

Administrative
Burdens of Regulation
– Department for
Culture, Media
and Sport

Administrative Burdens of Regulation – Department for Culture, Media and Sports

As part of its strategy for driving down the administrative burden of complying with regulations, government departments commissioned PwC to work with business and the voluntary sector to estimate the administrative costs of regulation.

This report, produced by the Better Regulation Executive alongside the Department for Culture, Media and Sport (DCMS), provides a high level summary of the burdens relating to the DCMS and is adjusted to take account of activity that business would choose to do even if the regulation did not exist (business as usual or BAU). This report should be read alongside the DCMS's Simplification Plan which sets out a programme of reform to reduce these burdens.

DCMS's administrative burdens relative to the cross-government Admin Burden total:

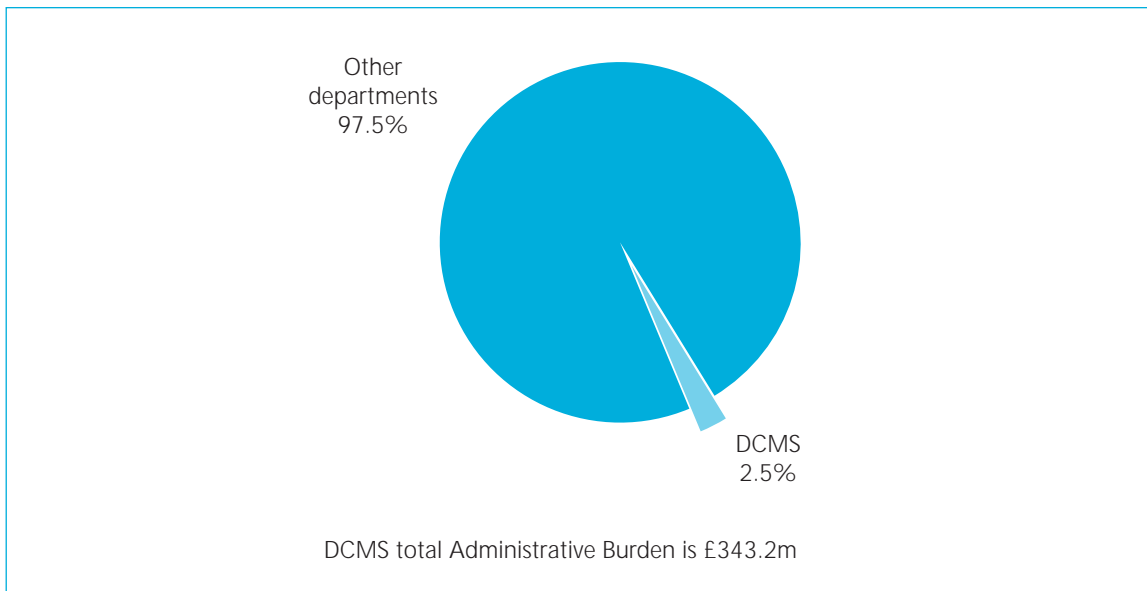


Table 1 – Top 5 Regulations (which represent approx. 80% of total burden)

This table shows, for each of the DCMS's 5 most burdensome regulations: the administrative burden and the proportion of the departmental total the regulation accounts for; how the cost breaks down by source; and whether costs are incurred in providing information to government or third parties either directly or through contracts with suppliers.

Department for Culture, Media and Sport

			% Cost by Origin			% Cost – Non-Third Party		% Cost – Third Party	
Regulation Name	Admin Burden (£m's)	% of Dept. Total	A	B	C	Internal Cost	External Cost	Internal Cost	External Cost
Licensing Act 1964	£136.5	39.8%	0.0%	0.0%	100%	29.9%	50.2%	16.7%	3.2%
Legal Deposit Libraries Act 2003	£49.4	14.4%	0.0%	0.0%	100%	93.8%	6.2%	0.0%	0.0%
Local Government (Misc. provisions) Act 1982	£34.9	10.2%	0.0%	0.0%	100%	39.6%	60.4%	0.0%	0.0%
Betting Gaming and Lotteries Act 1963	£26.8	7.8%	0.0%	0.0%	100%	14.4%	19.0%	0.8%	65.8%
Lotteries and Amusement Act 1976	£23.8	6.9%	0.0%	0.0%	100%	0.9%	0.0%	65.5%	33.6%
Other Regulations	£71.8	79.1%	3.3%	3.3%	90.0%	55.3%	17.6%	14.8%	2.2%
Total	£343.2	100%	0.1%	0.0%	99.9%				

Table 2 – Top 20 Information Obligations (which represent approx. 80% of total burden)

Government regulations often consist of a number of separate obligations on business and the voluntary sector. To make progress in reducing the administrative burden it is important to know the costs of each of the individual obligations. This table shows the estimated administrative burden for DCMS's 20 most burdensome obligations.

Department for Culture, Media and Sport

Information Obligation Description	Regulation Name	Admin Burden (£ms)
Delivering a copy of the following types of work upon publication to an address specified by each deposit library entitled to delivery (other than the British Library Board) and only upon written request by the library: a) a book b) a sheet of music c) a map d) a part of any of the above	Legal Deposit Libraries Act 2003	£34.4
Applying in writing for an occasional licence to be granted without a hearing, where two copies of the application are to be lodged with the designated officer for the justices not less than one month before the day or the earliest day for which an application is made.	Licensing Act 1964	£28.2
Putting information on every private lottery ticket: • the price of the ticket • the name and address of each of the promoters • a statement of the persons to whom the sale of tickets or chances by the promoters is restricted • a statement that no prize won in the lottery shall be paid or delivered by the promoters to any person other than the person to whom the winning ticket was sold by them.	Lotteries and Amusement Act 1976	£23.6
Applying for a licence to install and/or use a television receiver.	Communications Act 2003	£23.0
Keeping posted in some conspicuous place in the area to which the certificate relates, a notice stating: • a children's certificate is in force in relation to the area • the effect of the certificate and of any conditions attached to it	Licensing Act 1964	£22.4
Applying for an occasional licence, where you the holder of the justices' licence, are required to serve notice on the chief officer of police at least 24 hours before, of your intention to apply for the occasional licence.	Licensing Act 1964	£21.4

