

Appendix 3

Havering Street Trading Policy - Fees and Charges Calculations

Licence Type	Officer Hours	Cost Per Hour (£)	Total (£)
<u>Street Trading/shop fronts</u>			
Application			240
Annual Admin	4	60	240
Hearings/legal per annum			73
Enforcement	2	60	120
Policy Contribution			59
Total (New):			732
Total (Renewal):			642
<u>A-Boards</u>			
Processing	2	60	120
Annual Admin			0
Hearings/legal per annum			0
Enforcement			0
Total:			120
<u>Pitches 5am - 8pm</u>			
Application			240
Annual Admin	4	60	240
Hearings/legal per annum			305
Enforcement	6	60	360
Policy Contribution			59
Total (New):			1204
Total (Renewal):			1114

<u>Pitches 8pm - 2am</u>			
Application			240
Annual Admin	4	60	240
Hearings/legal per annum			305
Out of hours enforcement (two officers, 3 visits per annum - 2hrs each per visit)	12	60	720
Policy Contribution			59
Total (New):			1564
Total (Renewal):			1474
<u>Temporary Market Stalls</u>			
Processing			120
Total:			120

Admin Costs - Breakdowns:**Application cost**

Action	time (hours)	cost
Application received and entered on APP	0.5	30
application assessed fee processed	0.5	30
site visit including travelling time	1.5	90
consult with other relevant council services/partners.	0.5	30
application granted/ rejected and issued	1	60
Total:		240

Renewal

Application received and entered on APP	0.5	30
application assessed fee processed	0.5	30
consult with other relevant council services/partners.	0.5	30
application granted/ rejected and licence issued	1	60
Total:		150

Variation - change of commodity , pitch size

Application received and entered on APP	0.5	30
application assessed fee processed	0.5	30
site visit including travelling time	0.75	45
consult with other relevant council services/partners.	0.5	30
application granted/ rejected and licence issued	1	60
		195

Policy Costs

Legal advice			2500
Officer hours	83	60	4980
Consultation			5000
Total:			12480

<u>Anticipated Licences - Policy Contribution Per licence</u>			
Street Trading/Shop Fronts			50
Pitches			12
Total:			70
Cost of policy			12480
Policy Contribution			178
PC per licence per annum across 3 year policy term			59

<u>Hearings (Based on 3 per annum)</u>			
Legal advice			2400
Officer hours	21	60	1260
Total:			3660

<u>Anticipated Licences - Hearings Contribution</u>			
Street Trading/Shop Fronts			50
Hearings			3660
Contribution per licence			73.2
Pitches			12
Total:			3660
Contribution per licence			305

<u>Anticipated Licence Income</u>			
Licence Type	Quantity	Cost	Total
Street Trading/Shop Fronts	50	732	36621
Pitches AM	6	1204	7227
Pitches PM	6	1564	9387
A-Boards	50	120	6000
Temporary Markets	5	120	600
Total			59835