	COMM	£98.56	Committee															
	AO	£24 14	Admin O	fficer													-	
	LO	£33.76	Licensing	1 Officer											$\overline{}$		$\rightarrow$	
Maidstone Borough Council's Scrap metal	SLO	£41.26	Senior Li	censing C	Officer			rates per l	nour						$\overline{}$			
	HOS	£41.20	Head of	Convice	micei			rates per i	ioui						$\vdash$			
	LEGAL	£/2.0/	Local	oei vice											$\longmapsto$	<del></del>		
		£80.40	Legai												<b>├</b>			
	CO	£33.76	Committe	ee Officer											-			
	EO	£31.69	Enforcen	nent Office	er													
					Time						Cost						TOTAL	
	AO	LO	SLO	EO	HOS	Legal	COMM	CO	AO	LO	SLO	EO	HOS	Legal	COMM	СО		
																	-	
																	-	
																	$\overline{}$	
															1 1			
Send potential applicants guidance and copies of															1 1			
forms/Send existing licensees reminder letters		0.25								£8.44								
															1			
Provide telephone/personal assistance and deal with																		
queries regarding completion of application forms and																		
general enquiries			0.25								£10.32				1	.		
general enquines			0.23								£10.32				$\vdash$			
															$\vdash \vdash \vdash$			
															1			
Check all required documents are included with the															1			
application	0.33								£7.97									
															$\overline{}$		$\overline{}$	
Accortain whather all passages information to the																		
Ascertain whether all necessary information has been										20.1								
inccluded and is complete on application		0.25								£8.44					$\longleftarrow$			
															1 1			
															1			
/erify cheque details, bank money and clear funds	0.5								£12.07						1			
verify cheque details, bank money and clear failus	0.5								£12.01						$\vdash$			
															$\longmapsto$			
															1			
Input application onto computer system (scanning in															1			
documents where necessary)	0.5								£12.07						1			
•																		
Confirm to applicant that application is															1			
	0.05								00.04						1			
complete/incomplete	0.25								£6.04									
															1 1			
Inspection visit to confirm notice posted, and that															1 1			
premises conform with the application and plan				2								£63.38			1 1			
Deside who to consult with a second with															$\overline{}$			
Decide who to consult with e.g. Councillors,															1			
Environmental Health, UKBA, etc and send appropriate											207 77							
letters			0.5								£20.63				igcup			
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Assess whether any representations received are																.		
valid/invalid and require investigation/hearing			0.5								£20.63					.		
			0.0								~=0.00	-			$\vdash$		+	
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Arrange Committee hearing, write report, inform all															1			
interested parties of details - 10% applications			4		1	1					£16.50		£7.27	£8.04				
															$\Box$			
Attendance at hearing, draft and issue decision notice to																.		
applicant/objectors - 10% applications			A		4	4	4	,			£16.50		£7.06	£22 46	£39.42	£12 E0		
applicativosjectors - 1070 applications			4		1	4	4	4			£ 10.5U		£7.26	LJZ. 10	209.42	£13.5U		
Draft and issue licens-									040.0=						$\vdash \vdash \vdash$			
Draft and issue licence	0.5								£12.07						$\vdash$			
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Jpdate register	0.1					<u> </u>			2.41						T			
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Premises inspections/intervention and compliance	i .	Ĩ		ا ا		1						£95.07			1 1			
				-21														
Premises inspections/intervention and compliance, complaints/queries -annual				3								293.07			$\longmapsto$	·		
complaints/queries -annual				3								293.07					CEO OO	
complaints/queries -annual				3								293.07					£53.83	
				3						£16.88	£84.58				£39.42			