RENEWAL

ANIMAL BOARDING LICENCE - PROCESSES - HOME BOARDERS/DAY CARE

	Process Step	Admin, Time		Officer, Time	Manager, Time
-	Primary Inspection - Intial Application/Renev	wal			
1	Review who is due for re-licensing, update M		-	5 1	
	Send standard letter for renewal	0.33			
3	Update officer that renewal sent.	0.10			
_	Informed renewal sent/review			0.10	
5	Completed renewal/application form	0.50		3,000	
	received along with associated payment - M3 updated, copy scanned to M3, application fee banked and renewal passed to officer		3		
6	Completed application form received from admin - checked and cross referenced to file/M3			0.50	
7	Arrange Primary Inspection to premises - write to Licensee informing of inspection date.			0.50	
8	Travel to/from premises for primary inspection			0.75	
q	Primary Inspection undertaken.			0.33	
-	Complete Inspection Report and Visit sheets, scan same to M3.			1.50	
11	Advise admin to re-new licence			0.17	21
-		0.50		0.17	-
	Process renewal application form - generate hard copy of licence.				
13	Generate covering letter to sent to licensee with renewed licence	0.25			
14	Pass covering letter and hard copy of licence to officer for checking and signature	0.17			
15	Covering letter and hard copy of licence received - checked, signed and returned to admin for processing and dispatch.			0.25	
16	Signed copy of letter and licence received from officer - copies scanned to M3 and originals dispatced by post to licensee.	0.33			
17	Contingency to allow for none payments, amendments, chase up etc.	0.75		0.50	
	Annual Welfare Inspection				
	Check M3 to determine if premise due inspection			0,10	

T3	Generate covering letter to sent to licensee with renewed licence	0.25			
14	Pass covering letter and hard copy of licence to officer for checking and signature	0.17			
15	Covering letter and hard copy of licence received - checked, signed and returned to admin for processing and dispatch.		T.	0.25	
16	Signed copy of letter and licence received from officer - copies scanned to M3 and originals dispatced by post to licensee.	0.33			
17	Contingency to allow for none payments, amendments, chase up etc.	0.75		0.50	S
	Annual Welfare Inspection		+		7
18	Check M3 to determine if premise due inspection			0.10	
19	Check premise history/prepare for inspection			0.25	N
20	Travel to/from premises			0.75	
21	Undertake welfare inspection			0.50	
22	Complete inspection sheet, scan to M3 and pass to admin		6	0.50	
23	Completed inspection sheet received from officer and data entry onto M3.	0.17			
24	Annual review/provision of advice and guidance				0.50
	Totals	3.35		7.87	0.50

Costs	Hourly rate	Cost £
Training and Equipment Cost		35.00
Admin	18.80	62.98
Officer	24.07	189.43
Manager	29.87	14.935
Total Annual Cost of Licence		302.35

DOG BREEDER - INITIAL LICENCE APPLICATION

APPLICATION PROCESSES - 1 - 10 dogs

		Admin,	Officer,	Manager,
	Process Step	Time	Time	Time
- 1	Primary Inspection - Intial Application/Renev	val		
1	Completed application form received along with associated payment - M3 updated, copy scanned to M3, application fee banked and renewal passed to officer	0.50		K
2	Completed application form received from admin - checked and cross referenced to file/M3		0.50	
3	Arrange Primary Inspection to premises - write to Licensee informing of inspection date.	*	0.50	
4	Travel to/from premises for primary inspection		0.75	
5	Primary Inspection undertaken.		2.00	
	Complete Inspection Report and Visit sheets, scan same to M3.		1.50	
7	Advise admin to grant/refuse licence		0.17	
	Process application form - generate hard copy of licence/refusal letter.	0.50	S Is	
9		0.17		
10			0.25	
11				
12		0.25	0.25	
	Totals	1.75	5.92	0.0

Costs	Hourly rate	Cost £ 25.83	
Admin	14.76		
Officer	19.09	113.01	
Manager	27.46	0	
Cost of Application		138.84	

Grant of Licence Cost	93	149.70
Graile Graile Grant		

DOG BREEDER LICENCE - APPLICATION PROCESSES - 11 - 30 dogs

	Process Step	Admin, Time	Officer, Time	Manager, Time
	Primary Inspection - Intial Application/Renew			
1		0.50		
	Completed application form received along with associated payment - M3 updated, copy scanned to M3, application fee banked and renewal passed to officer			
2	Completed application form received from admin - checked and cross referenced to file/M3		0.50	
3	Arrange Primary Inspection to premises - write to Licensee informing of inspection date.		0.50	
	Travel to/from premises for primary inspection		0.75	
5	Primary Inspection undertaken.		3.00	
6	Complete Inspection Report and Visit sheets, scan same to M3.		1.50	
7	Advise admin to grant/refuse licence		0.17	
8	Process application form - generate hard copy of licence/refusal letter.	0.50		
9	Pass letter and if applicable hard copy of licence to officer for checking and signature	0.17		
10	Letter and if applicable hard copy of licence received - checked, signed and returned to admin for processing and dispatch.		0.25	
11	Signed copy of letter and if applicable licence received from officer - copies scanned to M3 and originals dispatced by post to licensee.	0.33		
	Totals	1.50	6.67	0.00

Costs	Hourly rate	Cost £	
Admin	18.80	28.20	
Officer	24.07	160.55	
Manager	29.87	0.00	
Total Annual Cost of Licence		188.75	

Grant of Licence Cost	155.72

DOG BREEDER LICENCE - APPLICATION PROCESSES - 31> dogs

Proce	ess Step	Admin, Time		Officer, Time	Manager, Time
	ary Inspection - Intial Application/Renev	val			
Com with scan	pleted application form received along associated payment - M3 updated, copy ned to M3, application fee banked and wal passed to officer	0.50			
2 Com adm file/l	pleted application form received from in - checked and cross referenced to M3			0.50	
3 Arra	nge Primary Inspection to premises - e to Licensee informing of inspection		*	0.50	i D
4 Trav	el to/from premises for primary ection			0.75	
	nary Inspection undertaken.			4.00	
6 Com	plete Inspection Report and Visit sheets, same to M3.			1.50	
	ise admin to grant/refuse licence			0.17	
8 Proc	cess application form - generate hard y of licence/refusal letter.	0.50			
9 Pass	s letter and if applicable hard copy of nce to officer for checking and signature	0.17			
10 Lett	er and if applicable hard copy of licence lived - checked, signed and returned to hin for processing and dispatch.			0.25	
11 Sigr	ned copy of letter and if applicable licence eived from officer - copies scanned to M3 originals dispatced by post to licensee.	0.33			
					0.0
Tot	als	1.50		7.67	0.0

