	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 Collectors Licences - Renewal	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											
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										
							£147.00	£249.00	£10.20	£8.10	£6.00		£420.30					
													£425.00	**Proposed Fee**				