



## Meeting Agenda

**Licensing Committee  
Lowther Pavilion, Lytham,  
Lytham St Annes  
27 April 2007, 10.00a.m.**



## **CORPORATE OBJECTIVES**

The Council's investment and activities are focused on achieving our five key objectives which aim to :

- Conserve, protect and enhance the quality of the Fylde natural and built environment
- Work with partners to help maintain safe communities in which individuals and businesses can thrive
- Stimulate strong economic prosperity and regeneration within a diverse and vibrant economic environment
- Improve access to good quality local housing and promote the health and wellbeing and equality of opportunity of all people in the Borough
- Ensure we are an efficient and effective council.

## **CORE VALUES**

In striving to achieve these objectives we have adopted a number of key values which underpin everything we do :

- Provide equal access to services whether you live in town, village or countryside,
- Provide effective leadership for the community,
- Value our staff and create a 'can do' culture,
- Work effectively through partnerships,
- Strive to achieve 'more with less'.

# Membership Licensing Committee

CHAIRMAN - Councillor Dawn Prestwich

VICE-CHAIRMAN – Councillor Christine Akeroyd

## Councillors

Elizabeth Clarkson

Janine Owen

Peter Collins

Albert Pounder

Susan Fazackerley

Louis Rigby

Trevor Fiddler

Heather Speak

Karen Henshaw JP

Martin Taylor

Alfred Jealous

Keith Wright

Steve Mason

Contact: Lyndsey Lacey, St. Annes (01253) 658504, Email: [lyndsey1@fylde.gov.uk](mailto:lyndsey1@fylde.gov.uk)



## **A G E N D A**

### **PART I - MATTERS DELEGATED TO COMMITTEE**

<b>ITEM</b>	<b>PAGE</b>
<b>1. DECLARATIONS OF INTEREST:</b> <i>In accordance with the Council's Code of Conduct, members are reminded that any personal/prejudicial interests should be declared as required by the Council's Code of Conduct adopted in accordance with the Local Government Act 2000.</i>	4
<b>2. CONFIRMATION OF MINUTES:</b> <i>To confirm as a correct record the Minutes of the Licensing Committee held on 2 March 2007</i>	4
<b>3. SUBSTITUTE MEMBERS:</b> <i>Details of any substitute members notified in accordance with council procedure rule 25.3</i>	4
<b>4. GAMBLING PREMISES LICENCE FEES "</b>	5

# REPORT

REPORT OF	MEETING	DATE	ITEM NO
CONSUMER WELLBEING AND PROTECTION	LICENSING COMMITTEE	27 <sup>TH</sup> APRIL 2007	4

## GAMBLING PREMISES LICENCE FEES

### Public Item

This item is for consideration in the public part of the meeting.

### Summary

The Department of Culture, Media and Sport has determined that as from the 21<sup>st</sup> May 2007, all local authorities will accept applications for premises licences for the purposes of gambling, and will be entitled to levy fees in order to recover the costs for administration, inspection and enforcement

### Recommendation

1. That the members approve the fees chargeable, which are based upon cost recovery, for the issuing of gambling premises licences as identified in Appendix 1 to this report

### Report

1. As the members will be aware from the adoption of the Council's Gambling Policy in December 2006, the Gambling Act 2005 comes fully into force on the 30<sup>th</sup> September 2007. The Act introduces 3 new licences; the Gambling Commission will issue the first two licences namely operating licences and personal licences. The third type of licence is a premises licence, which will authorise specific forms of gambling to take place on the premises. This licence will be issued by the licensing authority of the Borough Council.
2. The Department of Culture, Media and Sport (DCMS) has determined that local authorities should as from the 21<sup>st</sup> May 2007, accept advanced applications for premises licences.

3. The transitional arrangements allow for this to be carried out in one of two ways. If a premises wishes to convert their existing licence in such a way as to allow for the same activities and to have attached to the licence default conditions determined by the Gambling Commission then they can make a 'fast track conversion'. Any application under this system cannot be the subject of a representation and therefore must be granted in the terms applied for.
4. Some operators may decide at the time of conversion that they wish to change some of their activities or to apply for other conditions rather than the default conditions. Under these circumstances the operator must apply for a non-fast track conversion. These can be the subject of representations which could result in the need to hold a hearing and the possibility of appeals to magistrates court.
5. The Act also allows for the transfer and variation of premises licences and fees must also be determined for these.
6. In accordance with The Gambling (Premises Licence Fees) (England and Wales) Regulations 2007, made under the Act, licensing authorities are able to determine their own fees for premises licences, which is payable for each class of premises licence, up to a maximum fee as prescribed in the Regulations.
7. When determining fees, each licensing authority is limited to setting fees that covers the cost of carrying out their functions under the Act, up to the maximum as prescribed. This is to enable the authority to recover the cost of administration (including hearings and appeals), inspections and enforcement.
8. The Local Authority Co-ordinating Body on Regulatory Services (LACORS) and the DCMS have made it quite clear that the fees set by each local authority must be based upon cost recovery. As stated by the DCMS, the aim of the Regulations in setting the maximum fees payable for gambling premises licenses is:
  - To ensure that fees are set at a level that enables full cost recovery by all licensing authorities and;
  - To ensure fairness and value for money for the gambling industry
9. As the Gambling Act is new legislation the licensing section have not as yet had to process any licences which makes it difficult to accurately predict the true costs of issuing and maintaining premises licences including enforcement at licensed premises.
10. However the section has now built up some experience in dealing with similar applications under the Licensing Act 2003 and therefore can make reasonable estimations as to the costs involved.

