

	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			