	COMM	£98.56	Committee															
	AO	£24.14	Admin Officer															
	LO	£33.76	Licensing Officer															
	SLO	£41.26	Senior Licensing Officer				rates per hour											
Scrap metal Site - Renewal	HOS	£72.67	Head of Service															
	LEGAL	£80.40	Legal															
	CO	£33.76	Committee Officer															
	EO	£31.69	Enforcement Officer															
					Time						**Cost**						**TOTAL**	
	AO	**LO**	**SLO**	**EO**	**HOS**	**Legal**	**COMM**	**CO**	**AO**	**LO**	**SLO**	**EO**	**HOS**	**Legal**	**COMM**	**CO**		
Send potential applicants guidance and copies of forms/Send existing licensees reminder letters		0.25								£8.44								
Provide telephone/personal assistance and deal with queries regarding completion of application forms and general enquiries			0.25								£10.32							
Check all required documents are included with the application		0.33								£7.97								
Ascertain whether all necessary information has been inccluded and is complete on application		0.25								£8.44								
Verify cheque details, bank money and clear funds	0.5								£12.07									
Input application onto computer system (scanning in documents where necessary	0.5								£12.07									
Confirm to applicant that application is complete/incomplete	0.25								£6.04									
Decide who to consult with e.g. Councillors, Environmental Health, UKBA, etc and send appropriate letters			0.5								£20.63							
Assess whether any representations received are valid/invalid and require investigation/hearing			0.5								£20.63							
Arrange Committee hearing, write report, inform all interested parties of details - 10% applications			4		1	1					£16.50		£7.27	£8.04				
Attendance at hearing, draft and issue decision notice to applicant/objectors - 10% applications			4		1	4	4	4			£16.50		£7.26	£32.16	£39.42	£13.50		
Draft and issue licence	0.5								£12.07									
Update register	0.1								2.41									
Premises inspections/intervention and compliance, complaints/queries -annual				3								£95.07						
Partnership cost																	£78.80	
									£44.66	£24.85	£84.58	£95.07	£14.53	£40.20	£39.42	£13.50	£435.61	