11. The methodology used to determine the cost of the various licences involves identifying the processes involved and allocating the estimated time needed from the various officers concerned. The hourly rate, including all on costs, for each officer is known as they are used in other financial management systems within the Council. It is possible, therefore to put a cost to each of the activities involved in processing the various licences and the maintenance of such licences.
- 12 The costs allocated to the holding of hearings and appeals are based on an estimate of the probability of such hearings being needed. For example it is thought that there is an 80% chance of a representation being made necessitating a hearing when a new application is made for a Bingo Hall and therefore 80% of the cost of a hearing has been added to the licence fee. Likewise it is thought that there is a 30% chance of an appeal being made against the decision of the hearing and therefore 30% of the cost of an appeal has been added.
13. The calculations used in determining the costs of licences under the Gambling Act are contained in a spreadsheet at Appendix 2.
14. The suggested fees are listed in the table attached as Appendix I and are shown with the maximum permissible in brackets.
15. It is again difficult to accurately predict the total income from Gambling Act licences in 2007/08 because it is not known which method of conversion will be chosen. If it is assumed that all existing premises, 22 in total, convert their licences using the fast track method the predicted income this year will be approximately £22,500.

IMPLICATIONS	
Finance	
Legal	
Community Safety	
Human Rights and Equalities	
Sustainability	
Health & Safety and Risk Management	

Report Author	Tel	Date	Doc ID
Stuart Handley	(01253) 658603	27 <sup>th</sup> March 2007	

List of Background Papers		
Name of document	Date	Where available for inspection
Document name		Council office or website address

#### **Attached documents**

1. **Appendix 1.** Table comparing the maximum fees under the regulations and recoverable fees chargeable
2. **Appendix 2.** Breakdown of the cost recoverable fees chargeable by this authority



# APPENDIX 1

## PREMISES LICENCE FEES

Class of Premises	Fast Track Fee	Non-Fast Track Conversion	New Application	Annual Fee*	Provisional Statement Fee	Premises licence Fee for holders of Provisional Statements	Variation Fee	Transfer Fee	Reinstatement of Licence
Casino Premises Licence	<b>£275</b> (£300)	<b>£1,220</b> (£3,000)		<b>£1,460</b> (£3,000)			<b>£1,300</b> (£2,000)	<b>£650</b> (£1,350)	<b>£1,050</b> (£1,350)
Bingo Premises Licence	<b>£275</b> (£300)	<b>£1,250</b> (£1,750)	<b>£2,100</b> (£3,500)	<b>£950</b> £1,000	<b>£2,100</b> (£3,500)	<b>£1,000</b> (£1,200)	<b>£1,300</b> (£1,750)	<b>£650</b> (£1,200)	<b>£1,050</b> (£1,200)
Betting Premises (other) Licence	<b>£275</b> (£300)	<b>£1,280</b> (£1,500)	<b>£2,100</b> (£3,000)	<b>£600</b> (£600)	<b>£2,100</b> (£3,000)	<b>£1,000</b> (£1,200)	<b>£1,300</b> (£1,500)	<b>£650</b> (£1,200)	<b>£1,050</b> (£1,200)
Adult Gaming Centre Premises Licence	<b>£275</b> (£300)	<b>£1,000</b> (£1,000)	<b>£2,000</b> (£2,000)	<b>£900</b> (£1,000)	<b>£2,000</b> (£2,000)	<b>£1,000</b> (£1,200)	<b>£1,000</b> (£1,000)	<b>£650</b> (£1,200)	<b>£1,050</b> (£1,200)
Family Entertainment Centre Premises Licence	<b>£275</b> (£300)	<b>£1,000</b> (£1,000)	<b>£2,000</b> (£2,000)	<b>£750</b> (£750)	<b>£2,000</b> (£2,000)	<b>£950</b> (£950)	<b>£1,000</b> (£1,000)	<b>£650</b> (£950)	<b>£950</b> (£950)
Tracks	<b>£275</b> (£300)	<b>£1,280</b> (£1,250)	<b>£2,100</b> (£2,500)	<b>£850</b> (£1,000)	<b>£2,100</b> (£2,500)	<b>£1,000</b> (£2,500)	<b>£1,250</b> (£1,250)	<b>£650</b> (£950)	<b>£950</b> (£950)

Fees chargeable in bold  
Maximum permissible fees in brackets

\*Where a licence is the subject of a seasonal condition the annual fee shall be one twelve of the full annual fee for every month or part of a month that the licence is operative for.

