Appendix B

Maidstone Borough Council's Scrap Metal Dealer's Site - Variation - collector to site licence	AO	£24.14	Admin Officer									
	HOS	£72.67	Head of Service									
	LEGAL	£80.40	Legal		**rates per hour**							
	CO	£33.76	Committee Officer									
	LO	£31.69	Licensing Officer									
			Time								**TOTAL**	
	AO	**LO**	**HOS**	**Legal**	**CO**	**AO**	**LO**	**HOS**	**Legal**	**CO**		
Send application forms	0.17					£4.10						
Provide telephone/personal assistance and deal with queries regarding completion of application forms and general enquiries	0.25					£6.04						
Check all documentation is correct and valid	0.25					£6.04						
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					£15.85					
Assess whether any representations received are valid/invalid and require investigation/hearing		0.5					£15.85					
Arrange Committee hearing, write report, inform all interested parties of details - 10% applications		4	1	1	1		£12.68	£7.27	£8.04	£3.38		
Attendance at hearing, draft and issue decision notice to applicant/objectors - 10% applications		4	1	4	4		£12.68	£7.24	£32.16	£13.52		
Draft and issue licence	0.5					£12.07						
Update register	0.1					£2.41						
Premises inspections/intervention and compliance, complaints/queries -annual		1					£31.69					
						£60.84	£88.75	£14.51	£40.20	£16.90	£221.20	