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| Maidstone Borough Council's Scrap Metal Dealer's Site - Variation - site to collector 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 | | | | | | | | | | | |
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| 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 | | 0.25 | | | | | | £7.93 | | | | | | |
| Assess whether any representations received are valid/invalid and require investigation/hearing | | 0.25 | | | | | | £7.93 | | | | | | |
| Arrange Committee hearing, write report, inform all interested parties of details - 5% applications | | 4 | 1 | 1 | 1 | | £6.34 | £3.63 | £4.02 | £1.69 | | | | |
| Attendance at hearing, draft and issue decision notice to applicant/objectors - 5% applications | | 4 | 1 | 4 | 4 | | £6.34 | £3.63 | £16.08 | £6.75 | | | | |
| Draft and issue licence | 0.5 | | | | | £12.07 | | | | | | | | |
| Update register | 0.1 | | | | | £2.41 | | | | | | | | |
| | | | | | | £60.84 | £28.54 | £7.26 | £20.10 | £8.44 | £125.18 | | | |