Maidstone Borough Council's Scrap Metal Dealer - minor administration change to licence - e.g. change of address												
	AO	£24.14	Admin Officer									
	HOS	£72.40	Head of Service									
	LEGAL	£37.95	Legal		**rates per hour**							
	CO	£23.09	Committee Officer									
	LOP	£31.69	Licensing Officer									
			Time								**TOTAL**	
	AO	**LOP**	**HOS**	**Legal**	**CO**	**AO**	**LOP**	**HOS**	**Legal**	**CO**		
Check all documentation is correct and valid	0.17					£4.10						
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						
Draft and issue licence	0.5					£12.07						
Update register	0.1					£2.41						
						£30.66	£0.00	£0.00	£0.00	£0.00	£30.66	