

Appendix 2

Scrap Metal Site & Collectors Licence Application

Application Procedures	Time	Service hourly rate	Cost
Pre-application discussion	0.33	44.66	14.74
Check Application Form	0.25	44.66	11.17
Back office check	0.09	44.66	4.02
Chase up any outstanding information	0.19	44.66	8.49
Create record on CAPs	0.2	44.66	8.93
Process Payment	0.18	44.66	8.04
Amends CAPs	0.17	44.66	7.59
Applicant Suitable - Grant or Referral to Committee	0.5	44.66	22.33
Licence and Printing	0.085	44.66	3.80
Update Register	0.08	44.66	3.57
Postage	0.04	44.66	1.79
Scanning to DMS	0.17	44.66	7.59
Invoice Administration	0.17	42.53	7.23
Sub Total	2.46		109.28

Compliance Officer Visit			
One hour per visit one visit per year	3	44.66	133.98
Update CAPs	0.5	44.66	22.33
Pre check admin	0.33	44.66	14.74
Sub Total	3.83		171.05

Total Cost	280.33
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Re - compliance visits we intend to make one compliance visit per site and two stop checks for collectors per year. The licence is valid for 3 years

Variation of Scrap Metal Licence For Site and Collecto

New Application

Application Check	Time	Service hourly rate £
Pre-application discussion	0.19	44.66
Check Application Form	0.25	44.66
Back office check	0.08	44.66
Chase up any outstanding information	0.17	44.66
Create record on CAPs	0.17	44.66
Process Payment	0.17	44.66
Amends CAPs	0.17	44.66
Licence and Printing	0.085	44.66
Postage	0.085	44.66
Scanning to DMS	0.17	44.66
Licensing Officer Grant or Referral to Committee	0.5	44.66
Invoice Administration	0.17	42.53
Sub Total		

Compliance Officer Visit

Time per visit	1	44.66
Update CAPs	0.5	44.66
Pre check admin	0.33	44.66
Sub Total		

Total Cost

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Appendix 2

IRS

Cost
8.49
11.17
3.57
7.59
7.59
7.59
7.59
3.80
3.80
7.59
22.33
7.23
98.34

44.66
22.33
14.74
81.73

180.06
