

# ITEM 8 APPENDIX B

Street trading consent fee (no electricity provided)				
Task	Officer	Time (minutes)	Hourly rate (including on-costs)	Cost
Initial enquiry	Markets Assistant	15	21.22	5.31
Post / download application form	Markets Assistant	15	21.22	5.31
Application received - check form completed, fee etc received	Markets Assistant	15	21.22	5.31
Application received - create file/record	Markets Assistant	15	21.22	5.31
Process licence fee and create account with sundry income	Markets Assistant	15	21.22	5.31
Check application details against grounds for refusal	Markets Manager	30	27.54	13.77
Consultation with council's highways team	Markets Manager	60	27.54	27.54
Site inspection inc travel to and from site	Markets Manager	120	27.54	55.08
Post site inspection work	Markets Manager	60	27.54	27.54
Consider any objections received	Markets Manager	60	27.54	27.54
Issue street trading consent & covering letter & issue	Markets Assistant	30	21.22	10.61
Update file/record	Markets Assistant	15	21.22	5.31
Daily site visits to ensure compliance with terms of consent*	Markets Manager	4680	27.54	2,148.12
Cost of stall, sidesheets & 8 x weights (5 year life)**	Capital cost			417.72
				2,565.84***
				<b>Daily cost £16.00</b>
*Based on one 30 minute visit 3 days a week over the course of a 52 week year: i.e. 90 minute per week x 52 weeks = 4680 minutes				
** 1x stall, side sheets & 8 weights = £1740.50 x 20% VAT = £2,088.60 divided by 5 (5 year life of stall) = £417.72				
				***Yearly cost based on average 3 days trading per week
				Daily cost calculated by 3 days x 52 week year = 156 days
				Annual cost £2,565.84 divided by 156 days = £16.44 per day
	<b>Markets Manager</b>			
	<b>Hourly cost per FTE based on a salary of £35,944 per year</b>			
	<b>Employee Cost</b>			
	Annual Salary (Inc Pension & NI)			35,944
	Hours Per Week		37	
	Weeks Per Year		52	
	Hours per year			1924
	Cost Per Hour			18.68
	<b>Organisational Cost</b>			
	Annual Cost per FTE			17,046
	Hours per year		1924	
	Cost Per Hour			8.86
	Hourly cost of employee			27.54
	<b>Markets Assistant</b>			
	<b>Hourly cost per based on a salary of £14,140 per year</b>			
	<b>Employee Cost</b>			
	Annual Salary (Inc Pension & NI)			14,140
	Hours Per Week		22	
	Weeks Per Year		52	
	Hours per year			1144
	Cost Per Hour			12.36
	<b>Organisational Cost</b>			
	Annual Cost			10,135
	Hours per year		1144	
	Cost Per Hour			8.86
	Hourly cost of employee			21.22