Hourly rate	Cost £
18.80	28.20
24.07	184.62
29.87	0
	212.82
	18.80 24.07

	161.74
Grant of Licence Cost	101.74

RENEWAL

DOG BREEDER LICENCE -RENEWAL PROCESSES - 1 - 10 dogs

١	Process Step	Admin, Time	Officer, Time	Manager, Time
1	Primary Inspection - Intial Application/Renew	/al		
1	Review who is due for re-licensing, update		no.	16
- 1	M3	0.25	14 74	Ree-s-
2	Send standard letter for renewal	0.33		
	Update officer that renewal sent.	0.10		
	Informed renewal sent/review		0.10	
5		0.50	4	7
) 	Completed renewal/application form received along with associated payment • M3 updated, copy scanned to M3, application fee banked and renewal passed to officer			
6	Completed application form received from		0.50	10
	admin - checked and cross referenced to file/M3			
7	Arrange Primary Inspection to premises - write to Licensee Informing of inspection date.		0.50	
8	Travel to/from premises for primary inspection		0.75	
0	Primary Inspection undertaken.		2.00	
10	Complete Inspection Report and Visit sheets, scan same to M3.		1.50	
	Advise admin to re-new licence		0.17	
12	Process renewal application form - generate	0.50		
13	hard copy of licence. Generate covering letter to sent to licensee	0.25		
14	with renewed licence Pass covering letter and hard copy of licence to officer for checking and signature	0.17		
15			0.25	
16		0.33		
	from officer - copies scanned to M3 and		Í I	
	originals dispatced by post to licensee.	0.75	0.50	
17	Contingency to allow for none payments, amendments, chase up etc.	0.73	0,50	all yar.
	Annual Welfare Inspection			
11	Check M3 to determine if premise due inspection		0.10	
1		1	0.25	
-	Travel to/from premises		0.75	
2	Undertake welfare inspection		0.50	
2	Complete inspection sheet, scan to M3 and	100	0.50	i v
	pass to admin 3 Completed inspection sheet received from	0.17		
	officer and data entry onto M3. 4 Annual review/provision of advice and	2000	1	0.
2	guidance	-		- 0
		4	1	

Costs	Hourly rate	Cost £	
Training and Equipment Cost		35.00	
Admin	18.80	62.98	
Officer	24.07	201.4659	
Manager	29.87	14.935	
Total Annual Cost of Licence		314.38	

RENEWAL

DOG BREEDER LICENCE - RENEWAL PROCESSES - 11 - 30 dogs

	Process Step	Admin, Time	Officer, Time	Manager, Time
	Primary Inspection - Intial Application/Renev	val		
1	Review who is due for re-licensing, update			
	M3	0.25		Lives on
2	Send standard letter for renewal	0.33	1/2	
3	Update officer that renewal sent.	0.10		
4	Informed renewal sent/review		0.10	di .
5		0.50		The second
	Completed renewal/application form received along with associated payment - M3 updated, copy scanned to M3, application fee banked and renewal passed to officer			
6	Completed application form received from admin - checked and cross referenced to file/M3 ·		0,50	
7	Arrange Primary Inspection to premises - write to Licensee informing of inspection date.		0.50	
8	Travel to/from premises for primary Inspection		0.75	
9	Primary Inspection undertaken.		3.00	
_	Complete Inspection Report and Visit sheets, scan same to M3.		1.50	
11	Advise admin to re-new licence		0.17	
	Process renewal application form - generate hard copy of licence.	0.50	10	
13	Generate covering letter to sent to licensee with renewed licence	0.25		
14	Pass covering letter and hard copy of licence to officer for checking and signature	0.17	3 72	
15	Covering letter and hard copy of licence received - checked, signed and returned to admin for processing and dispatch.		0.25	
16	Signed copy of letter and licence received from officer - copies scanned to M3 and originals dispatced by post to licensee.	0.33		-
17	Contingency to allow for none payments, amendments, chase up etc.	0.75	0.50	
	Annual Welfare Inspection			= .
18	Check M3 to determine if premise due		0.10	
19			0.25	
	Check premise history/prepare for inspection	200	0.25	-
	Travel to/from premises	-	0.75	
	Undertake welfare inspection Complete inspection sheet, scan to M3 and		0.75	
23	pass to admin Completed inspection sheet received from	0.17		
24	officer and data entry onto M3. Annual review/provision of advice and guidance			0.5
_	Bandance			
	Totals	3.35	9.62	0.3

Costs	Hourly rate	Cost £	
Training and Equipment Cost		35.00	
Admin	18.80	62.98	
Officer	24.07	231.59	
Manager	29.87	14.94	
Total Annual Cost of Licence		344.47	

DOG BREEDER LICENCE - RENEWAL PROCESSES - 31> dogs

	Process Step	Time	1.7	Time		Time
ŧ	Primary Inspection - Intial Application/Renew	/al				
1 1	Review who is due for re-licensing, update					
	M3	0.25		4	-	1000
2 5	Send standard letter for renewal	0,33				
	Update officer that renewal sent.	0.10				
4	Informed renewal sent/review			0.10		
	Completed renewal/application form received along with associated payment - M3 updated, copy scanned to M3, application fee banked and renewal passed to officer	0.50	<i>"</i>			
	Completed application form received from admin - checked and cross referenced to file/M3			0.50		d.
7	Arrange Primary Inspection to premises - write to Licensee Informing of Inspection date.			0,50		
8	Travel to/from premises for primary Inspection			0.75		
	Primary Inspection undertaken.			4.00		
o	Complete Inspection Report and Visit sheets, scan same to M3.		18	1.50		
1	Advise admin to re-new licence			0.17	715-	
2	Process renewal application form - generate hard copy of licence.	0.50		A		
	Generate covering letter to sent to licensee with renewed licence	0.25				
14	Pass covering letter and hard copy of licence to officer for checking and signature	0.17				
15	Covering letter and hard copy of licence received - checked, signed and returned to admin for processing and dispatch.			0.25		
16		0.33				
17	Contingency to allow for none payments, amendments, chase up etc.	0.75		0.50		
	Annual Welfare Inspection				N	
18	Check M3 to determine if premise due inspection			0.10		
19				0.25		
20	Travel to/from premises		1000	0,75	-	
	Undertake welfare inspection			1.00	1	
22	Complete inspection sheet, scan to M3 and pass to admin			0.50		9
	Completed inspection sheet received from officer and data entry onto M3.	0.17				
24	Annual review/provision of advice and guidance			1		0.
				10.87		0.

