

Sex Establishments

Sex Shops

| Task | Sex Shop Grant | Sex Shop Variation | Sex Shop Renewal | Sex Shop Transfer | Sex Establishments Change of Details |
|--------------------------------|------------------|--------------------|------------------|-------------------|--------------------------------------|
| Processing of applications | £739.98 | £456.94 | £563.75 | £563.75 | £40.88 |
| Sub Committee Hearings | £2,132.88 | £2,132.88 | £533.22 | £0.00 | £0.00 |
| Policy Development | £136.64 | £136.64 | £136.64 | £136.64 | £0.00 |
| General Enquiries | £22.84 | £22.84 | £22.84 | £22.84 | £22.84 |
| Enforcement Costs | £141.55 | £0.00 | £141.55 | £141.55 | £0.00 |
| Actual cost for 2016/17 | £3,173.88 | £2,749.29 | £1,398.00 | £864.78 | £63.72 |

| Processing of applications | Sex Shop Grant | Sex Shop Variation | Sex Shop Renewal | Sex Shop Transfer | Sex Establishments Change of Details |
|---|----------------|--------------------|------------------|-------------------|--------------------------------------|
| Collect, sort application | £22.03 | £22.03 | £22.03 | £22.03 | £4.41 |
| Scan and index application | £11.01 | £11.01 | £11.01 | £11.01 | £4.41 |
| Verification of application | £52.24 | £52.24 | £52.24 | £52.24 | £5.22 |
| Initial input of application on Uniform | £33.04 | £33.04 | £33.04 | £33.04 | £11.01 |
| Consultation with RAs | £11.01 | £11.01 | £11.01 | £11.01 | £4.41 |
| Consultation with Members | £11.01 | £11.01 | £11.01 | £11.01 | £4.41 |
| Notice checks x 4 | £194.93 | £0.00 | £194.93 | £194.93 | £0.00 |
| Enquiries post application | £132.17 | £44.06 | £44.06 | £44.06 | £0.00 |
| Processing objections | £88.11 | £88.11 | £0.00 | £0.00 | £0.00 |
| Final data cleanse on Uniform | £88.11 | £88.11 | £88.11 | £88.11 | £0.00 |
| Production of licence | £22.03 | £22.03 | £22.03 | £22.03 | £0.00 |
| Verification of licence | £52.24 | £52.24 | £52.24 | £52.24 | £2.61 |
| Final production and posting of licence | £22.03 | £22.03 | £22.03 | £22.03 | £4.41 |
| Total | £739.98 | £456.94 | £563.75 | £563.75 | £40.88 |

Sexual Entertainment Venues (lap dancing, pole dancing etc)

| Task | SEV Licence Grant | SEV Licence Variation | SEV Licence Renewal | SEV Licence Transfer | Sex Establishments Change of Details |
|--------------------------------|-------------------|-----------------------|---------------------|----------------------|--------------------------------------|
| Processing of applications | £739.98 | £456.94 | £739.98 | £563.75 | £40.88 |
| Sub Committee Hearings | £2,132.88 | £2,132.88 | £2,132.88 | £2,132.88 | £0.00 |
| Policy Development | £136.64 | £136.64 | £136.64 | £136.64 | £0.00 |
| General Enquiries | £22.84 | £22.84 | £22.84 | £22.84 | £22.84 |
| Enforcement Costs | £141.55 | £0.00 | £141.55 | £0.00 | £0.00 |
| Actual cost for 2016/17 | £3,173.88 | £2,749.29 | £3,173.88 | £2,856.11 | £63.72 |

| Processing of applications | SEV Licence Grant | SEV Licence Variation | SEV Licence Renewal | SEV Licence Transfer | Sex Establishments Change of Details |
|---|-------------------|-----------------------|---------------------|----------------------|--------------------------------------|
| Collect, sort application | £22.03 | £22.03 | £22.03 | £22.03 | £4.41 |
| Scan and index application | £11.01 | £11.01 | £11.01 | £11.01 | £4.41 |
| Verification of application | £52.24 | £52.24 | £52.24 | £52.24 | £5.22 |
| Initial input of application on Uniform | £33.04 | £33.04 | £33.04 | £33.04 | £11.01 |
| Consultation with RAs | £11.01 | £11.01 | £11.01 | £11.01 | £4.41 |
| Consultation with Members | £11.01 | £11.01 | £11.01 | £11.01 | £4.41 |
| Notice checks x 4 | £194.93 | £0.00 | £194.93 | £194.93 | £0.00 |
| Enquiries post application | £132.17 | £44.06 | £132.17 | £44.06 | £0.00 |
| Processing objections | £88.11 | £88.11 | £88.11 | £0.00 | £0.00 |
| Final data cleanse on Uniform | £88.11 | £88.11 | £88.11 | £88.11 | £0.00 |
| Production of licence | £22.03 | £22.03 | £22.03 | £22.03 | £0.00 |
| Verification of licence | £52.24 | £52.24 | £52.24 | £52.24 | £2.61 |
| Final production and posting of licence | £22.03 | £22.03 | £22.03 | £22.03 | £4.41 |
| Total | £739.98 | £456.94 | £739.98 | £563.75 | £40.88 |

