

<b>Riding Establishments 11 + horses - Maidstone Borough Council</b>	AO	£25.21
	LO	£36.98
	Training/Police	£45.23
	Legal	£61.39
	EHO	£20.10
	<b>Time</b>	
	<b>AO</b>	<b>LO</b>
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 consultations	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)		
<b>Total</b>		



ts fees