

## FAMILY ENTERTAINMENT CENTRE

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	0.30	3.00		3.00	100	3.00
Legal advice		30	1.67	50.10		50.10	25	12.53
Check application and documents	5	20	0.30	6.00		6.00	100	6.00
Create Location and enter application details on CMS	5	45	0.30	13.50		13.50	100	13.50
Invoice and banking + finance cost	5	40	0.30	12.00	5.00	17.00	100	17.00
Reject licence / return for amendment applicant for clarification	5	20	0.30	6.00	1.00	7.00	25	1.75
Enter mandatory/default conditions and print licence	5	45	0.30	13.50	1.00	14.50	100	14.50
Check licence	11	30	0.46	13.80		13.80	100	13.80
Amendments & reprint	5	20	0.30	6.00		6.00	50	3.00
Recheck	11	10	0.46	4.60		4.60	50	2.30
Enter onto register	5	15	0.30	4.50		4.50	100	4.50
Postage, copying to Commission/police/file	5	15	0.30	4.50	3.00	7.50	100	7.50
Appeal	11	300	0.46	138.00	45.00	183.00	10	18.30
Appeal Legal costs		300	1.67	501.00		501.00	10	50.10

rounded up

<b>Total Cost</b>	189.78	190.00	
<b>Plus 20% contingency for enquiries / case reviews</b>	38	38	
<b>Total Cost with contingency</b>	228.00	<b>228</b>	
<b>Max permissible</b>	300	300	

