

Pre application fees (LA2003) calculations for 2024 to 2025 based on the following hourly rates which include oncosts and recharges. Licensing administration officer £40.24 , Senior Licensing Officer £55.02

All times are shown in minutes

Pre application checking service	Licensing administration officer	Senior Licensing Officer	Total fee
Receipt and allocation of request	5		
Review of application.		15	
feedback		15	
total time	5	30	
cost per officer	£3.35	£27.51	
Total Fee			£27.51

Pre application advice service	Licensing administration officer	Senior Licensing Officer	Total fee
Receipt and allocation of request	5		
Contact applicant to arrange meeting		5	
Review of application.		45	
feedback		30	
total time	5	80	
cost per officer	£3.35	£71.53	
Total Fee			£71.53

Full Pre application service	Licensing administration officer	Senior Licensing Officer	Total fee
Receipt and allocation of request	5		
Contact applicant to arrange meeting		5	
Site visit		175	
Review of application.		60	
feedback		60	
total time	5	300	
cost per officer	£3.35	£275.10	
Total Fee			£275.10