| AO   | PENDIX I  |           |          |  |
|--|-----------|-----------|----------|--|
| Scrap metal Site - Grant         SLO         £41.26 Senior Licensing Officer         rates per hour           HOS         £72.67 Head of Service         IEGAL         £80.40 Legal         IEGAL           CO         £33.76 Committee Officer         IEGAL         IEGAL         E80.40 Legal         IEGAL   |           |           |          |  |
| Scrap metal Site - Grant         SLO         £41.26   Senior Licensing Officer         rates per hour           HOS         £72.67   Head of Service                     LEGAL         £80.40   Legal                     CO         £33.76   Committee Officer  |           |           |          |  |
| LEGAL  |           |           |          |  |
| CO £33.76 Committee Officer  |           |           |          |  |
| CO £33.76 Committee Officer  |           |           |          |  |
|  |           |           |          | <u> </u>   |
| EO £31.69 Enforcement Officer  |           |           |          |  |
|  |           |           |          | $\vdash$   |
| Time Cost  |           |           | TOTAL    | -  |
| AO LO SLO EO HOS Legal COMM CO AO LO SLO EO HOS Leg  | al COMN   | I CO      | 101712   |  |
|  |           |           |          | 1  |
|  |           |           |          | 1  |
|  |           |           |          |  |
|  |           |           |          |  |
| Send potential applicants guidance and copies of   |           |           |          |  |
| forms/Send existing licensees reminder letters 0.25 £8.44  |           |           |          |  |
|  |           |           |          | <u> </u>   |
| Provide telephone/personal assistance and deal with  |           |           |          |  |
| queries regarding completion of application forms and  |           |           |          |  |
| general enquiries 0.25 £10.32  |           |           | 1        | <b></b>  |
|  |           | -         |          | <b></b>  |
|  |           |           |          |  |
| Check all required documents are included with the   |           |           |          |  |
| application 0.33 £7.97   |           |           |          |  |
|  |           |           |          | <del> </del>                                     |
| Accortain whather all necessary information has been   |           |           |          |  |
| Ascertain whether all necessary information has been inccluded and is complete on application 0.25 £8.44   |           |           |          |  |
| Introduced and is complete on application U.23   I.0.44   I.0.44 |           | -         | 1        | <del></del>                                      |
|  |           |           |          | -  |
|  |           |           |          |  |
| Verify cheque details, bank money and clear funds 0.5 £12.07   |           |           |          |  |
| verify directive details, bank money and dear funds  |           |           |          | -  |
|  |           |           |          |  |
| Input application onto computer system (scanning in  |           |           |          |  |
| documents where necessary)  0.5  |           |           |          |  |
|  |           |           |          |  |
|  |           |           |          | 1  |
| Confirm to applicant that application is   |           |           |          |  |
| complete/incomplete 0.25 £6.04   |           |           |          |  |
|  |           |           |          |  |
|  |           |           |          |  |
| Inspection visit to confirm notice posted, and that  |           |           |          |  |
| premises conform with the application and plan 2 £63.38  |           |           |          |  |
|  |           |           |          |  |
| Decide who to consult with e.g. Councillors,   |           |           |          |  |
| Environmental Health, UKBA, etc and send appropriate   |           |           |          |  |
| letters 0.5 £20.63   |           |           |          |  |
|  |           |           |          | <u> </u>   |
|  |           |           |          |  |
| Assess whether any representations received are  |           |           |          |  |
| valid/invalid and require investigation/hearing 0.5 £20.63   |           |           | 1        | ₩  |
|  |           |           | 1        | <u> </u>   |
|  |           |           |          |  |
| Arrange Committee hearing, write report, inform all  |           |           |          |  |
| interested parties of details - 10% applications 4 1 1 1 £16.50 £7.27 £8   | 3.04      | -         | 1        | <del> </del>                                     |
|  |           |           |          | <del> </del>                                     |
| Attendance at hearing, draft and issue decision nation to  |           |           |          |  |
| Attendance at hearing, draft and issue decision notice to applicant/objectors - 10% applications 4 1 4 4 4 £16.50 £7.26 £32  | 16 000 4  | 2 042.50  |          |  |
| applicant/objectors - 10% applications 4 1 4 4 £16.50 £7.26 £32  | 10 £39.4  | ∠  £13.50 | <u> </u> | -  |
| Draft and issue licence         0.5         £12.07         .   |           | -         |          | <del>                                     </del> |
| 5.01   £12.01   .  |           | 1         |          | <del> </del>                                     |
| Update register 0.1 2.41   |           | 1         |          |  |
|  |           |           |          |  |
|  |           |           |          | <b>†</b>   |
| Premises inspections/intervention and compliance,  |           |           |          |  |
| complaints/queries -annual 3 £95.07  |           | <u> </u>  | <u> </u> | <u>L</u>   |
|  |           |           |          |  |
| Partnership cost   |           |           | £78.80   | <u> </u>   |
|  |           |           |          | <u> </u>   |
| £52.63 £16.88 £84.58 £158.45 £14.53 £40  | .20 £39.4 | 2 £13.50  | £498.99  | Ь  |