

Scrap metal Collectors - Grant - renewal	COMM	£98.56	Committee																
	AO	£24.14	Admin Officer																
	LO	£33.76	Licensing Officer																
	SLO	£41.26	Senior Licensing Officer																
	HOS	£72.67	Head of Service																
	LEGAL	£80.40	Legal																
	CO	£33.76	Committee Officer																
	EO	£31.69	Enforcement Officer																
		AO	LO	SLO	EO	Time HOS	Legal	COMM	CO	AO	LO	Cost SLO	HOS	Legal	COMM	CO	TOTAL		
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 included 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										
Partnership cost																	£78.80		
									£52.63	£16.88	£84.58	£14.53	£40.20	£39.42	£13.50	£340.54			