Costs	Hourly rate	Cost £
Training and Equipment Cost		35.00
Admin	18.80	62.98
Officer	24.07	261.64
Manager	29.87	14.935
Total Annual Cost of Licence		374.56

PET SHOP LICENCE - APPLICATION PROCESSES

	l ·	Admin,	Officer,	Manager,
	Process Step	Time	Time	Time
	Primary Inspection - Intial Application/Rene			
	Completed application form received along with associated payment - M3 updated, copy scanned to M3, application fee banked and renewal passed to officer	0.50		
	Completed application form received from admin - checked and cross referenced to file/M3		0.50	
3	Select and appoint a LA vet for the inspection - agree and arrange inspection		0.15	(
4	Inform licensee of appointed LA Vet/deal with any objections raised		0,15	
1000	Arrange Primary Inspection to premises - write to Licensee informing of inspection date.		0.25	
6	Travel to/from premises for primary inspection		0.75	
7	Primary Inspection undertaken.		1.50	
_	Complete Inspection Report and Visit sheets, scan same to M3.		1.50	
	Vets report received, checked and scanned to M3.		0.50	
	Advise admin to grant/refuse licence	J., E	0.17	
	Process renewal application form - generate hard copy of licence.	0.50		
12	Pass covering letter and if applicable hard copy of licence to officer for checking and signature	0.17		
13			0.25	
14				
	Totals	1.50	5.72	0.0

Costs	Hourly rate	Cost £	
Admin	18.80	28.20	
Officer	24.07	137.6804	
Manager	29.87	0	
Total Annual Cost of Licence		165.88	

PET SHOP LICENCE - RENEWAL PROCESSES

	Process Step	Admin, Time	Officer, Time	Manager, Time
	Primary Inspection - Intial Application/Renev	val		
1	Review who is due for re-licensing, update	0.25		
	M3			
2	Send standard letter for renewal	0.33		
	Update officer that renewal sent.	0.10		
	Informed renewal sent/review		0.10	4
5		0.50	1	
	Completed renewal/application form received along with associated payment - M3 updated, copy scanned to M3, application fee banked and renewal passed to officer			
	Completed application form received from admin - checked and cross referenced to file/M3		0.50	
7	Arrange Primary Inspection to premises - write to Licensee informing of inspection date.		0.50	
2007	Travel to/from premises for primary inspection		0.75	X
	Primary Inspection undertaken.		1.50	
10	Complete Inspection Report and Visit sheets, scan same to M3.	n V	1.50	
11	Advise admin to re-new licence		0.17	
12	Process renewal application form - generate	0.50		
13	hard copy of licence. Generate covering letter to sent to licensee	0.25		
į,	with renewed licence	0.17		1
14	Pass covering letter and hard copy of licence to officer for checking and signature	0.17		
15	Covering letter and hard copy of licence received - checked, signed and returned to admin for processing and dispatch.		0.25	
16		0.33	711	
10	Signed copy of letter and licence received from officer - copies scanned to M3 and originals dispatced by post to licensee.] >	
17	Contingency to allow for none payments, amendments, chase up etc.	0.75	0.50	
	Annual Welfare Inspection			
			0.10	71 -
12	Check M3 to determine if premise due Inspection		0.10	
V	and the second		0.25	
15	Check premise history/prepare for inspection	"	0.75	
20	Travel to/from premises		0.50	
2:	Undertake welfare inspection Complete inspection sheet, scan to M3 and		0.50	
23	pass to admin Completed inspection sheet received from	0.17		
_	officer and data entry onto M3. Annual review/provision of advice and			0.
2	4 guidance	1		
	The state of the s		T P .	

Costs	Hourly rate	Cost £
Training and Equipment Costs		35.00
Admin	18.80	62.98
Officer	24.07	189.4309
Manager	29.87	14.935
Total Annual Cost of Licence		302.35

