

**APPENDIX A**

**Scrap Metal Dealers Act 2013 - Site licence new**

**New licence (Site)**

<b>Activity category</b>	<b>Activity</b>	<b>Grade</b>	<b>Time taken</b>	<b>Hourly Staff cost rate £</b>	<b>Oncosts £</b>	<b>£ 23%</b>	<b>% of Sub total applications</b>	<b>Total</b>		
<b>Assessment and administration</b>	Pre-application advice on the licensing process	Hay 8	10	17.3	2.88	0.66	3.54	100%	3.54	
	Check application and documents	Hay 7	10	15.52	2.58	0.59	3.17	100%	3.17	Grade Hourly rate £
	Scan documents, create records and enter on APP	Hay 7	30	15.52	7.76	1.78	9.54	100%	9.54	Hay 7 15.52
	Rejection and amendment of application	Hay 8	20	17.3	5.76	1.32	7.08	10%	0.71	Hay 8 17.3
	Create invoice and bank money	Hay 8	15	17.3	4.32	0.99	5.31	100%	5.31	Hay 9 18.91
<b>Processing of application including consulting on the suitability of the applicant</b>	Consultation with police, environment agency & local authorities	Hay 7	20	15.52	5.18	1.19	6.37	100%	6.37	Hay 10 20.89
	Receive and record responses	Hay 7	20	15.52	5.18	1.19	6.37	100%	6.37	Hay 11 22.8
<b>Review of the application including review relevant offences</b>	Consideration of responses received	Hay 9	30	18.91	9.46	2.18	11.64	100%	11.64	Hay 12 24.71
	Provide notice of intention to refuse licence	Hay 9	30	18.91	9.46	2.18	11.64	20%	2.33	Hay 14 30.04
	Receive notice of intention to make representations	Hay 9	10	18.91	3.15	0.72	3.87	20%	0.77	
	Notification of hearing arrangements	Hay 9	30	18.91	9.46	2.18	11.64	20%	2.33	
	Draft report to sub-committee	Hay 9	120	18.91	37.82	8.70	46.52	20%	9.30	

Activity category	Activity	Grade	Time taken	Hourly Staff cost rate £	Hourly Staff cost £	Oncosts £ 23%	% of Sub total applications	Total			
<b>Decision on whether to issue a licence</b>	Prepare licence where no representation	Hay 9	10	18.91	3.15	0.72	3.87	80%	3.10		
	Public hearing attendance	Hay 9	60	18.91	18.91	4.35	23.26	20%	4.65		
	Public hearing attendance	Hay 11 Legal	60	22.8	22.8	5.24	28.04	20%	5.61		
	Public hearing attendance	Hay 10	60	20.89	20.89	4.80	25.69	20%	5.14		
	Member allowance						595.00	20%	119.00		
	Room Hire						135.00	20%	27.00		
	Printing						30.00	20%	6.00		
	Pre / Post hearing meetings	Hay 9	60	18.91	18.91	4.35	23.26	20%	4.65		
	Pre / Post hearing meetings	Hay 11 Legal	60	22.8	22.8	5.24	28.04	20%	5.61		
	Pre / Post hearing meetings	Hay 10	60	20.89	20.89	4.80	25.69	20%	5.14		
	Prepare licence following hearing	Hay 9	20	18.91	6.3	1.45	7.75	20%	1.55		
	<b>Cost of issuing a licence in the format that it may be displayed</b>	Laminated licence	Hay 7	10	15.52	2.59	0.60	3.19	90%	2.87	
		Production costs	not applicable				0.00	10.00	100%	10.00	<b>Refundable</b>
	<b>Licence compliance year one</b>	Induction meeting and initial records check	Hay 11	120	22.8	45.6	10.49	56.09	100%	56.09	56.09
Induction meeting and initial records check		Hay 9	120	18.91	37.82	8.70	46.52	100%	46.52	46.52	
Follow up correspondence		Hay 11	45	22.8	17.1	3.93	21.03	100%	21.03	21.03	
Follow-up visit		Hay 11	60	22.8	22.8	5.24	28.04	100%	28.04	28.04	
Follow-up visit		Hay 9	60	18.91	18.91	4.35	23.26	100%	23.26	23.26	
Follow-up correspondence		Hay 9	30	18.91	9.46	2.18	11.64	100%	11.64	11.64	
<b>Licence compliance year two</b>		Annual inspection	Hay 11	60	22.8	22.8	5.24	28.04	100%	28.04	28.04

