

GRANT / RENEWAL- SCRAP METAL SITE LICENCE**FEES APPLICABLE FROM 1/4/16**

No	Process Step	Team / Officer	Time	Cost
1	<u>Receipt & Verification of Application</u> Check all supporting documentation Processing & issuing of receipts Initial database input Scan all documentation and index to the database record File paperwork	CST	1 hour	£14.10
2	<u>Refer to LEO</u> Send Anite memo to refer application to LEO	TT	15mins	£3.53
3	<u>Assessment of Suitability</u> Review application and DBS Disclosure- check any relevant offences Consult Police and Environment Agency via Email (7 days for responses)	LEO	1 hr 15 mins	£23.46
4	<u>Site Visit</u> Time to prepare for and complete the visit	LEO	2 hours	£37.54
5	<u>Refer back to TT</u> Update case file and send Anite memo with instructions to issue licence	LEO	30 mins	£9.39
6	<u>Issuing of Licence</u> Finalise outstanding checks on database Create paper licence Contact applicant to arrange delivery / collection (Inc original DBS to be returned) Email EA to update National Register	TT	1hour	£14.10
Total				£102.12

Additional Costs:

Description	Cost
Mogo Licence (including printing)	£3
Compliance Visits (based on 2 x 2hour visits by LEO over 3 year period of licence)	2 x £37.54/hour x 2 visits= <u>£75.08</u>
Total	£78.08

Final Costs: £102.12+ £78.08= £180.20