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Information Obligation Description	Regulation Name	Admin Burden (£ms)
Applying to the relevant authority to renew an entertainment licence and notifying the chief officer of the police and the fire authority and providing such particulars as prescribed.	Local Government (Misc. provisions) Act 1982	£18.0
Exhibiting any other prescribed information and notices on the licensed premises.	Betting Gaming and Lotteries Act 1963	£17.7
Delivering copies of the following materials upon publication to an address specified by the British Libraries Board: a) A book b) A sheet of music c) A map d) A part of any of the above	Legal Deposit Libraries Act 2003	£15.0
Displaying a notice of permitted hours within the premises where a licence has been granted to vary standard licensing hours.	Licensing Act 1964	£12.1
Applying for a licence, in not less than 28 days to the appropriate authority, the chief officer of the police and the fire authority, to provide in any place an entertainment, including public dancing or music or any other public entertainment of a like kind.	Local Government (Misc. provisions) Act 1982	£12.1
Applying for the removal of a justice licence.	Licensing Act 1964	£10.6
Applying for a special order of exemption by the license holder to the justices of the peace and ensuring that this includes 2 copies of the application 1 month before the order is to start.	Licensing Act 1964	£10.1
Submitting a copy of the application for grant or transfer of a licence to the appropriate local authority within 7 days of making it.	Gaming Clubs (Licensing) Regulations 1969	£8.9
(Holder of a justices' licence, other than a residential licence): Keeping painted on or affixed to the licensed premises in a conspicuous place the following information (in such form and manner as justices may direct): <ul style="list-style-type: none"> the name of the holder of the justice licence followed by the word "licensed" followed by words sufficient to express the business for which the licence is granted whether it is an on-licence or an off-licence whether it is a six day licence or an early closing licence. 	Licensing Act 1964	£4.7

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Information Obligation Description	Regulation Name	Admin Burden (£ms)
Applying for the grant of a new justices' licence to authorise the sale by retail of intoxicating liquor.	Licensing Act 1964	£4.2
Obtaining a registration certificate from a Magistrates' court in respect of a licence for the premises to sell intoxicating liquor.	Licensing Act 1964	£3.6
Applying for a licence to use premises in a London Borough or the City of London for public dancing or music and any other public entertainment of the like kind.	London Government Act 1963	£3.5
Making an application to the appropriate authority to renew a permit to act as a bookmaker before the date specified in the notice.	Betting Gaming and Lotteries Act 1963	£3.4
Submitting an application for renewal of registration as a members' club or miners' institute – stating the name of the club or institute to which the renewal application relates and providing the address of the premises.	Gaming Act (Regulations under part III) Regulations 1969	£3.3
Other Information Obligations	Other Regulations	£62.9
Total		£343.2

Table 3 – Breakdown of Information Obligation Types

This table shows how the administrative burden and the proportion of the departmental total breaks down by type of information obligation.

Department for Culture, Media and Sport

Information Obligation Type	Admin Burden (£m's)	% of Department Total
Applications for permission for or exemption from...	£162.3	47.3%
Returns and reports	£50.0	14.6%
Providing statutory information for third parties	£46.1	13.4%
Statutory labelling for the third parties	£27.9	8.1%
Applications for authorisation	£22.0	6.4%
Notification of activities	£16.0	4.7%
Applications for subsidies or grants for...	£9.3	2.7%
Cooperating with audits/inspections of...	£5.3	1.5%
Entry in a register	£3.1	0.9%
Keeping records	£1.0	0.3%
Framing complaints and appeals	£0.2	0.1%
Carrying documentation	£0.0	0.0%
Carrying out inspections of...	£0.0	0.0%
Total	£343.2	100.0%

Glossary

Administrative costs	The costs of administrative activities that businesses are required to conduct in order to comply with the information obligations that are imposed through central government regulation. These include, for example, form filling, keeping records or responding to information requests.
Administrative burden	The costs of administrative activities over and above what a business would choose to do in the absence of the regulation.
'Business as usual'	A measure of the activity that organisations would choose to do in the absence of the regulation. All figures in this publication allow for 'business as usual' costs.
Standard Cost Model	A pragmatic methodology that provides systematic measurement of the administrative costs of regulation ⁴ .
Cost by Origin	A measure of how the administrative burden of the regulation is split between different categories according to the origin of the requirements of the regulation.
'Category A'	Requirements that are international in origin with no domestic discretion in how they are implemented.
'Category B'	Requirements that are international in origin with some domestic discretion in how they are implemented.
'Category C'	Requirements that are domestic in origin.
Information Obligation	A specific requirement that must be fulfilled in order to comply with a regulation. Regulations often consist of a number of separate information obligations.
Non-Third Party Costs	Costs relating to obligations to provide information to a public authority.
Third Party Costs	Costs relating to obligations to provide information to any person or organisation that is not a public sector body, for example employees, consumers or other stakeholders.
Internal Cost	Costs incurred within an organisation's existing resources (such as staff time) in order to comply with a regulation.
External Cost	Costs that an organisation incurs as a result of using external services (such as fees for professional advice or for specialist IT equipment) in order to comply with a regulation.

⁴ For further details see: <http://www.cabinetoffice.gov.uk/REGULATION/reform/simplifying/scm.asp>