**Miscellaneous Charges**

Fee for a copy of a licence **£25** (£25)

Fee for Notification of a change of Circumstances **£50** (£50)

No VAT is charged on application fees (outside scope)

Activity	Officer	Time (hours)	Rate (hourly)	Costs	Max Fee
<b>On Going General Costs/Year</b>					
Review and prepare guidance	LM	8	£40.46	£323.68	
Printing				£300.00	
IT software maintenance				£3,000.00	
PPE				£400.00	
Equipment				£500.00	
Reference books				£400.00	
Training				£2,000.00	
Review gambling policy	LM	12	£40.46	£485.52	
Consult on Gambling Policy				£200.00	
Lic Comm approve policy				£150.00	
Full Council to adopt policy				£100.00	
<b>TOTALS</b>				<b>£7,859.20</b>	

Activity	Officer	Time (hours)	Rate (hourly)	Costs	Max Fee
<b>Hearings</b>					
Advise & send out representation forms	LM	1	£40.46	£40.46	
	LO	1	£28.76	£28.76	
	LA	1	£22.12	£22.12	
Receive & Acknowledge reps	LO	1	£28.76	£28.76	
Input on software	LA	1	£22.12	£22.12	
Prepare report	LM	2	£40.46	£80.92	
Arrange Hearing	LM	1	£40.46	£40.46	
	LO	1	£28.76	£28.76	
Inform members of committee	LA	1	£22.12	£22.12	
Invite applicant & Reps	LO	1.5	£28.76	£43.14	
Liaise with legal section	LM	1	£40.46	£40.46	
Legal Officer advice	Legal	2	£42.31	£84.62	
Liaise with applicant & Reps	LO	1.5	£28.76	£43.14	
Hold Hearing	LM	2	£40.46	£80.92	
	LO	2	£28.76	£57.52	
Members attendance	Members			£450.00	
	Legal	2	£42.31	£84.62	
Inform all parties of outcome	Legal	2	£42.31	£84.62	
<b>TOTALS</b>		4		<b>£1,283.52</b>	

Activity	Officer	Time (hours)	Rate (hourly)	Costs	Max Fee
<b>Appeals</b>					
Liaise with Legal	LM	6	£40.46	£242.76	
	Legal	6	£42.31	£253.86	
Prepare case file	Legal	4	£42.31	£169.24	
Liaise with witnesses	Legal	4	£42.31	£169.24	
Attend Hearing	LM	8	£40.46	£323.68	
	Legal	8	£42.31	£338.48	
Inform all parties of outcome	Legal	3	£42.31	£126.93	
<b>TOTALS</b>				<b>£1,624.19</b>	
<b>Casino- Non Fast Track</b>					
					<b>£2,000</b>
Advise applicants	LM	1	£40.46	£40.46	
	LO	1	£28.76	£28.76	
Check application	LM	0.5	£40.46	£20.23	
	LO	1	£28.76	£28.76	
	LA	0.5	£22.12	£11.06	
Check receipt by responsible authorities	LO	0.5	£28.76	£14.38	
Check advert	EO	1	£28.76	£28.76	
Input into software	LA	1	£22.12	£22.12	
Acknowledge receipt	LA	0.25	£22.12	£5.53	
Pay in fee	LA	0.5	£22.12	£11.06	
Receive and input representations	LO	1	£28.76	£28.76	
Prepare & check conditions	LM	2	£40.46	£80.92	
	LO	0.5	£28.76	£14.38	
Prepare licence	LO	1.5	£28.76	£43.14	
	LA	0.5	£22.12	£11.06	
Check & issue licence	LM	0.5	£40.46	£20.23	
	LA	0.5	£22.12	£11.06	
Share of hearing costs				£641.00	
Share of appeal cost				£162.00	
<b>TOTALS</b>				<b>£1,223.67</b>	
<b>Casino -Fast Track</b>					
					<b>£300</b>
Check application	LM	0.5	£40.46	£20.23	

Activity	Officer	Time (hours)	Rate (hourly)	Costs	Max Fee
	LO	0.5	£28.76	£14.38	
	LA	0.5	£22.12	£11.06	
Input into software	LA	1	£22.12	£22.12	
Acknowledge receipt	LA	0.25	£22.12	£5.53	
Pay in fee	LA	0.5	£22.12	£11.06	
Prepare & check conditions	LM	1	£40.46	£40.46	
	LO	1	£28.76	£28.76	
Prepare licence	LO	2	£28.76	£57.52	
	LA	0.5	£22.12	£11.06	
Check & issue licence	LM	1	£40.46	£40.46	
	LA	0.5	£22.12	£11.06	
<b>TOTALS</b>				<b>£273.70</b>	
<b>Casino- Annual Fee</b>					
					<b>£3,000</b>
Issue reminder for fee					
	LO	1	£28.76	£28.76	
Pay in and acknowledge fee					
Enforcement	LA	0.5	£22.12	£11.06	
	LM	6	£40.46	£242.76	
Share of on-going general costs	EO	20	£28.76	£575.20	
Share of hearing costs (Reviews)				£393.00	
Share of appeal costs				£128.00	
<b>TOTALS</b>				<b>£81.21</b>	
				<b>£1,459.99</b>	
<b>Bingo Hall- New Licence</b>					

