

Maidstone Borough Council's - change of site manager	AO	£24.14	Admin Officer										
	HOS	£72.67	Head of Service										
	LEGAL	£80.40	Legal	rates per hour									
	CO	£33.76	Committee Officer										
	LOP	£31.69	Licensing Officer										
			Time										TOTAL
	AO	LOP	HOS	Legal	CO	AO	LOP	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	0.25					£6.04							
Input application onto computer system (scanning in documents where necessary)	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	£8.21	£32.16	£13.52			
Draft and issue licence	0.5					£12.07							
Update register	0.1					£2.41							
						£42.74	£57.06	£15.48	£40.20	£16.90	£172.38		