Activity category	Activity	Grade	Time taken	Hourly Staff cost rate £	Staff cost £	Oncosts £ 23%	Sub total	% of applications	Total	
	Annual inspection	Hay 9	60	18.91	18.91	4.35	23.26	100%	23.26	23.26
	Follow up correspondence	Hay 9	30	18.91	9.46	2.18	11.64	100%	11.64	11.64
	Follow-up visit	Hay 11	30	22.8	11.4	2.62	14.02	75%	10.52	10.52
	Follow-up visit	Hay 9	30	18.91	9.46	2.18	11.64	75%	8.73	8.73
	Follow-up correspondence	Hay 9	15	18.91	4.73	1.09	5.82	75%	4.36	4.36
<b>Licence compliance year three</b>										
	Annual inspection	Hay 11	60	22.8	22.8	5.24	28.04	100%	28.04	28.04
	Annual inspection	Hay 9	60	18.91	18.91	4.35	23.26	100%	23.26	23.26
	Follow up correspondence	Hay 9	30	18.91	9.46	2.18	11.64	100%	11.64	11.64
	Follow-up visit	Hay 11	30	22.8	11.4	2.62	14.02	50%	7.01	7.01
	Follow-up visit	Hay 9	30	18.91	9.46	2.18	11.64	50%	5.82	5.82
	Follow-up correspondence	Hay 9	15	18.91	9.46	2.18	11.64	50%	5.82	5.82
<b>Start up / management and support costs</b>										
	Unit Manager	Hay 14	180	30.4	91.2	20.98	112.18	10%	11.22	<b>354.72</b>
	Team Leader	Hay 12	180	24.71	74.13	17.05	91.18	10%	9.12	
	Unit Support Manager	Hay 8	180	17.3	51.9	11.94	63.84	10%	6.38	
<b>Training</b>										
	Team	All	60	248	248	57.04	305.04	10%	30.50	
<b>Compile guidance forms and web site</b>										
	Team Leader	Hay 12	180	24.71	74.13	17.05	91.18	10%	9.12	<b>682.76</b>

**Scrap Metal Dealers Act 2013 - Collectors licence new  
New licence  
(Collector)**

Activity category	Activity	Grade	Time taken	Hourly rate £	Staff cost £	Oncosts £ 23%	Sub total	% of applications	Total
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Activity category	Activity	Grade	Time taken	Hourly Staff cost rate £	Staff cost £	Oncosts £ 23%	Sub total	% of applications	Total
<b>Assessment and administration</b>	Pre-application advice on the licensing process	Hay 8	10	17.3	2.88	0.66	3.54	100%	3.54
	Check application and documents	Hay 7	10	15.52	2.58	0.59	3.17	100%	3.17
	Scan documents, create records and enter on APP	Hay 7	15	15.52	3.88	0.89	4.77	100%	4.77
	Rejection and amendment of application	Hay 8	20	17.3	5.76	1.32	7.08	10%	0.71
	Create invoice and bank money	Hay 8	15	17.3	4.32	0.99	5.31	100%	5.31
<b>Processing of application including consulting on the suitability of the applicant</b>	Consultation with police, environment agency & local authorities	Hay 7	15	15.52	3.88	0.89	4.77	100%	4.77
	Receive and record responses	Hay 7	15	15.52	3.88	0.89	4.77	100%	4.77
<b>Review of the application including review relevant offences</b>	Consideration of responses received	Hay 9	15	18.91	4.72	1.09	5.81	100%	5.81
	Provide notice of intention to refuse licence	Hay 9	20	18.91	6.3	1.45	7.75	10%	0.77
	Receive notice of intention to make representations	Hay 9	10	18.91	3.15	0.72	3.87	10%	0.39
	Notification of hearing arrangements	Hay 9	30	18.91	9.46	2.18	11.64	10%	1.16
	Draft report to sub-committee	Hay 9	90	18.91	28.36	6.52	34.88	10%	3.49
<b>Decision on whether to issue a licence</b>	Prepare licence where no representation	Hay 9	10	18.91	3.15	0.72	3.87	90%	3.49
	Public hearing attendance	Hay 9	60	18.91	18.91	4.35	23.26	10%	2.33

