	AO	£25.21		
	LO	£36.98		
Riding Establishments 11 + horses - Maidstone	Training/Polic	£45.23		
Borough Council				
	EHO	£20.10		
	Time			
	AO	LO		
Send application forms	0.08			
Provide telephone/personal assistance and deal with				
queries regarding completion of application forms and				
general enquiries	0.08			
Check all documentation is correct and valid, enter onto				
admin worksheet and scan documentation	0.25			
Verify cheque details, bank money and clear funds	0.17			
Input application onto computer system	0.5			
Send consulations	0.15			
Receive consultations	0.12			
Update spreadsheet	0.08			
Draft and issue licence	0.3			
Filing and checking for electronic documents	0.17			
Reconciliation		0.05		
Checking & compliance visits				
Compliance visits - travel costs				
Support and partnership costs, (training, HOS cost, office				
accommodation costs etc.)				
Consumables (Licence paper, Victoria Forms and ink &				
card ribbon)				
Total				

Admin Officer			2015 fees up	to & includin	ng 10 horses £530	
Licensing Officer			2015 fees up to & including 10 horses £530 2015 fees up to & including 11+ horses £750			
			2010 1000 00			
	Cost			TOTAL		
EHO	AO	LO	EHO			
	£2.02			£2.02		
	£2.02			£2.02		
	£6.30			£6.30		
	£4.29			£4.29		
	£12.61			£12.61		
	£3.78			£3.78		
	£3.03			£3.03		
	£2.02			£2.02		
	£7.56			£7.56		
	£4.29			£4.29		
		£1.85		£1.85		
2.5			£50.25			
				£50.25		
				£257.65		
				8.85		
	£47.90	£1.85	£50.25		£415 without Ve [.]	

APPENDIX A

ts fees