Sex Cinemas

| Task | Sex Cinema Grant | Sex Cinema Variation | Sex Cinema Renewal | Sex Cinema Transfer | Sex Establishments Change of Details |
|--------------------------------|------------------|----------------------|--------------------|---------------------|--------------------------------------|
| Processing of applications | £739.98 | £456.94 | £563.75 | £563.75 | £40.88 |
| Sub Committee Hearings | £2,132.88 | £2,132.88 | £0.00 | £0.00 | £0.00 |
| Policy Development | £136.64 | £136.64 | £136.64 | £136.64 | £0.00 |
| General Enquiries | £22.84 | £22.84 | £22.84 | £22.84 | £22.84 |
| Enforcement Costs | £141.55 | £0.00 | £141.55 | £141.55 | £0.00 |
| Actual cost for 2016/17 | £3,173.88 | £2,749.29 | £864.78 | £864.78 | £63.72 |

| Processing of applications | Sex Cinema Grant | Sex Cinema Variation | Sex Cinema Renewal | Sex Cinema Transfer | Sex Establishments Change of Details |
|---|------------------|----------------------|--------------------|---------------------|--------------------------------------|
| Collect, sort application | £22.03 | £22.03 | £22.03 | £22.03 | £4.41 |
| Scan and index application | £11.01 | £11.01 | £11.01 | £11.01 | £4.41 |
| Verification of application | £52.24 | £52.24 | £52.24 | £52.24 | £5.22 |
| Initial input of application on Uniform | £33.04 | £33.04 | £33.04 | £33.04 | £11.01 |
| Consultation with RAs | £11.01 | £11.01 | £11.01 | £11.01 | £4.41 |
| Consultation with Members | £11.01 | £11.01 | £11.01 | £11.01 | £4.41 |
| Notice checks x 4 | £194.93 | £0.00 | £194.93 | £194.93 | £0.00 |
| Enquiries post application | £132.17 | £44.06 | £44.06 | £44.06 | £0.00 |
| Processing objections | £88.11 | £88.11 | £0.00 | £0.00 | £0.00 |
| Final data cleanse on Uniform | £88.11 | £88.11 | £88.11 | £88.11 | £0.00 |
| Production of licence | £22.03 | £22.03 | £22.03 | £22.03 | £0.00 |
| Verification of licence | £52.24 | £52.24 | £52.24 | £52.24 | £2.61 |
| Final production and posting of licence | £22.03 | £22.03 | £22.03 | £22.03 | £4.41 |
| Total | £739.98 | £456.94 | £563.75 | £563.75 | £40.88 |

Common Processes

Sub Committee Hearings

Per hearing

| | | | | |
|--|-----------|-------------|--------|------------------|
| Production of notice of hearing | 2 | C1 | £44.06 | £88.11 |
| Photocopy and post notice of hearing | 30 | per item | £0.70 | £21.00 |
| Production of report and agenda | 4 | C1 | £44.06 | £176.22 |
| Photocopy report and agenda | | Actual cost | | £158.00 |
| Postage of report and agenda | 14 | per item | £0.70 | £9.80 |
| Room hire | 3 | Per hour | £30.00 | £90.00 |
| Refreshments | 15 | Per person | £2.50 | £37.50 |
| Members allowance | | Actual cost | | £302.00 |
| Officer attendance x 2 (EL/CC) | 5 | PO1 | £52.24 | £261.22 |
| Production of Notice of decision/minutes | 4 | PO1 | £52.24 | £208.97 |
| Post Notice of decision/minutes | 30 | per copy | £0.70 | £21.00 |
| Legal costs | £5,313.37 | Actual cost | | £759.05 |
| Total | 15 | | | £2,132.88 |
| Number of hearings per year | | | | 7 |
| Pro rata amount per application | 15 | | | |

Enforcement

Per year

| | | | | |
|---------------------------------------|-------|-----|--------|-----------|
| SE Enforcement | 29.13 | SO1 | £48.73 | £1,419.58 |
| Total per year | 29.13 | | | £1,419.58 |
| Prorata amount per application | 2.90 | | | £141.55 |

General Enquiries

Per working day

| | | | | |
|---------------------------------------|------|----|--------|----------------|
| Generic email enquiries | 0.01 | C1 | £44.06 | £0.44 |
| Telephone enquiries | 0.01 | C1 | £44.06 | £0.44 |
| Counter enquiries | 0 | C1 | £44.06 | £0.00 |
| Total | 0.02 | | | £0.88 |
| Total per year (260 days) | 5.2 | | | £229.09 |
| Prorata amount per application | 0.52 | | | £22.84 |

SE Statement of Licensing Policy**Per five yearly review**

| | | | | |
|--|-------------|----------|--------|------------------|
| Review of existing policy inc working groups | 80 | PO1 | £52.24 | £4,179.46 |
| Meetings with stakeholders | 6 | PO1 | £52.24 | £313.46 |
| Preparation of draft for consultation | 8 | PO1 | £52.24 | £417.95 |
| Postage of notification | 100 | Per item | £0.60 | £60.00 |
| Preparation of consultation | 5 | PO1 | £52.24 | £261.22 |
| Preparation of post cons doc | 5 | PO1 | £52.24 | £261.22 |
| Preparation of final draft policy | 5 | PO1 | £52.24 | £261.22 |
| Preparation of committee reports | 10 | PO1 | £52.24 | £522.43 |
| Presentation at committees | 10 | PO1 | £52.24 | £522.43 |
| Update of website/final production | 1 | PO1 | £52.24 | £52.24 |
| Total | 130 | | | £6,851.62 |
| Number of policy reviews per year | 0.2 | | | 0.2 |
| Pro rata amount per application | 2.59 | | | £136.64 |

Hourly Rates

| | | |
|----------------------------|------------|---------------|
| Principal Officer | PO1 | £52.24 |
| Enforcement Officer | SO1 | £48.73 |
| Licensing Officer | C1 | £44.06 |

The hourly rate includes the salary and pension costs plus an amount which represents overhead costs based on 1400 chargeable hours per year per full time equivalent.