Activity category	Activity	Grade	Time taken	Hourly Staff cost rate £	Hourly Staff cost £	Oncosts £ 23%	% of Sub total applications	Total		
	Public hearing attendance	Hay 11 Legal	60	22.8	22.8	5.24	28.04	10%	2.80	
	Public hearing attendance	Hay 10	60	20.89	20.89	4.80	25.69	10%	2.57	
	Member allowance						595.00	10%	59.50	
	Room Hire						135.00	10%	13.50	
	Printing						30.00	10%	3.00	
	Pre / Post hearing meetings	Hay 9	45	18.91	14.18	3.26	17.44	10%	1.74	
	Pre / Post hearing meetings	Hay 11 Legal	45	22.8	17.1	3.93	21.03	10%	2.10	
	Pre / Post hearing meetings	Hay 10	45	20.89	15.66	3.60	19.26	10%	1.93	
	Prepare licence following hearing	Hay 9	20	18.91	6.3	1.45	7.75	10%	0.77	
<b>Cost of issuing a licence in the format that it may be displayed</b>	ID Card & Tax Disc style	Hay 7	20	15.52	5.17	1.19	6.36	90%	5.72	
	Production costs	not applicable				0.00	30.00	100%	30.00	<b>Refundable</b>
<b>Licence compliance year one</b>	Induction meeting and initial records check	Hay 11	75	22.8	28.5	6.56	35.06	100%	35.06	35.06
	Follow up correspondence	Hay 11	30	22.8	11.4	2.62	14.02	100%	14.02	14.02
	Follow-up meeting	Hay 11	45	22.8	17.1	3.93	21.03	100%	21.03	21.03
	Follow-up correspondence	Hay 9	30	18.91	9.46	2.18	11.64	100%	11.64	11.64
<b>Licence compliance year two</b>	Annual check	Hay 9	45	18.91	14.18	3.26	17.44	100%	17.44	17.44
	Follow up correspondence	Hay 9	30	18.91	9.46	2.18	11.64	100%	11.64	11.64
	Follow-up check	Hay 9	30	18.91	9.46	2.18	11.64	75%	8.73	8.73
	Follow-up correspondence	Hay 9	15	18.91	4.73	1.09	5.82	75%	4.36	4.36
<b>Licence compliance year three</b>	Annual check	Hay 9	45	18.91	14.18	3.26	17.44	100%	17.44	17.44
	Follow up correspondence	Hay 9	30	18.91	9.46	2.18	11.64	100%	11.64	11.64

Activity category	Activity	Grade	Time taken	Hourly Staff cost rate £	£	Oncosts £ 23%	% of Sub total applications	Total		
	Follow-up check	Hay 9	30	18.91	9.46	2.18	11.64	50%	5.82	5.82
	Follow-up correspondence	Hay 9	15	18.91	9.46	2.18	11.64	50%	5.82	5.82
<b>Start up / management and support costs</b>	Unit Manager	Hay 14	180	30.4	91.2	20.98	112.18	10%	11.22	<b>164.64</b>
	Team Leader	Hay 12	180	24.71	74.13	17.05	91.18	10%	9.12	
	Unit Support									
<b>Training</b>	Manager	Hay 8	180	17.3	51.9	11.94	63.84	10%	6.38	
	Team	All	60	248	248	57.04	305.04	10%	30.50	
<b>Compile guidance forms and web site</b>	Team Leader	Hay 12	180	24.71	74.13	17.05	91.18	10%	9.12	
									<b>399.10</b>	