DWA LICENCE - APPLICATION PROCESSES

Primary Inspection - Initial Application/Renewal Completed application form received along with associated payment - M3 updated, copy scanned to M3, application fee banked and renewal passed to officer Completed application form received from admin - checked and cross referenced to file/M3 Select and appoint a LA vet for the inspection - agree and arrange inspection Inform licensee of appointed LA Vet/deal with any objections raised Arrange Primary Inspection to premises - write to Licensee informing of inspection date. Travel to/from premises for primary inspection Primary Inspection undertaken. Complete Inspection Report and Visit sheets, scan same to M3. Vets report received, checked and scanned to M3. Advise admin to grant/refuse licence Process application form - generate hard copy of licence/refusal letter. Pass covering letter and hard copy of licence to officer for checking and signature Pass letter and if applicable hard copy of licence received - checked, signed and returned to admin for processing and dispatch. Signed copy of letter and if applicable licence received - checked, signed and returned to admin for processing and dispatch. Signed copy of letter and if applicable licence received - checked, signed and returned to admin for processing and dispatch. Signed copy of letter and if applicable licence received in more processing and dispatch. Signed copy of letter and if applicable licence received rom officer - copies scanned to M3 and originals dispatced by post to licensee. Complete Inspection sheet, scan to M3 and pass to admin Completed inspection sheet received from officer and data entry onto M3.		Process Step	Admin, Time	Officer, Time	Manager, Time
Completed application form received along with associated payment - M3 updated, copy scanned to M3, application fee banked and renewal passed to officer Completed application form received from admin - checked and cross referenced to file/M3 Select and appoint a LA vet for the inspection - agree and arrange inspection Inform licensee of appointed LA Vet/deal with any objections raised Arrange Primary Inspection to premises - write to Licensee informing of inspection date. Travel to/from premises for primary inspection undertaken. Trimary Inspection undertaken. Complete Inspection Report and Visit sheets, scan same to M3. Vets report received, checked and scanned to M3. Advise admin to grant/refuse licence To Price for checking and signature Process application form - generate hard copy of licence/refusal letter. Pass covering letter and hard copy of licence to officer for checking and signature dispersion of the processing and dispatch. Segigled copy of letter and if applicable licence received - checked, signed and returned to admin for processing and dispatch. Signed copy of letter and if applicable licence received incomplete inspection sheet, scan to M3 and apass to admin apass to adm	~		val		
admin - checked and cross referenced to file/M3 Select and appoint a LA vet for the inspection - agree and arrange inspection Inform licensee of appointed LA Vet/deal with any objections raised Arrange Primary Inspection to premises - write to Licensee informing of inspection date. Travel to/from premises for primary inspection Primary Inspection undertaken. Complete Inspection Report and Visit sheets, scan same to M3. Vets report received, checked and scanned to M3. Vets report received, checked and scanned to M3. Advise admin to grant/refuse licence Process application form - generate hard copy of licence/refusal letter. Pass covering letter and hard copy of licence to officer for checking and signature Pass letter and if applicable hard copy of licence received - checked, signed and returned to admin for processing and dispatch. Signed copy of letter and if applicable licence received from officer - copies scanned to M3 and originals dispatced by post to licensee. Complete inspection sheet, scan to M3 and pass to admin Completed inspection sheet received from O.17		Completed application form received along with associated payment - M3 updated, copy scanned to M3, application fee banked and renewal passed to officer	0.50		
Select and appoint a LA vet for the inspection - agree and arrange inspection Inform licensee of appointed LA Vet/deal with any objections raised 5 Arrange Primary Inspection to premises - write to Licensee informing of inspection date. 6 Travel to/from premises for primary inspection undertaken. 7 Primary Inspection undertaken. 8 Complete Inspection Report and Visit sheets, scan same to M3. 9 Vets report received, checked and scanned to M3. 10 Advise admin to grant/refuse licence Process application form - generate hard copy of licence/refusal letter. 12 Pass covering letter and hard copy of licence to officer for checking and signature 13 Pass letter and if applicable hard copy of licence received - checked, signed and returned to admin for processing and dispatch. 14 Signed copy of letter and if applicable licence received from officer - copies scanned to M3 and originals dispatced by post to licensee. 30 Complete inspection sheet, scan to M3 and pass to admin 31 Completed inspection sheet received from 0.17	2	admin - checked and cross referenced to		0.25	
with any objections raised 5 Arrange Primary Inspection to premises - write to Licensee informing of inspection date. 6 Travel to/from premises for primary inspection 7 Primary Inspection undertaken. 8 Complete Inspection Report and Visit sheets, scan same to M3. 9 Vets report received, checked and scanned to M3. 10 Advise admin to grant/refuse licence Process application form - generate hard copy of licence/refusal letter. 12 Pass covering letter and hard copy of licence to officer for checking and signature 13 Pass letter and if applicable hard copy of licence received - checked, signed and returned to admin for processing and dispatch. 14 Signed copy of letter and if applicable licence received from officer - copies scanned to M3 and originals dispatced by post to licensee. 30 Complete inspection sheet, scan to M3 and pass to admin 31 Completed inspection sheet received from 0.17	3	Select and appoint a LA vet for the			×
write to Licensee informing of inspection date. 6 Travel to/from premises for primary inspection 7 Primary Inspection undertaken. 1.00 8 Complete Inspection Report and Visit sheets, scan same to M3. 9 Vets report received, checked and scanned to M3. 10 Advise admin to grant/refuse licence Process application form - generate hard copy of licence/refusal letter. 12 Pass covering letter and hard copy of licence to officer for checking and signature 13 Pass letter and if applicable hard copy of licence received - checked, signed and returned to admin for processing and dispatch. 14 Signed copy of letter and if applicable licence received from officer - copies scanned to M3 and originals dispatced by post to licensee. 30 Complete inspection sheet, scan to M3 and pass to admin 31 Completed inspection sheet received from 0.17	4				
inspection 7 Primary Inspection undertaken. 1.00 8 Complete Inspection Report and Visit sheets, scan same to M3. 9 Vets report received, checked and scanned to M3. 10 Advise admin to grant/refuse licence 11 Process application form - generate hard copy of licence/refusal letter. 12 Pass covering letter and hard copy of licence to officer for checking and signature 13 Pass letter and if applicable hard copy of licence received - checked, signed and returned to admin for processing and dispatch. 14 Signed copy of letter and if applicable licence received from officer - copies scanned to M3 and originals dispatced by post to licensee. 30 Complete inspection sheet, scan to M3 and pass to admin 31 Completed inspection sheet received from 31 Completed inspection sheet received from 32 Completed inspection sheet received from 33 Completed inspection sheet received from 34 Completed inspection sheet received from 36 Completed inspection sheet received from 37 Completed inspection sheet received from 38 Completed inspection sheet received from 39 Completed inspection sheet received from 30 Completed inspection sheet received from	5	Arrange Primary Inspection to premises - write to Licensee informing of inspection			1
7 Primary Inspection undertaken. 8 Complete Inspection Report and Visit sheets, scan same to M3. 9 Vets report received, checked and scanned to M3. 10 Advise admin to grant/refuse licence 11 Process application form - generate hard copy of licence/refusal letter. 12	6			0.75	
8 Complete Inspection Report and Visit sheets, scan same to M3. 9 Vets report received, checked and scanned to M3. 10 Advise admin to grant/refuse licence 11 Process application form - generate hard copy of licence/refusal letter. 12 Pass covering letter and hard copy of licence to officer for checking and signature 13 Pass letter and if applicable hard copy of licence received - checked, signed and returned to admin for processing and dispatch. 14 Signed copy of letter and if applicable licence received from officer - copies scanned to M3 and originals dispatced by post to licensee. 30 Complete inspection sheet, scan to M3 and pass to admin 31 Completed inspection sheet received from 0.17	7			1.00	
9 Vets report received, checked and scanned to M3. 10 Advise admin to grant/refuse licence 11 Process application form - generate hard copy of licence/refusal letter. 12 0.17 Pass covering letter and hard copy of licence to officer for checking and signature 13 Pass letter and if applicable hard copy of licence received - checked, signed and returned to admin for processing and dispatch. 14 Signed copy of letter and if applicable licence received from officer - copies scanned to M3 and originals dispatced by post to licensee. 30 Complete inspection sheet, scan to M3 and pass to admin 31 Completed inspection sheet received from 0.50		Complete Inspection Report and Visit sheets,		1.50	•
10 Advise admin to grant/refuse licence 11 Process application form - generate hard copy of licence/refusal letter. 12	9	Vets report received, checked and scanned		0.50	
11 Process application form - generate hard copy of licence/refusal letter. 12 0.17 Pass covering letter and hard copy of licence to officer for checking and signature 13 Pass letter and if applicable hard copy of licence received - checked, signed and returned to admin for processing and dispatch. 14 Signed copy of letter and if applicable licence received from officer - copies scanned to M3 and originals dispatced by post to licensee. 30 Complete inspection sheet, scan to M3 and pass to admin 31 Completed inspection sheet received from 0.50	10	Advise admin to grant/refuse licence		0.17	
Pass covering letter and hard copy of licence to officer for checking and signature 13 Pass letter and if applicable hard copy of licence received - checked, signed and returned to admin for processing and dispatch. 14 Signed copy of letter and if applicable licence received from officer - copies scanned to M3 and originals dispatced by post to licensee. 30 Complete inspection sheet, scan to M3 and pass to admin 31 Completed inspection sheet received from 0.17		Process application form - generate hard	0.50		
13 Pass letter and if applicable hard copy of licence received - checked, signed and returned to admin for processing and dispatch. 14 Signed copy of letter and if applicable licence received from officer - copies scanned to M3 and originals dispatced by post to licensee. 30 Complete inspection sheet, scan to M3 and pass to admin 31 Completed inspection sheet received from 0.17	12	Pass covering letter and hard copy of licence			
licence received from officer - copies scanned to M3 and originals dispatced by post to licensee. 30 Complete inspection sheet, scan to M3 and pass to admin 31 Completed inspection sheet received from 0.17	13	licence received - checked, signed and returned to admin for processing and		0.50	
pass to admin 31 Completed inspection sheet received from 0.17	14	Signed copy of letter and if applicable licence received from officer - copies scanned to M3 and originals dispatced by	0.50		
31 Completed inspection sheet received from 0.17	30			0.50	
	31	Completed inspection sheet received from	0,17		
Totals 1.84 5.72					0.0

