

BINGO

Fast track
premises
licence

Any premises

Activity	Grade	Time mins	Rate £	Staff Cost	Other costs £	Sub Total	% of applications	Total
Advice and assistance to applicants	9	45	0.40	18.00	4.00	22.00	100	22.00
Create file	5	10	0.26	2.60		2.60	100	2.60
Legal advice		30	1.67	50.10		50.10	25	12.53
Check application and documents	5	20	0.26	5.20		5.20	100	5.20
Create Location and enter application details on CMS	5	45	0.26	11.70		11.70	100	11.70
Invoice and banking + finance cost	5	40	0.26	10.40	5.00	15.40	100	15.40
Reject licence / return for amendment applicant for clarification	5	20	0.26	5.20	1.00	6.20	25	1.55
Enter mandatory/default conditions and print licence	5	45	0.26	11.70	1.00	12.70	100	12.70
Check licence	11	30	0.47	14.10		14.10	100	14.10
Amendments & reprint	5	20	0.26	5.20		5.20	50	2.60
Recheck	11	10	0.47	4.70		4.70	50	2.35
Enter onto register	5	15	0.26	3.90		3.90	100	3.90
Postage, copying to Commission/police/file	5	15	0.26	3.90	3.00	6.90	100	6.90
Appeal	11	300	0.47	141.00	45.00	186.00	10	18.60
Appeal Legal costs		300	1.67	501.00		501.00	10	50.10

rounded up

Total Cost	182.23	183.00	
Plus 20% contingency for enquiries / case reviews	36.6	37	
Total Cost with contingency	220.00	220	
Max permissible	300	300	