Activity	Officer	Time (hours)	Rate (hourly)	Costs	Max Fee
Advise applicants					£3,500
	LM	1	£40.46	£40.46	
Check application	LO	1	£28.76	£28.76	
	LM	2	£40.46	£80.92	
	LO	1	£28.76	£28.76	
Check receipt by responsible authorities	LA	0.5	£22.12	£11.06	
Check advert	LO	0.5	£28.76	£14.38	
Input into software	EO	1	£28.76	£28.76	
Acknowledge receipt	LA	1	£22.12	£22.12	
Pay in fee	LA	0.25	£22.12	£5.53	
Receive and input representations	LA	0.5	£22.12	£11.06	
Prepare & check conditions	LO	1	£28.76	£28.76	
	LM	2	£40.46	£80.92	
Prepare licence	LO	0.5	£28.76	£14.38	
	LO	2	£28.76	£57.52	
Check & issue licence	LA	1	£22.12	£22.12	
	LM	0.5	£40.46	£20.23	
Site visit	LA	0.5	£22.12	£11.06	
Share of hearing costs	LM	2	£40.46	£80.92	
Share of appeal cost				£1,026.00	
<b>TOTALS</b>				£488.00	
				<b>£2,101.72</b>	
<b>Bingo Hall- Non Fast Track</b>					

Activity	Officer	Time (hours)	Rate (hourly)	Costs	Max Fee
Advise applicants					£1,750
	LM	1	£40.46	£40.46	
Check application	LO	1	£28.76	£28.76	
	LM	0.5	£40.46	£20.23	
	LO	1	£28.76	£28.76	
Check receipt by responsible authorities	LA	0.5	£22.12	£11.06	
Check advert	LO	0.5	£28.76	£14.38	
Input into software	EO	1	£28.76	£28.76	
Acknowledge receipt	LA	1	£22.12	£22.12	
Pay in fee	LA	0.25	£22.12	£5.53	
Receive and input representations	LA	0.5	£22.12	£11.06	
Prepare & check conditions	LO	1	£28.76	£28.76	
	LM	2	£40.46	£80.92	
Prepare licence	LO	0.5	£28.76	£14.38	
	LO	1.5	£28.76	£43.14	
Check & issue licence	LA	0.5	£22.12	£11.06	
	LM	0.5	£40.46	£20.23	
Share of hearing costs	LA	0.5	£22.12	£11.06	
Share of appeal cost				£641.00	
<b>TOTALS</b>				£162.00	
				<b>£1,223.67</b>	
<b>Bingo Hall-Fast Track</b>					



Activity	Officer	Time (hours)	Rate (hourly)	Costs	Max Fee
Check application					£300
	LM	0.5	£40.46	£20.23	
	LO	0.5	£28.76	£14.38	
Input into software	LA	0.5	£22.12	£11.06	
Acknowledge receipt	LA	1	£22.12	£22.12	
Pay in fee	LA	0.25	£22.12	£5.53	
Prepare & check conditions	LA	0.5	£22.12	£11.06	
	LM	1	£40.46	£40.46	
Prepare licence	LO	1	£28.76	£28.76	
	LO	2	£28.76	£57.52	
Check & issue licence	LA	0.5	£22.12	£11.06	
	LM	1	£40.46	£40.46	
<b>TOTALS</b>	LA	0.5	£22.12	£11.06	
				<b>£273.70</b>	
<b>Bingo Hall- Annual Fee</b>					
					£1,000
Issue reminder for fee					
	LO	1	£28.76	£28.76	
Pay in and acknowledge fee					
Enforcement	LA	0.5	£22.12	£11.06	
	LM	2	£40.46	£80.92	
Share of on-going general costs	EO	8	£28.76	£230.08	
Share of hearing costs (Reviews)				£393.00	
Share of appeal costs				£128.00	
<b>TOTALS</b>				£81.21	
				<b>£953.03</b>	
<b>Betting Shop-New Application</b>					
					£3,000
Advise applicants					
	LM	1	£40.46	£40.46	
Check application	LO	1	£28.76	£28.76	
	LM	1	£40.46	£40.46	

Activity	Officer	Time (hours)	Rate (hourly)	Costs	Max Fee
	LO	1	£28.76	£28.76	
Check receipt by responsible authorities	LA	0.5	£22.12	£11.06	
Check advert	LO	1	£28.76	£28.76	
Input into software	EO	1	£28.76	£28.76	
Acknowledge receipt	LA	1	£22.12	£22.12	
Pay in fee	LA	0.25	£22.12	£5.53	
Receive and input representations	LA	0.5	£22.12	£11.06	
Prepare & check conditions	LO	1	£28.76	£28.76	
	LM	2	£40.46	£80.92	
Prepare licence	LO	0.5	£28.76	£14.38	
	LO	2	£28.76	£57.52	
Check & issue licence	LA	1	£22.12	£22.12	
	LM	0.5	£40.46	£20.23	
Site visit	LA	0.5	£22.12	£11.06	
Share of hearing costs	LM	2	£40.46	£80.92	
Share of appeal cost				£1,026.00	
<b>TOTALS</b>				£488.00	
				<b>£2,075.64</b>	
<b>Betting Shop-Non-Fast Track</b>					

Activity	Officer	Time (hours)	Rate (hourly)	Costs	Max Fee
					£1,500
Advise applicants					