Costs	Hourly rate	Cost £
Admin	18.80	34.59
Officer	24.07	137.68
Manager	29.87	0,
Total Annual Cost of Licence		172.27

Note that li

	Process Step	Time	Time		Time
1	rimary Inspection - Intial Application/Renew	al			
- 1	Review who is due for re-licensing, update	0.25			
	M3 Send standard letter for renewal	0.33			
***	Jpdate officer that renewal sent.	0.10			
	informed renewal sent/review		- 1	0.10	
5	Completed renewal/application form received along with associated payment - M3 updated, copy scanned to M3, application fee	0.50			
6	banked and renewal passed to officer Completed application form received from			0.25	1
	edmin - checked and cross referenced to file/M3			0.15	
	Select and appoint a LA vet for the impection agree and arrange inspection inform licenses of appointed LA-Vet/deal			0.15	
	with any objections raised Arrange Primary Inspection to premises -	-		0.25	
	write to Licensee Informing of Inspection date.			0.75	
	Travel to/from premises for primary inspection			700	
	Primary Inspection undertaken.	7 - 1		1.00	
12	Complete Inspection Report and Visit silverts, scan same to M3.			1.50	
	Vats report received, chacked and scanner to M3.			0.50	7
	Advise admin to ce-new llowes	0.50		0.17	
	Process renewal application form - gandrate hard copy of licence. Generate covering letter to sent to licensee	0.25		18/4	
17	with renewed licence	0.17			
1/	Pass covering letter and hard copy of licence to officer for checking and signature				30.0
18	Covering letter and hard copy of licence received - chacked, signed and returned to admin for processing and dispetth.			0.50	
19	Signed copy of letter and licence received from officer - copies scanned to M3 and originals dispatced by post to licensee.	0.50			
20	Invoice received from LA appoint vet and passed to manager for authorisation to pay	0.75			
	Authorisation of vets invoice and return to admin for payment and recovery of costs from Licensee.				0.
22	Arrange payment of authorised vet's invoice Raise invoice against Licensee for vet's	0.75			-
24	inspection costs	0.50			
	Payment of involce received from Licensee and payment processed and recipt issued.	0.50		0.50	
25	Contingency to allow for none payments, amendments, chare up stc.	9,14			
	Annual Welfare Inspection				,
26	Check M3 to detarmine if premise due inspection			0.10	
	Check premise history/prepare for inspection Travel to/from premises	n.		0.25	
29	Undertake welfare inspection Complete inspection sheet, scan to M3 and pass to admin.			0.50	
31	Completed inspection sheet received from officer and data entry onto M3.	0.17			0
	Annual review/provision of advice and guidance				

Costs	Hourly rate		Cost £	
Training and equipment costs			35.00	
Admin	18.80		113.18	
Officer	24.07		186.54	
Manager	29.87		29.87	
Total Annual Cost of Licence			364.59	

Note that if

RIDING ESTABLISHMENT LICENCE - APPLICATION PROCESSES - 1-29 horses

	Process Step	Admin, Time	Officer, Time	Manager, Time
	Primary Inspection - Intial Application			
1		0.50		4
	Completed application form received along			3 C
	with associated payment - M3 updated,		1 1	1 1
	with associated payment - wis updated,		1 . 1	1
	copy scanned to M3, application fee banked	1		
	and renewal passed to officer			-
2	Completed application form received from		0.50	1
	admin - checked and cross referenced to			3
- 1	file/M3			
3			0.50	
	Select and appoint a LA vet for the			37
-	inspection - agree and arrange inspection	-	0.25	
	Inform licensee of appointed LA Vet/deal		0,23	0
	with any objections raised		2.22	-
5	Check that vet has arranged Primary		0.50	
9	Inspection to premises - prepare for			
	inspection.			
_	Travel to/from premises for primary	10	0.75	\$600
	inspection			2000
-		1	1.50	11
7	Primary Inspection undertaken.		1.50	
8	Complete Inspection Report and Visit		1.30	1,407
	sheets, scan same to M3.			-
9		0.17		E
	Vet's report received and passed to officer			
10	The state of the s		0.50	
-	Vet's report reviewed and scanned to M3.			
	Process application form - generate hard	0.50		(V
11		0,50	1 1	2
	copy of licence/refusal letter.	0.17		
12		0.17	1	1
	Pass covering letter and hard copy of licence	₿	1	
٠.	to officer for checking and signature			
13	Letter and if applicable hard copy of licence		0.25	16
	received - checked, signed and returned to			1.00
	admin for processing and dispatch.	100		
	adulti in brocessing and disharm			
	La Life - Backla	0,33		9 = =
14	Signed copy of letter and if applicable	0.55	1 - 1	8
	licence received from officer - copies	11 3	1	
	scanned to M3 and originals dispatced by	F 1		
	post to applicant.			
15		0.75		
	Invoice received from LA appointed vet and		1	/ 1
	passed to manager for authorisation to pay			
4.0	Authorisation of vets invoice and return to			0.5
16				1
	admin for payment and recovery of costs			
	from Licensee.			
17				
	Arrange payment of authorised vet's invoice	e 0.75		
18	Raise invoice against Applicant for vet's			
	inspection costs	0.50		
- 19				
T			4	
	Payment of invoice received from Licensee			L
	and payment processed and recipt issued.	0,50	23.0	
20	Contingency to allow for none payments,	0.75	0.50	
	amendments, chase up etc.			
2	1 Management costs			. 1/
			300	
	Totals	4.92	6.75	1.5

