

VARIATION - SCRAP METAL SITE & 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 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>Potential 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 hour	£18.77
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 new paper licence and vehicle licence Contact applicant to arrange delivery / collection (Inc original DBS to be returned if included) Email EA to update National Register	TT	1hour	£14.10
6	<u>Cost of Mogo Licence</u> Site licence- £3 Collectors licence- £8 Average= £7			£7

Total Cost: £66.89

* A variation in a site licence has to be applied for where there are any changes relating to the name of the licensee on the licence; any change in the sites from which the licensee is authorised to carry on business; and any change in the details of a site manager. The level of input from officers will depend on the type of variation being requested.