Activity	Officer	Time (hours)	Rate (hourly)	Costs	Max Fee
	LM	1	£40.46	£40.46	
Check application	LO	1	£28.76	£28.76	
	LM	1	£40.46	£40.46	
	LO	1	£28.76	£28.76	
Check receipt by responsible authorities	LA	0.5	£22.12	£11.06	
Check advert	LO	1	£28.76	£28.76	
Input into software	EO	1	£28.76	£28.76	
Acknowledge receipt	LA	1	£22.12	£22.12	
Pay in fee	LA	0.25	£22.12	£5.53	
Receive and input representations	LA	0.5	£22.12	£11.06	
Prepare & check conditions	LO	1	£28.76	£28.76	
	LM	2	£40.46	£80.92	
Prepare licence	LO	0.5	£28.76	£14.38	
	LO	2	£28.76	£57.52	
Check & issue licence	LA	1	£22.12	£22.12	
	LM	0.5	£40.46	£20.23	
Share of hearing costs	LA	0.5	£22.12	£11.06	
Share of appeal cost				£641.00	
<b>TOTALS</b>				£162.00	
				<b>£1,283.72</b>	
<b>Betting Shop -Fast Track</b>					
Check application					<b>£300</b>
	LM	0.5	£40.46	£20.23	
	LO	0.5	£28.76	£14.38	
Input into software	LA	0.5	£22.12	£11.06	
Acknowledge receipt	LA	1	£22.12	£22.12	
Pay in fee	LA	0.25	£22.12	£5.53	
Prepare & check conditions	LA	0.5	£22.12	£11.06	
	LM	1	£40.46	£40.46	
Prepare licence	LO	1	£28.76	£28.76	
	LO	2	£28.76	£57.52	
Check & issue licence	LA	0.5	£22.12	£11.06	
	LM	1	£40.46	£40.46	

Activity	Officer	Time (hours)	Rate (hourly)	Costs	Max Fee
<b>TOTALS</b>	LA	0.5	£22.12	£11.06	
				<b>£273.70</b>	
<b>Betting Shop- Annual Fee</b>					
Issue reminder for fee					<b>£600</b>
Chase bad Debt	LO	1	£28.76	£28.76	
Pay in and acknowledge fee	LM	1	£40.46	£40.46	
Enforcement	LA	0.5	£22.12	£11.06	
	LM	1	£40.46	£40.46	
Share of on-going general costs	EO	5	£28.76	£143.80	
Share of hearing costs (Reviews)				£393.00	
Share of appeal costs				£128.00	
<b>TOTALS</b>				£81.21	
				<b>£866.75</b>	
<b>Adult Gaming Centre-New Application</b>					
Advise applicants					<b>£2,000</b>
	LM	1	£40.46	£40.46	
Check application	LO	1	£28.76	£28.76	
	LM	1	£40.46	£40.46	
	LO	0.5	£28.76	£14.38	
Check receipt by responsible authorities	LA	0.5	£22.12	£11.06	
Check advert	LO	0.5	£28.76	£14.38	
Input into software	EO	1	£28.76	£28.76	
Acknowledge receipt	LA	1	£22.12	£22.12	
Pay in fee	LA	0.25	£22.12	£5.53	
Receive and input representations	LA	0.5	£22.12	£11.06	
Prepare & check conditions	LO	1	£28.76	£28.76	
	LM	2	£40.46	£80.92	
Prepare licence	LO	0.5	£28.76	£14.38	
	LO	1	£28.76	£28.76	
Check & issue licence	LA	0.5	£22.12	£11.06	
	LM	0.5	£40.46	£20.23	
Site visit	LA	0.5	£22.12	£11.06	

Activity	Officer	Time (hours)	Rate (hourly)	Costs	Max Fee
Share of hearing costs	LM	2	£40.46	£80.92	
Share of appeal cost				£1,026.00	
<b>TOTALS</b>				£488.00	
				<b>£2,007.06</b>	
<b>Adult Gaming Centre-Non Fast Track</b>					

Activity	Officer	Time (hours)	Rate (hourly)	Costs	Max Fee
Advise applicants					£1,000
	LM	1	£40.46	£40.46	
Check application	LO	1	£28.76	£28.76	
	LM	0.5	£40.46	£20.23	
	LO	1	£28.76	£28.76	
Check receipt by responsible authorities	LA	0.5	£22.12	£11.06	
Check advert	LO	0.5	£28.76	£14.38	
Input into software	EO	1	£28.76	£28.76	
Acknowledge receipt	LA	1	£22.12	£22.12	
Pay in fee	LA	0.25	£22.12	£5.53	
Receive and input representations	LA	0.5	£22.12	£11.06	
Prepare & check conditions	LO	1	£28.76	£28.76	
	LM	2	£40.46	£80.92	
Prepare licence	LO	0.5	£28.76	£14.38	
	LO	1.5	£28.76	£43.14	
Check & issue licence	LA	0.5	£22.12	£11.06	
	LM	0.5	£40.46	£20.23	
Share of hearing costs	LA	0.5	£22.12	£11.06	
Share of appeal cost				£641.00	
<b>TOTALS</b>				£162.00	
				<b>£1,223.67</b>	
<b>Adult Gaming Centre-Fast Track</b>					

