

Scrap Metal Dealers

Task	Collector Licence	Site Licence	Change of details	Replacement Licence
Process application	£107	£107	£61	£23
Meeting with officers	£13	£0	£0	£0
General enquiries x 3 years	£9	£9	£9	£9
Compliance	£68	£68	£0	£0
Total	£197	£184	£70	£32

Processing of applications	Officer	Hrly rate	Collector Licence		Site Licence		Change of details		Replacement Licence	
Receipt, scan and index application	C1	£33.12	1.00	£33.12	1.00	£33.12	0.50	£16.56	0.10	£3.31
Enquiries post application	C1	£33.12	1.00	£33.12	1.00	£33.12	1.00	£33.12	0.25	£8.28
Correspondence (4 documents)	Actual cost	£4.00		£4.00		£4.00		£4.00		£4.00
Verification of licence	PO1	£40.94	0.50	£20.47	0.50	£20.47	0.10	£4.09	0.10	£4.09
Final production and posting of licence	C1	£33.12	0.50	£16.56	0.50	£16.56	0.10	£3.31	0.10	£3.31
Total			3.00	£107.27	3.00	£107.27	1.70	£61.09	0.55	£23.00

Meeting with officers	Per hearing			
Production of 'minded to refuse' letter	1	PO1	£40.94	£40.94
Photocopy and post letter	1	per item	£0.70	£0.70
Production of agenda	0.5	C1	£33.12	£16.56
Room hire	1	Per hour	£30.00	£30.00
Refreshments	4	Per person	£2.50	£10.00
Officer attendance x 2 (EL/CC)	2	PO1	£40.94	£81.88
Production of decision/minutes	0.5	PO1	£40.94	£20.47
Post decision/minutes	1	per copy	£0.70	£0.70
Legal costs	£126.30	2014 cost		£31.58
Total	4			£232.83
Number of hearings per year	16			4.00
Pro rata amount per application				£13

Compliance	<u>Per year</u>			
Other complaint	125.02	SO1	£37.50	£4,688.51
Compliance visit		SO1	£37.50	£0.00
Complaint handling		SO1	£37.50	£0.00
Liaison meetings (PubWatch/LEG)		SO1	£37.50	£0.00
Total per year	125.02			£4,688.51
Prorata amount per application	2.98			£68

General Enquiries	<u>Per working day</u>			
Generic email enquiries	0.01	C1	£33.12	£0.33
Telephone enquiries	0.01	C1	£33.12	£0.33
Counter enquiries	0.05	C1	£33.12	£1.66
Total	0.07			£2.32
Total per year (260 days)	18.20			£602.80
Prorata amount per application	0.15			£9