

# Renewal of Scrap Metal Site Licence

LM £64.63  
 LO £30.83  
 Legal TMB £70.16  
 Committee £42.14  
 Fin £29.91

← Officer rates per hour

telephone costs  
 Documents cost  
 Financial admin  
 production of information documentation / awareness

	LM	LO	legal	COM	Fin	LM	LO	legal	COM	Fin	total TMBC
											4
											6
											6

	Time					Cost					
Send potential applicants guidance and copies of forms/Send existing licensees reminder letters		0.5				£0.00	£15.42	£0.00	£0.00		£15.42
						£0.00	£0.00	£0.00	£0.00		£0.00
Provide telephone/personal assistance and deal with queries regarding completion of application forms and general	0.5					£32.32	£0.00	£0.00	£0.00		£32.32
						£0.00	£0.00	£0.00	£0.00		£0.00
Check all required documents are included with the application	0.2	0.3				£12.93	£9.25	£0.00	£0.00		£22.18
Ascertain whether all necessary information has been included and is complete on application	0.2	0.3				£12.93	£9.25	£0.00	£0.00		£22.18
						£0.00	£0.00	£0.00	£0.00		£0.00
Decide who to consult with e.g. EA, Police, other LA's and send appropriate letters	0.5					£32.32	£0.00	£0.00	£0.00		£32.32
Assess whether any comments made require further investigation/hearing	0.5	0.3				£32.32	£9.25	£0.00	£0.00		£41.56
Arrange Committee hearing, write report, inform all interested parties of details - 10% applications	2		1			£12.93	£0.00	£7.02	£0.00		£19.94
Attendance at hearing, draft and issue decision notice to applicant/objectors -10% of applications	3		3	3		£19.39	£0.00	£21.05	£12.64		£53.08
Draft and issue licence	0.5	0.5				£32.32	£15.42	£0.00	£0.00		£47.73
Update Environment Agency register		0.5				£0.00	£15.42	£0.00	£0.00		£15.42
Premises inspections/intervention and compliance, complaints/queries - twice a year	3	3				£193.89	£92.49	£0.00	£0.00		£286.38
sub total	10.4	5.4	4	3		£187.43	£73.99	£28.06	£12.64		£318.13

**Proposed fee**

£318.13  
 £320.00