

	Hourly rates for staff including support services and oncosts, no other operational oncosts have been added such as sub-committee appeal hearings					
	1 Year - New Pavement Licence Application					
Task	Action	Time (Hrs)	O/SO/A	Costs (£)	Officer	£42.00
1	Assistance with initial enquiry and checking information on Application Portal	0.25	£27.00	£6.75	Senior Officer	£52.00
2	Entering of application into Tascomi database and documentation onto Tascomi management system. Check payment	0.5	£27.00	£13.50	Admin	£27.00
3	Consideration of all application papers and either validating/ invalidating the application	1	£42.00	£42.00		
4	Prepare and send consultation to consultees	0.25	£42.00	£10.50		
5	Entering all consultation responses (positive and negative) into Tascomi	0.5	£42.00	£21.00		
6	Site visit to check area of highway subject of application and ensure statutory site notice advertising application prominently on display inc travelling	1	£42.00	£42.00		
7	Consider consultation responses and determine whether to grant or refuse application	0.5	£52.00	£26.00		
8	Mediation of any representations	1	£42.00	£42.00		
9	Decision. Update Tascomi to record decision and either formally refuse application or prepare and issue Pavement Licence and accompanying letter	0.5	£42.00	£21.00		
10	Draft & Prepared Pavement Licence checked and signed	0.5	£42.00	£21.00		
11	Signed Pavement Licence uploaded to Tascomi and sent to holder electronically/ by post	0.25	£42.00	£10.50		
12	Appeal of refusal to HoS or Sub-Committee. Prepare papers & hearing. Present case	0.5	£52.00	£26.00		
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	£42.00	£21.00		
14	Compliance visits inc travelling	2	£42.00	£84.00		
15	Investigation of complaints and enforcement action inc travelling	2	£42.00	£84.00		
16	Review of policy, conditions and fees	0.5	£52.00	£26.00		
		11.25		£497.25		