

Licence / Registration Application	Administration Time (mins)															Total Admin Time (LO) mins	Cost (LO) £
	Scanning	Assessing Application	Logging onto APP	Checking Application	Checking File	Phone Calls / Verification	Sending Info to Comsutees	Collating Consuttee responses	Assessing Suitability	Processing / Storing Comments	Arranging Committee	Producing Emails / Letters for committee	Issue of Licence and Letter	APP Update	Update of National Register		
Scrap Metal - Site New	5	10	10	5	5	5	10	5	10	5	10	10	15	10	15	130	50.33
Scrap Metal - Site Renewal	5	10	10	5	5	5	10	5	10	5	10	10	15	10	15	130	50.33
Scrap Metal - Site Variation - Site Manager *	5	10	10	5	5	5	10	5	10	5	10	10	15	10	15	130	50.33
Scrap Metal - Site Variation - Site Manager**	5	10	10	5	5	0	0	0	0	0	0	0	15	10	15	75	29.04
Scrap Metal - Site Variation - Change to Site	5	10	10	5	5	0	0	0	0	0	0	0	15	10	15	75	29.04
* requiring a suitability test																	
** not requiring a suitability test																	
Scrap Metal - Collectors New	5	10	10	5	5	5	10	5	10	5	10	10	15	10	15	130	50.33
Scrap Metal - Collectors Renewal	5	10	10	5	5	5	10	5	10	5	10	10	15	10	15	130	50.33
Conversion from Site to Collectors Licence	5	10	10	5	5	5	0	0	0	0	0	0	15	10	15	80	30.97
Conversion from Collectors to Site Licence	5	10	10	5	5	5	0	0	0	0	0	0	15	10	15	80	30.97
Change of Name and /or Address (Admin Change)	5	5	5	5	0	0	0	0	0	0	0	0	5	5	15	45	17.42
Replacement Licence	5	5	5	5	0	0	0	0	0	0	0	0	5	5	0	30	11.62
Addition of a New Site onto an existing Site Licence	5	10	10	5	5	5	0	0	0	0	0	0	15	10	15	80	30.97

Licence / Registration Application			Total Time (LLO) mins	Cost (LLO) £		Total Time (SEHO) mins	Cost (SEHO) £					Total Time (TL) mins	Cost (TL) £	Constitutional Services Time (mins)	Constitutional Services Costs £	Legal Team Time (mins)	Legal Team Costs £
	Committee Report Writing	APP Update			Auditing of Electronic Records			Checking of Committee Documentation	Committee Preparation	Attendance at Committee	APP Update						
Scrap Metal - Site New	90	5	90	43.37	15	15	12.10	30	60	60	5	155	213.28	120	50.98	180	270.00
Scrap Metal - Site Renewal	90	5	90	43.37	15	15	12.10	30	60	60	5	155	213.28	120	50.98	180	270.00
Scrap Metal - Site Variation - Site Manager *	90	5	90	43.37	15	15	12.10	30	60	60	5	155	213.28	120	50.98	180	270.00
Scrap Metal - Site Variation - Site Manager**	0	0	0	0.00	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0	0.00
Scrap Metal - Site Variation - Change to Site	0	0	0	0.00	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0	0.00
* requiring a suitability test																	
** not requiring a suitability test																	
Scrap Metal - Collectors New	90	5	90	43.37	15	15	12.10	30	60	60	5	155	213.28	120	50.98	180	270.00
Scrap Metal - Collectors Renewal	90	5	90	43.37	15	15	12.10	30	60	60	5	155	213.28	120	50.98	180	270.00
Conversion from Site to Collectors Licence	0	0	0	0.00	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0	0.00
Conversion from Collectors to Site Licence	0	0	0	0.00	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0	0.00
Change of Name and /or Address (Admin Change)	0	0	0	0.00	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0	0.00
Replacement Licence	0	0	0	0.00	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0	0.00
Addition of a New Site onto an existing Site Licence	0	0	0	0.00	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0	0.00

Licence / Registration Application	Compliance Officer			Total Time (CO) mins	Cost (CO) £	PROPOSED TOTAL COST of LICENCE
	Compliance Visits (incl travel time)	APP Update	Admin / Letter after Visit			
Scrap Metal - Site New	240	15	20	275	132.50	£772.56
Scrap Metal - Site Renewal	240	15	20	275	132.50	£772.56
Scrap Metal - Site Variation - Site Manager *	0	0	0	0	0.00	£640.06
Scrap Metal - Site Variation - Site Manager**	0	0	0	0	0.00	£29.04
Scrap Metal - Site Variation - Change to Site	0	0	0	0	0.00	£29.04
* requiring a suitability test						
** not requiring a suitability test						
Scrap Metal - Collectors New	90	15	20	125	60.23	£700.29
Scrap Metal - Collectors Renewal	90	15	20	125	60.23	£700.29
Conversion from Site to Collectors Licence	0	0	0	0	0.00	£30.97
Conversion from Collectors to Site Licence	0	0	0	0	0.00	£30.97
Change of Name and /or Address (Admin Change)	0	0	0	0	0.00	£17.42
Replacement Licence	0	0	0	0	0.00	£11.62
Addition of a New Site onto an existing Site Licence	120	10	20	150	72.28	£103.25