

Gambling Act 2005 – Premises Licence Applications Fee Setting Example

Tasks

(Betting Shop at **£99.05** per hour so **£1.65** per minute)

1. Send potential applicants copies of forms **15 minutes (at 1.65 per minute) = £24.75**
2. Provide telephone assistance and deal with queries regarding completion of application forms and general queries **30 (minutes) = £49.50**
3. Acknowledge receipt of application and that received in good time **15 = £24.75**
4. Check all documents are included with the application **15 = 24.75**
5. Ascertain whether all necessary information has been included and is complete on those documents **15 = £24.75**
6. Verify application fee cheque details **10 = £16.50**
7. Bank money and clear funds **15 = £24.75**
8. Input application onto computer system **30 = £49.50**
9. Contact applicant by phone/e mail to clarify information provided in application or to complete any missing details, where necessary, which may include returning documents **30 = £49.50**
10. Check with Gambling Commission that operating licence has been issued to applicant and authorises the applicant to carry on the activity in respect of which premises licence is sought **15 = £24.75**
11. Visit site to check public notice correctly displayed **60 = £99.05**
12. Assess whether representations made are relevant, including in respect of improper notice **60 = £99.05**
13. Informal negotiation process (included to encourage authorities to seek to resolve issues regarding an application through discussion with applicants, responsible authorities and interested parties without the need for a hearing) **240 = £396**
14. Arrange sub committee hearing, including costs of advertising hearing and providing a report for the licensing sub committee **240 = £396**
15. Hold sub committee hearing and determine application, including accommodation costs and costs of officer attendance – and also costs associated with conditions having to be devised **600 = £990**
16. Complete and issue premises licence and summary **60 = £99.05**
17. Notify relevant parties of decision of hearing – written notice **60 = £99.05**
18. Update register (Regulations will set out the information required but cost to include passing licence etc. details to Gambling Commission) **15 = £24.75**
19. Issue licence grant notice to x4 relevant responsible authorities (Gambling Commission, Police etc.) **60 = £99.05**