Activity	Officer	Time (hours)	Rate (hourly)	Costs	Max Fee
Check application					£300
	LM	0.5	£40.46	£20.23	
	LO	0.5	£28.76	£14.38	
Input into software	LA	0.5	£22.12	£11.06	
Acknowledge receipt	LA	1	£22.12	£22.12	
Pay in fee	LA	0.25	£22.12	£5.53	
Prepare & check conditions	LA	0.5	£22.12	£11.06	
	LM	1	£40.46	£40.46	
Prepare licence	LO	1	£28.76	£28.76	
	LO	2	£28.76	£57.52	
Check & issue licence	LA	0.5	£22.12	£11.06	
	LM	1	£40.46	£40.46	
<b>TOTALS</b>	LA	0.5	£22.12	£11.06	
				<b>£273.70</b>	
<b>Adult Gaming Centres- Annual Fee</b>					
Issue reminder for fee					£1,000
	LO	1	£28.76	£28.76	
Pay in and acknowledge fee					
Enforcement	LA	0.5	£22.12	£11.06	
	LM	1	£40.46	£40.46	
Share of on-going general costs	EO	8	£28.76	£230.08	
Share of hearing costs (Reviews)				£393.00	
Share of appeal costs				£128.00	
<b>TOTALS</b>				£81.21	
				<b>£912.57</b>	
<b>Family Entertainment Centre-New Application</b>					
Advise applicants					£2,000
	LM	1	£40.46	£40.46	
Check application	LO	1	£28.76	£28.76	
	LM	0.5	£40.46	£20.23	
	LO	1	£28.76	£28.76	
Check receipt by responsible authorities	LA	0.5	£22.12	£11.06	



Activity	Officer	Time (hours)	Rate (hourly)	Costs	Max Fee
Check advert	LO	1	£28.76	£28.76	
Input into software	EO	1	£28.76	£28.76	
Acknowledge receipt	LA	1	£22.12	£22.12	
Pay in fee	LA	0.25	£22.12	£5.53	
Receive and input representations	LA	0.5	£22.12	£11.06	
Prepare & check conditions	LO	1	£28.76	£28.76	
	LM	2	£40.46	£80.92	
Prepare licence	LO	0.5	£28.76	£14.38	
	LO	1	£28.76	£28.76	
Check & issue licence	LA	0.5	£22.12	£11.06	
	LM	0.5	£40.46	£20.23	
site visit	LA	0.5	£22.12	£11.06	
Share of hearing costs	LM	1	£40.46	£40.46	
Share of appeal cost				£1,026.00	
<b>TOTALS</b>				£488.00	
				<b>£1,975.13</b>	
<b>Family Entertainment Centre-Non-Fast Track</b>					

Activity	Officer	Time (hours)	Rate (hourly)	Costs	Max Fee
Advise applicants					£1,000
	LM	1	£40.46	£40.46	
Check application	LO	1	£28.76	£28.76	
	LM	0.5	£40.46	£20.23	
	LO	1	£28.76	£28.76	
Check receipt by responsible authorities	LA	0.5	£22.12	£11.06	
Check advert	LO	0.5	£28.76	£14.38	
Input into software	EO	1	£28.76	£28.76	
Acknowledge receipt	LA	1	£22.12	£22.12	
Pay in fee	LA	0.25	£22.12	£5.53	
Receive and input representations	LA	0.5	£22.12	£11.06	
Prepare & check conditions	LO	1	£28.76	£28.76	
	LM	2	£40.46	£80.92	
Prepare licence	LO	0.5	£28.76	£14.38	
	LO	1.5	£28.76	£43.14	
Check & issue licence	LA	0.5	£22.12	£11.06	
	LM	0.5	£40.46	£20.23	
Share of hearing costs	LA	0.5	£22.12	£11.06	
Share of appeal cost				£641.00	
<b>TOTALS</b>				£162.00	
				<b>£1,223.67</b>	
<b>Family Entertainment Centre-Fast Track</b>					

Activity	Officer	Time (hours)	Rate (hourly)	Costs	Max Fee
Check application					£300
	LM	0.5	£40.46	£20.23	
	LO	0.5	£28.76	£14.38	
Input into software	LA	0.5	£22.12	£11.06	
Acknowledge receipt	LA	1	£22.12	£22.12	
Pay in fee	LA	0.25	£22.12	£5.53	
Prepare & check conditions	LA	0.5	£22.12	£11.06	
	LM	1	£40.46	£40.46	
Prepare licence	LO	1	£28.76	£28.76	
	LO	2	£28.76	£57.52	
Check & issue licence	LA	0.5	£22.12	£11.06	
	LM	1	£40.46	£40.46	
<b>TOTALS</b>	LA	0.5	£22.12	£11.06	
				<b>£273.70</b>	
<b>Family Entertainment Centre-Annual Fee</b>					

Activity	Officer	Time (hours)	Rate (hourly)	Costs	Max Fee
Issue reminder for fee					£750
Pay in and acknowledge fee	LO	1	£28.76	£28.76	
Enforcement	LA	0.5	£22.12	£11.06	
	LM	1	£40.46	£40.46	
Share of on-going general costs	EO	4	£28.76	£115.04	
Share of hearing costs (Reviews)				£393.00	
Share of appeal costs				£128.00	
<b>TOTALS</b>				£81.21	
				<b>£797.53</b>	
<b>All Premises- Variation</b>					