Costs	Hourly rate	Cost £
Admin	18.80	92.50
Officer	24.07	162.47
Manager	29.87	14.94
Total Annual Cost of Licence		269.90

Grant of Licence cost	108.64

RIDING ESTABLISHMENT LICENCE - APPLICATION PROCESSES - 30> horses

P	rocess Step	Admin, Time		Officer, Time		Manager, Time
	rimary Inspection - Intial Application					
C W Si	ompleted application form received along with associated payment - M3 updated, copy canned to M3, application fee banked and enewal passed to officer	0.50		_		
а	ompleted application form received from dmin - checked and cross referenced to le/M3			0.50		
i	elect and appoint a LA vet for the respection - agree and arrange inspection			0.25		
4 1	nform licensee of appointed LA Vet/deal with any objections raised			0.25		
5 0	Theck that yet has arranged Primary Inspection to premises - prepare for Inspection			0.75		
6 7	ravel to/from premises for primary			0.75		
	rimary inspection undertaken.			3.00	1	
8	Complete Inspection Report and Visit sheets, can same to M3.	- XVIII		1.50		
9	Vets report received, checked and scanned to M3.			0.50		
	Advise admin to grant/refuse licence			0.17	1	
11	Process application form - generate hard copy of licence.	0.50				
12	Pass covering letter and hard copy of licence to officer for checking and signature	0.17				
13	Covering letter and hard copy of licence received - checked, signed and returned to admin for processing and dispatch.			0.25		
- 1	Signed copy of letter and if applicable licence received from officer - copies scanned to Mandonistical and originals dispatced by post to licensee.	0.33 e				
15	Invoice received fróm LA appointed vet and passed to manager for authorisation to pay	0.75				
16	Authorisation of vets invoice and return to admin for payment and recovery of costs from Licensee.					0.5
17	Arrange payment of authorised vet's invoice	0.75	,			
18 19	Raise invoice against Licensee for vet's inspection costs	0.50				
/	Payment of invoice received from Licensee and payment processed and recipt issued.	0.50				
20	Contingency to allow for none payments, amendments, chase up etc.	0.75		0.50		
		-				
	Totals	4.75	1	8.42	2	0.0

Costs	Hourly rate	Cost £
Admin	18.80	89.30
Officer	24.07	202.6694
Manager	29.87	14.935
Total Annual Cost of Licence		306.90

Grant of Licence cost		108.64
Grant of Licence cost		-

RIDING ESTABLISHMENT LICENCE - RENEWAL PROCESSES - 1-29 horses

	Process Step	Admin, Time	Officer, Time	Manager, Time
	Primary Inspection - Renewal			
	Review who is due for re-licensing, update	0.25	W 40	
- 1	VI3			
7	Send standard letter for renewal	0.33		
	Update officer that renewal sent	0.10	1	
	oformed renewal sont/review		0.10	1
51	Completed renewal application form	0.50		
	received along with associated payment		4 4	W 1
	M3 updated, copy scanned to M3,	11 16	1 1	1 1
T,	application fee banked and renewal passed	E E	1 1	10
	to officer		1 1	
0	Completed application form received from		0.50	
	admin - chesked and cross referenced to		3,000	1 3
- 1	PATRICIA - P		0	1 1
-4	file/M3		0.25	
6	and the second of the second o		1833	1
- 1	Select and appoint a LA vet for the			U
	Inspection - agree and arrange inspection Inform licensee of appointed LA Vet/deal		0.25	
			1,000	10 1
	with any objections raised	1	0.50	
8	Check that yet has arranged Primary		2 2000	¥1
	Inspection to premises - prepare for			4
	inspection.	-	0.75	1
- 0	Travel to/from premises for primary	1	00.620	
	Inspection	1	1142	
10	Primary Inspection undertaken.		1.50	
11	Complete Inspection Report and Visit sheets		1.50	1
	scan same to M3.			-
12	Vets report received, checked and scanned		0.50	1
28	to M3.		_	
15	Advise admin to re-new licence		0.17	
14	Process renewal application form - generate	0.50	90	1
	hard copy of licence.			
15	Generate covering letter to sent to licensee	. 0.25		
	with renewed licence			
16		0.17		
70	Pass covering letter and hard copy of licence	e		
	to officer for checking and signature	4		
47	Covering letter and hard copy of licence		0.25	
1/	received - checked, signed and returned to			
ч	admin for processing and dispatch.		(L K - 1)	14.1
	admin for processing and onlywork		W S	114
		0.33		
18	Signed copy of letter and ilcence received	0.200		1778
	Signed copy of letter and licelice received	31 3		(i) 1
	from officer - copies scanned to M3 and	3 3		P01
	originals dispatced by post to licensee.	0.75		0.56
19		0.73		"
	Invoice received from LA appoint vet and			
_	passed to manager for authorisation to pay			-
20	Authorisation of vets invoice and return to			
	admin for payment and recovery of costs			
	from Licensee.			
21	L .			i
	Arrange payment of authorised vet's involc	e 0.75		
22	Raise invoice against Licensee for vet's			
	inspection costs	0.50		
23				
	Payment of invoice received from Licensee		1 1 .	
	and payment processed and recipt issued.	0.50	L.L	
2	Contingency to allow for none payments,	0.75	0.50	
	amendments, chase up etc.			
_	pending and a second			
	Annual Welfare Inspection	- ·	77	
÷		J	Jales Taren	
	Check M3 to determine if premise due		0.10	
8	S Inspection			1.0
- A	Check premise history/prepare for		0.25	
111			100.00	
	5 inspection		0.75	
	7 Travel to/from premises	_	0.5	
2	8 Undertake welfare inspection		0.50	
2	9 Complete Inspection sheet, scan to M3 an	d.	0.50	1 1
	pass to admin			-
	Completed inspection sheet received from	0.1	7	1
3	0 officer and data entry onto M3.			
	Annual review/provision of advice and			0.9
_	11 guidance			4-4
3				

Costs	Hourly rate	Cost £	
Training and Equipment Costs		35.00	
Admin	18.80	109.98	
Officer	24.07	213.5009	
Manager	29.87	14.935	
Total Annual Cost of Licence		373.42	

