates for staff including oncosts, no other operational oncosts have been added such as sub-committee appeal hearing						
	<b>1 Year - New Pavement Licence Application</b>						
<b>Task</b>	<b>Action</b>	<b>Time (Hrs)</b>	<b>O/SO/A</b>	<b>Costs (£)</b>	<b>Officer</b>	<b>£37.45</b>	
1	Assistance with initial enquiry and checking information on Application Portal	0.5	16.79	£8.40	<b>Senior Officer</b>	£44.76	
2	Entering of application into Tascomi database and documentation onto Tascomi management system. Check payment	1	16.79	£16.79	<b>Admin</b>	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			
		<b>13.5</b>		<b>£507.93</b>			