Activity	Officer	Time (hours)	Rate (hourly)	Costs	Max Fee
					<b>Bingo £1750</b> <b>Betting shop £1500</b> <b>AGC £1000</b> <b>FEC £1000</b> <b>Track £1250</b> <b>Casino £2000</b>
Advise Applicants					
	LM	0.5	40.46	£20.23	
Check application	LO	1	28.76	£28.76	
	LM	0.5	40.46	£20.23	
Check receipt by responsible authorities	LO	1	28.76	£28.76	
Check Advert	LO	1	28.76	£28.76	
Input into software	EO	1	28.76	£28.76	
Acknowledge receipt	LA	1	22.12	£22.12	
Pay in fee	LA	0.25	22.12	£5.53	
Receive and input representations	LA	0.5	22.12	£11.06	
Prepare & check conditions	LO	1	£28.76	£28.76	
	LM	2	£40.46	£80.92	
Prepare varied licence	LO	0.5	£28.76	£14.38	
	LO	1.5	£28.76	£43.14	
Check & issue varied licence	LA	0.5	£22.12	£11.06	
	LM	0.5	£40.46	£20.23	
Site visit	LA	0.5	£22.12	£11.06	
Share of hearing costs	LM	2	£40.46	£80.92	
Share of appeal cost				£641.00	
				£162.00	
				<b>£1,287.68</b>	
<b>All Premises-Reinstatement of licence</b>					

Activity	Officer	Time (hours)	Rate (hourly)	Costs	Max Fee
Revocation of original licence					Bingo £1200 Betting shop £1200 AGC £1200 FEC £950 Track £950 Casino £1350
	LM	2	40.46	80.92	
Advise applicants	LO	2	28.76	57.52	
	LM	0.5	40.46	£20.23	
Check Application	LO	1	28.76	£28.76	
	LM	0.5	40.46	£20.23	
Check receipt by responsible authorities	LO	1	28.76	£28.76	
Input into software	LO	1	28.76	£28.76	
Acknowledge receipt	LA	1	22.12	£22.12	
Pay in fee	LA	0.25	22.12	£5.53	
Receive and input representations	LA	0.5	22.12	£11.06	
Prepare & check conditions	LO	1	£28.76	£28.76	
	LM	0.5	£40.46	£20.23	
Prepare licence	LO	0.5	£28.76	£14.38	
	LO	1.5	£28.76	£43.14	
Check & issue licence	LA	0.5	£22.12	£11.06	
	LM	0.5	£40.46	£20.23	
Share of hearing costs	LA	0.5	£22.12	£11.06	
Share of on-going general costs				£128.00	
Share of appeal cost				£393.00	
				£81.00	
				£1,054.75	
All Premises-Provisional Statements					

Activity	Officer	Time (hours)	Rate (hourly)	Costs	Max Fee
Advise applicants					
	LM	2	£40.46	£80.92	<b>Bingo £3500</b> <b>Betting shop £3000</b> <b>AGC £2000</b> <b>FEC £2000</b> <b>Track £2500</b>
Check application	LO	1	£28.76	£28.76	
	LM	3	£40.46	£121.38	
	LO	1	£28.76	£28.76	
Check receipt by responsible authorities	LA	0.5	£22.12	£11.06	
Check advert	LO	0.5	£28.76	£14.38	
Input into software	EO	1	£28.76	£28.76	
Acknowledge receipt	LA	1	£22.12	£22.12	
Pay in fee	LA	0.25	£22.12	£5.53	
Receive and input representations	LA	0.5	£22.12	£11.06	
Prepare & check conditions	LO	1	£28.76	£28.76	
	LM	2	£40.46	£80.92	
Prepare statement	LO	0.5	£28.76	£14.38	
	LO	1.5	£28.76	£43.14	
Check & issue statement	LA	0.5	£22.12	£11.06	
	LM	0.5	£40.46	£20.23	
Share of hearing costs	LA	0.5	£22.12	£11.06	
Share of appeal cost				£1,026.00	
				£488.00	
				<b>£2,076.28</b>	
<b>All Premises- Transfer</b>					

Activity	Officer	Time (hours)	Rate (hourly)	Costs	Max Fee
Advise Applicants	LM	0.5	40.46	£20.23	<b>Bingo £1200</b> <b>Betting shop £1200</b> <b>AGC £1200</b> <b>FEC £950</b> <b>Track £950</b> <b>Casino £1350</b>
Check application	LO	1	28.76	£28.76	
	LM	0.5	40.46	£20.23	
Check receipt by responsible authorities	LO	1	28.76	£28.76	
Check with/trace current licensee	LO	1	28.76	£28.76	
	LM	1	40.46	£40.46	
Input into software	LO	2	28.76	£57.52	
Acknowledge receipt	LA	1	22.12	£22.12	
Pay in fee	LA	1	22.12	£22.12	
Receive and input representations	LA	0.25	22.12	£5.53	
	LA	0.5	22.12	£11.06	
Prepare transfered licence	LO	1	£28.76	£28.76	
	LO	0.5	£28.76	£14.38	
Check & issue transfered licence	LO	1.5	£28.76	£43.14	
	LA	0.5	£22.12	£11.06	
	LM	0.5	£40.46	£20.23	
Share of hearing costs	LA	0.5	£22.12	£11.06	
Share of appeal cost				£128.00	
				£80.00	
				<b>£622.18</b>	