ŀ		Admin, Time		Officer, Time		Manager, Time
	Primary Inspection - Renewal					
- 1	Review who is due for re-licensing, update	0.25				
	Send standard letter for renewal	0.33				
	Update officer that renewal sent.	0.10			01=00	
	riformed renewal sent/review			0.10		
	Completed renewal/application form received along with associated payment - M3 updated, copy scanned to M3, application	0.50				
	fee banked and renewal passed to officer Completed application form received from			0.50		
	admin - checked and cross referenced to file/M3			0.05		
B	Select and appoint a LA vet for the inspection ogree and arrange inspection	1		0.25		
	Inform licensee of appointed LA Vet/deal with any objections raised			0.25	A TRANS	
	Check that yet her arranged Primary Inspection to premites - prepare for Inspection					
	Travel to/from premises for primary inspection			0.75		1
	Primary Inspection undertaken			3.00		
59	Complete Inspection Report and Visit sheets, some to MA.		100	1.50		
	Vets report received, checked and scanned to M3.	Y-		0.50	- 5	
	Advise admin to re-new licence Process renewal application form - generate	0.50		0.13		
16	hard copy of licence. Generate covering letter to sent to licensee	0.25				
17	with renewed licence Pass covering letter and hard copy of licence	0.17		li .		
1.5	to officer for checking and signature Covering littler and hard copy of licence received -checked, signed and returned to admin for processing and dispatch.			0.2	5	
19		0.33		10	10	1
Ta	Signed copy of letter and licence received from officer - copies scanned to M3 and originals dispatced by post to licensee.				8	
20	Invoice received from LA appoint vet and passed to manager for authorisation to pay	0.75				0.5
21	Authorisation of vets invoice and return to admin for payment and recovery of costs from Licensee.		7.4			
	Arrange payment of authorised vet's invoice Raise invoice against Licensee for vet's	0.75		0	-	
24	inspection costs	0.50)	_		-
	Payment of invoice received from Licensee and payment processed and recipt issued.	0.50	_	0.1		
2.5	Contingency to allow for none psyments, emendments, chase up etc.	0.7				4 -
	Annual Welfare Inspection			3 1	-	
21	Check M3 to determine if pramise due 5 Inspection			0.1		
2	Check premise history/prepare for inspection	n		0.		
	Travel to/from premises	-	-	0.		1
	Undertaks walfare inspection Complete inspection sheet, scan to M3 and pass to admin			0.5	50	
	Completed inspection sheet received from officer and data entry onto M3.	0.1	7	3	0	4
3	Annual review/provision of advice and	-			1	0

Costs	Hourly rate	Cost £
Training and Equipment Costs		35:00
Admin	18.80	109.98
Officer	24.07	255,6234
Manager	29.87	14.935
Total Annual Cost of Licence		415.54

ZOO LICENCE - PROCESSES - INITIAL APPLICATION

Proc	ess Step	Admin, Time	Officer, Time	Manager, Time
Prin	nary Inspection - Intial Application/Renewal		KE STEP 1	1
L		0.50		30 (1
Com	pleted application form received along with	Į.	1 1	
asso	ociated payment - M3 updated, copy scanned to M3,		4 1	4.
appl	lication fee banked and renewal passed to officer			
Con	pleted application form received from admin -	Mary III	-	
che	cked and cross referenced to file/M3		0.50	
3	5039 - 10 - 1 - 2 - 2 - 2 - 2 - 2 - 2 - 2 - 2 - 2			
1000	ex publication of intention to apply for a zoo licence.		0.25	
	EX publication of intermediate apply to a vivo			1
4	The same of the sa		0.50	
Wit	te to WG requesting appointment of Zoo Inspectors		0.10	
	notification of appointed Zoo inspectors		0.50	
6 Che	ck availability with Zoo Inspectors	-	:0.50	
7 Sele	ect and appoint a LA vet for the inspection - agree		70,4914	
	l arrange inspection		0.33	
Ritofo	orm licensee of appointed zoo inspectors/deal with			M
	objections raised		0.33	
C VACO	ite to inspectors confirming details with details of last			i i
a win	the to impectors committing decisis with decisis or asset			1
	pection, complaints, stock list and pre-audit		0.50	/W
-	pection		0.50	
O				/ 1 11
Arr	ange Primary Inspection to premises - write to			1 12
Apr	plicant/inspectors informing of inspection date.		0.25	
1 Tra	vel to/from premises for primary inspection		0.75	10
2 Deir	mary Inspection undertaken.	10000	6.00	24 1911
3100	mplete Inspection Report and Visit sheets, scan same			
10.00		0.00	1.50	1 (0)
	M3.			
4 Dr.	aft Zoo inspectors report received and circulated to			
oth	ner Zoo Inspectors for comment etc.	100	0.50	
	AND THE RESERVE OF THE PERSON		0.50	
5 Fin	al Zoo Inspectors report received, scanned to M3 and		175200	
cot	pied to licensse for comment.	1000	0.50	
is Ad	vise admin to grant/refusal licence		0.17	
17		¥		30
Dw	ocess application form - generate hard copy of licence	0.50		0 = 52
PIC	enerate covering letter to applicant	0.25		70 20
18 66	tter and if applicable hard copy of licence to officer fo			
		0.17		
ch	ecking and signature	0.17		
20 Ca	vering letter and if applicable hard copy of licence	1000		- 1
res	ceived - checked, signed and returned to admin for	0.00		1
pe	ocessing and dispatch.		0.10	7
21 Sig	gned copy of letter and if applicable licence received			
fre	om officer - copies scanned to M3 and originals		.]	
110	spatced by post to licensee.	0.10		
	spaced by post to incerisee.			
22	The state of the s	1	·	1
. In	voices received from Zoo Inspectors and LA appoint	0.05	1	
ve	t and passed to manager for authorisation to pay	0.25		0.6
23				0.3
Ai	uthorisation of vets/inspectors invoices and return to		1	
30	lmin for payment and recovery of costs from Licensee			
24 0	range payment of authorised vet's and zoo inspector	S		
		0.25		
in	voices	0.23		
25 Ra	aise invoice against Licensee for vet's and zoo	0.25		1
in	spectors inspection costs	1		
26 Pa	ayment of invoice received from Licensee and paymer	nt		
_ lpr	rocessed and recipt issued.	0.25		
30/0	ontingency to allow for none payments, amendments	· ·		
D:50/86/6/	sase up etc.	0.25	0.17	11/4
Ci	nesc ap whe	W.	V	
-				
		2.77	12.95	0.

