

## Independent Licensing Fees Review Panel Analysis Template

### PHASE 1

Please return to: [fcespanel@culture.gsi.gov.uk](mailto:fcespanel@culture.gsi.gov.uk) By: 01 February 2006

Please direct any queries to: 0207 211 6321 or 6395

### RESPONSIBILITIES UNDER THE LICENSING ACT 2003: Income, Cost and Activity Tables

**Note:** When these tables have been completed and assured they should be verified by your Chief Finance Officer and then submitted to the Independent Licensing Fees Review Panel using the above e-mail address.

#### Further points to note:

1. This information will be used in setting licensing fees. Accuracy is important to ensure that councils' costs are covered, that fee payers are charged a fair rate and in order to support any decisions about further development of the fee regime.
2. Data may be subject to audit by the Independent Licensing Fees Review Panel. Data may also be required to be released under the Freedom of Information Act.
3. For all tables, income and costs related to the previous licensing regimes must be excluded. All relevant expenditure relating to the Licensing Act 2003 should be included, regardless of which budget it is costed to.
4. Please do not insert or delete any cells, rows or columns in this form. If you wish to add comments that you think will help the interpretation of your data, then please do so in the box provided at the end of the form.

Name of Chief Finance Officer: John Bland

Date verified: 31/01/06  
(dd/mm/yy)

Name of Completing Officer: John Garforth

Date returned: 31/01/06

Name of Authority: Oldham MBC

Contact Phone: 0161 911 5026

**Table 1(a): Total Licensing Authority INCOME under Licensing Act 2003**

£k	2004/05 (actuals)	2005/06 (actuals plus forecast)	2006/07 (forecast)
<b>Total Income</b>	£1,000.00	212,000.00	161,000

**Table 1(b): Total Licensing Authority COSTS<sup>i</sup> under Licensing Act 2003**

£k	2004/05 (actuals)	2005/06 (actuals plus forecast)	2006/07 (forecast)
<b>Total Costs</b>	69,000	181,000	115,000

<sup>i</sup> A list of activities for which costs should be included is provided at Annex A

In the above tables, each field or cell should be completed, and rounded to the nearest £1,000.

Where appropriate, a zero should be inserted rather than a cell left blank.

Please note that you will be asked to further breakdown the information you have provided in Table 1(b) as part of Phase 3 of this data collection exercise.

**Phase 1 Additional Comments (please state clearly the Table number to which your comment refers - including row and column reference if possible)**

**Annex A: List of activities to be included as Licensing Authority Costs**

Recruitment  
Licensing Software  
Call Handling Software  
E-Enablement  
Licensing Act Training  
Enforcement Protocols  
Licensing Policy Statements  
Awareness Raising

Magistrates Courts Liaison  
Project Management  
Review of Licensing Policy Statements  
Applications  
Post Implementation Review  
Enforcement  
Review of Applications