

**Scrap Metal Dealers Collectors Licence - Grant and renewal**

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	0.3					£19.39	£0.00	£0.00	£0.00		£19.39
						£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	0.2	0.3				£12.93	£9.25	£0.00	£0.00		£22.18
Arrange Committee hearing, write report, inform all interested parties of details - 10% applications	1.2		0.5			£7.76	£0.00	£3.51	£0.00		£11.26
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	0.3				£32.32	£9.25	£0.00	£0.00		£41.56
Update Environment Agency register		0.3				£0.00	£9.25	£0.00	£0.00		£9.25
sub total	6.1	2	3.5	3		£149.94	£61.66	£24.56	£12.64		£264.80

**Proposed fee**

£264.80

£265.00