

GRANT / RENEWAL- SCRAP METAL COLLECTORS 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 Take photograph and index Scan all documentation and index to the database record File paperwork	CST	1 hr 15 mins	£17.63
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 15mins	£23.46
4	<u>Refer back to TT</u> Update case file and send Anite memo with instructions to issue licence	LEO	30 mins	£9.39
5	<u>Issuing of Licence</u> Finalise outstanding checks on database Create paper licence and vehicle licence Contact applicant to arrange delivery / collection (Inc original DBS to be returned) Email EA to update National Register	TT	1hour	£14.10
Total=				£68.11

Additional Costs:

Description	Cost
Mogo Collectors Licence (including printing)	£8
Compliance Visits (based on 2 x 1hour visits by LEO over 3 year period of licence)	2 x £/18.77hour = <u>£37.54</u>
Total	£45.54

Final Costs: £68.11+ £45.54= £113.65