Costs	Hourly rate	Cost £
Admin	18.80	52.08
Officer `	24.07	############
Manager	29.87	5.08
Total Annual Cost of Licence - Year 1		368.86

Grant of 4 year licenece	1126.48
Grant of 4 year inceneed	

ZOO LICENCE - PROCESSES - RENEWAL APPLICATION/YEARS 1 & 4

	Table 1 and the commercial control of	Admin,	Officer, Time	Manager
	rocess Step	Time	Omcer, tome	131116
P	rimary Inspection - Renewal		0.75	-
	eview who is due for re-licensing, update M3		0.25	
	end standard letter for renewal		0.33	
	pdate admin that renewal sent.	2710	0.17	
	domina ranawai sent/review	0.17		-
	ompleted renewal/application form received along	0.50	1	
	with associated payment - M3 updated, copy scanned		.1 1	11
to	o M3, application fee banked and renewal passed to	i (1	1 1	4
lo	fficar			
	ompleted application form received from admits -			
	hecked and cross referenced to file/M3		0,50	
7			1	
	Vide to WG requesting appointment of Zon Impactors		9.50	
			0.10	
	VIS notification of appointed Zoo inspectors		0.50	
9 C	heck availability with Zoo Inspectors		0.50	
	elect and appoint a LA vet for the impection - agree			
	nd arrange inspection	_	0.33	-
111	nfirm Teenwe of appointed 200 trapectors/deal with		100,000	
a	ny objections raised		0.33	
210	Write to inspectors confirming details with details of last	T		
	respection, complaints, stock list and pre-audit			
	topection		8.50	
	orange Edmary Inspection to promises - write to		0.000	
1	icenter/inspectacs informing of inspection date.	- 9	0.75	
			0.75	
	ravel to/from premises for primary inspection		6.00	- 0
5 9	rimary inspection undertaken.		8.00	-
6	amplete hapection Report and Visit shorts, scan same	1,00		
t	o M3.	22	1.50	-
71	Braft Zoo inspectors report received and circulated to			
	other Zoo Inspectors for comment etc.	1		
m			0.50	
al i	inal Zou inspectors report recuived, scanned to M3 and	PEOPLE S		
	opied to Ilcansse for comment.		0.50	
	Myon admin to cope/re-new ficence		0.17	-
			-	
	rocess renewal/application form generate hard copy	0.50	110	1
	of licence.	0.50		
21	Generate covering letter to sent to licensee with			
	renewed licence	0.25		
22	Pass covering letter and hard copy of licence to officer			1
1	for checking and signature	0.17		
23	Covering Setter and hant copy of Boance received -			
- 1	thecked, signed and returned to admin for procusaling			
	and dispetch		0.10	
	Signed copy of letter and licence received from offers -	1	U == -0	
	copies scanned to M3 and originals dispatced by post to	1 1		
- 1		0.10	in a	- V
_	icensee.	0.10		-
25				
	invoices received from Zoo Inspectors and LA appoint			× .
_\	vet and passed to manager for authorisation to pay	0.25		4
26		1		0.
	Authorisation of vets/inspectors invoices and return to]		
	admin for payment and recovery of costs from Licensee.			
	Arrange payment of authorised vet's and zoo inspectors			
	invoices	0.25		
	Raise invoice against Licensee for vet's and 200	0,20		
		0.25	1000000	"
	inspectors Inspection costs			
29	Payment of invoice received from Licensee and paymen			
_	processed and recipt issued.	0.25		-
	Contingency to allow for most payments, amendments,			11.
	chave up etc.	0.25	0,17	
		1		
J	Annual Welfare Inspection			-
7				
iii	Check M3 to determine if premise due inspection		0.10	
	Check premise history/prepare for inspection		0.25	3.
	Travel to/from premises		0.75	
			1.00	
쁴	Undertake welfare inspection	1		
	Complete inspection sheet, scan to M3 and pass to		0.50	
	admin		0,30	
	Completed impection sheet received from officer and		N .	
		0.17		LL
	data entry onto M3	0.27		
	data entry onto M3. Annual review/provision of advice and guidance			

Costs	Hourly rate	Cost £	
Training and Equipment Costs		35.00	
Admin	18.80	58.47	
Officer	24.07	*************	
Manager	29.87	20.01	
Total Annual Cost of Licence - Year 1		499.80	

Year 1		499.80
Year 2		247.87
Year 3		247.87
Year 4		499.80
Year 5	· · · · · · · · · · · · · · · · · · ·	247.87
Year 6		247:87

Initial Licence Cost - 4 years		1495.34
Total Licence Cost - 6 years	-	1991.08

Cost per year

373.84 331.85

ZOO LICENCE - PROCESSES - YEARS 2,3,5 & 6

	Process Step	Admin, Time	Officer, Time	Manager, Time
	Primary Inspection - Intial Application/Renewal		8 = 1	
	Identify premises for annual inspection		0.10	
2	Arrange Primary Inspection to premises - write to licensee		0.50	
3	Travel to/from premises for primary inspection		0.75	
4	Primary Inspection undertaken.		2.00	
5	Complete Inspection Report and Visit sheets, scan same to M3.		1.50	
	Contingency to allow for none payments, amendments, chase up etc.	0.50	0.50	
	Annual Welfare Inspection			
7	Check M3 to determine if premise due inspection		0.10	
	Check premise history/prepare for inspection		0.25	
_	Travel to/from premises		0.75	
-	Undertake welfare inspection		0.50	
11	Complete inspection sheet, scan to M3 and pass to admin		0.50	
12	Chase/receive annual stock list and check same.		0.25	
	Completed inspection sheet received from officer and data entry onto M3.	0.17		
14	Annual review/provision of advice and guidance			0.50
	Totals	0.67	7.7	0.50

Costs	Hourly rate	Cost £
Training and Equipment Costs		35.00
Admin	18.80	12.60
Officer	24.07	185.34
Manager	29.87	14.94
Total Annual Cost of Licence - Years 2, 3,5 & 6		247.87

Licensing Advisory Inspection - Processes

	Process Step	Admin, Time	Officer, Time	Manager, Time
1	Request for advisory inspection received		0.10	
2	Send letter to requestee advising of cost of requested inspection.		0.25	
3	Signed acceptance of charges received from requestee with associated payment. Passed to admin to process and copy scanned to M3		0.25	
4	Payment received and processed	0.25		
5	Travel to/from premises		0.75	
6	Undertake welfare inspection		2.00	
7	Complete inspection sheet, scan to M3 and pass to admin		0.50	
8	Completed inspection sheet received from officer and data entry onto M3.	0.17		
·	Totals	0.42	3.85	

Costs	Hourly rate	Cost £
Admin	18.80	7.90
Officer	24.07	92.67
Managèr	29.87	0
Total Cost	1940	100.57