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| | LO | £21.00 | Licensing Officer | | Includes general council costs | | **Officer rates per hour** | | | | | | | | | | | |
| | SLO | £30.00 | Senior Licensing Officer | | | Includes general council costs | | | | | | | | | | | | |
| **Scrap Metal Dealers Site Licences - Grant** | AD | £51.00 | Assistant Director (Communities) | | | | | | | | | | | | | | | |
| | CL | £27.00 | Senior Legal Advisor | | | | | | | | | | | | | | | |
| | CA | £20.00 | Committee Assistant | | | | | | | | | | | | | | | |
| | | | | **Time** | | | | | **Cost** | | | | **TOTAL** | | | | | |
| | | **LO** | **SLO** | **AD** | **SLA** | **CA** | **LO** | **SLO** | **AD** | **SLA** | **CA** | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| Send potential applicants guidance and copies of forms/Send existing licensees reminder letters | | 0.5 | | | | | £10.50 | | | | | | | | | | | |
| Provide telephone/personal assistance and deal with queries regarding completion of application forms and general enquiries | | | 1.5 | | | | | £45.00 | | | | | | | | | | |
| Check all required documents are included with the application | | 0.5 | | | | | £10.50 | | | | | | | | | | | |
| Ascertain whether all necessary information has been included and is complete on application | | 0.5 | | | | | £10.50 | | | | | | | | | | | |
| Verify cheque details, bank money and clear funds | | 0.5 | | | | | £10.50 | | | | | | | | | | | |
| Input application onto computer system (scanning in documents where necessary | | 0.5 | | | | | £10.50 | | | | | | | | | | | |
| Confirm to applicant that application is complete/incomplete | | 0.5 | | | | | £10.50 | | | | | | | | | | | |
| Conduct initial site inspection | | 1 | 1 | | | | £21.00 | £30.00 | | | | | | | | | | |
| Decide who to consult with e.g. EA, Police, other LA's and send appropriate letters | | | 1 | | | | | £30.00 | | | | | | | | | | |
| Assess whether any comments made require further investigation/hearing | | | 1 | | | | | £30.00 | | | | | | | | | | |
| Arrange Committee hearing, write report, inform all interested parties of details - 10% applications | | | 4 | 1 | | | | £12.00 | £5.10 | | | | | | | | | |
| Attendance at hearing, draft and issue decision notice to applicant/objectors -10% of applications | | | 4 | 1 | 3 | 3 | | £12.00 | £5.10 | £8.10 | £6.00 | | | | | | | |
| Draft and issue licence | | | 1 | | | | | £30.00 | | | | | | | | | | |
| Update Environment Agency register | | 1 | | | | | £21.00 | | | | | | | | | | | |
| Premises inspections/intervention and compliance, complaints/queries - twice a year | | 3 | 3 | | | | £63.00 | £90.00 | | | | | | | | | | |
| | | | | | | | £168.00 | £279.00 | £10.20 | £8.10 | £6.00 | | £471.30 | | | | | |
| | | | | | | | | | | | | | **£475.00** | **Proposed Fee** | | | | |