**Premises licence after provisional statement**



Activity	Officer	Time (hours)	Rate (hourly)	Costs	Max Fee
Advise applicants	LM	0.5	£40.46	£20.23	<b>Bingo £1200</b> <b>Betting shop £1200</b> <b>AGC £1200</b> <b>FEC £950</b> <b>Track £950</b>
Check application	LO	0.5	£28.76	£14.38	
	LM	0.5	£40.46	£20.23	
	LO	0.5	£28.76	£14.38	
Visit to check against plans	LA	0.5	£22.12	£11.06	
Check receipt by responsible authorities	EO	2	£28.76	£57.52	
Check advert	LO	1	£28.76	£28.76	
Input into software	EO	1	£28.76	£28.76	
Acknowledge receipt	LA	1	£22.12	£22.12	
Pay in fee	LA	0.25	£22.12	£5.53	
Receive and input representations	LA	0.5	£22.12	£11.06	
Prepare & check conditions	LO	1	£28.76	£28.76	
	LM	2	£40.46	£80.92	
Prepare licence	LO	0.5	£28.76	£14.38	
	LO	2	£28.76	£57.52	
Check & issue licence	LA	1	£22.12	£22.12	
	LM	0.5	£40.46	£20.23	
Share of hearing costs	LA	0.5	£22.12	£11.06	
Share of appeal cost				£384.00	
<b>TOTALS</b>				£162.00	
		14.75		<b>£1,015.02</b>	
<b>Track- New Licence</b>					

Activity	Officer	Time (hours)	Rate (hourly)	Costs	Max Fee
Advise applicants					
	LM	1	£40.46	£40.46	<b>£2,500</b>
Check application	LO	1	£28.76	£28.76	
	LM	2	£40.46	£80.92	
	LO	1	£28.76	£28.76	
Check receipt by responsible authorities	LA	0.5	£22.12	£11.06	
Check advert	LO	0.5	£28.76	£14.38	
Input into software	EO	1	£28.76	£28.76	
Acknowledge receipt	LA	1	£22.12	£22.12	
Pay in fee	LA	0.25	£22.12	£5.53	
Receive and input representations	LA	0.5	£22.12	£11.06	
Prepare & check conditions	LO	1	£28.76	£28.76	
	LM	2	£40.46	£80.92	
Prepare licence	LO	0.5	£28.76	£14.38	
	LO	2	£28.76	£57.52	
Check & issue licence	LA	1	£22.12	£22.12	
	LM	0.5	£40.46	£20.23	
Site visit	LA	0.5	£22.12	£11.06	
Share of hearing costs	LM	2	£40.46	£80.92	
Share of appeal cost				£1,026.00	
<b>TOTALS</b>				£488.00	
				<b>£2,101.72</b>	
<b>Track-Non-Fast Track</b>					

Activity	Officer	Time (hours)	Rate (hourly)	Costs	Max Fee
Advise applicants					£1,250
	LM	1	£40.46	£40.46	
Check application	LO	1	£28.76	£28.76	
	LM	1	£40.46	£40.46	
	LO	1	£28.76	£28.76	
Check receipt by responsible authorities	LA	0.5	£22.12	£11.06	
Check advert	LO	1	£28.76	£28.76	
Input into software	EO	1	£28.76	£28.76	
Acknowledge receipt	LA	1	£22.12	£22.12	
Pay in fee	LA	0.25	£22.12	£5.53	
Receive and input representations	LA	0.5	£22.12	£11.06	
Prepare & check conditions	LO	1	£28.76	£28.76	
	LM	2	£40.46	£80.92	
Prepare licence	LO	0.5	£28.76	£14.38	
	LO	2	£28.76	£57.52	
Check & issue licence	LA	1	£22.12	£22.12	
	LM	0.5	£40.46	£20.23	
Share of hearing costs	LA	0.5	£22.12	£11.06	
Share of appeal cost				£641.00	
<b>TOTALS</b>				£162.00	
		13.75		<b>£1,283.72</b>	
<b>Track -Fast track</b>					

Activity	Officer	Time (hours)	Rate (hourly)	Costs	Max Fee
Check application					
	LM	0.5	£40.46	£20.23	<b>£300</b>
	LO	0.5	£28.76	£14.38	
Input into software	LA	0.5	£22.12	£11.06	
Acknowledge receipt	LA	1	£22.12	£22.12	
Pay in fee	LA	0.25	£22.12	£5.53	
Prepare & check conditions	LA	0.5	£22.12	£11.06	
	LM	1	£40.46	£40.46	
Prepare licence	LO	1	£28.76	£28.76	
	LO	2	£28.76	£57.52	
Check & issue licence	LA	0.5	£22.12	£11.06	
	LM	1	£40.46	£40.46	
<b>TOTALS</b>	LA	0.5	£22.12	£11.06	
				<b>£273.70</b>	
<b>Track- Annual Fee</b>					

Activity	Officer	Time (hours)	Rate (hourly)	Costs	Max Fee
Issue reminder for fee					
Pay in and acknowledge fee	LO	1	£28.76	£28.76	<b>£1,000</b>
Enforcement	LA	0.5	£22.12	£11.06	
	LM	2	£40.46	£80.92	
Share of on-going general costs	EO	5	£28.76	£143.80	
Share of hearing costs (Reviews)				£393.00	
Share of appeal costs				£128.00	
<b>TOTALS</b>				£81.21	
				<b>£866.75</b>	

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