

APPENDIX A

Scrap Metal Dealers Act 2013 -

Variation

| Activity category | Activity | Grade | Time taken | Hourly Staff cost rate £ | £ | Oncosts £ 23% | % of Sub total applications | Total | | |
|---|--|--------------|-------------------|---------------------------------|----------|----------------------|------------------------------------|--------------|------|---------------|
| Assessment and administration | 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 |
| | Scan documents, create records and enter on APP | Hay 7 | 15 | 15.52 | 3.88 | 0.89 | 4.77 | 100% | 4.77 | Hourly rate £ |
| | Rejection and amendment of application | Hay 8 | 20 | 17.3 | 5.76 | 1.32 | 7.08 | 10% | 0.71 | Hay 7 |
| | Create invoice and bank money | Hay 8 | 15 | 17.3 | 4.32 | 0.99 | 5.31 | 100% | 5.31 | Hay 8 |
| Processing of application including consulting on the suitability of the applicant | Consultation with police, environment agency & local authorities | Hay 7 | 15 | 15.52 | 3.88 | 0.89 | 4.77 | 100% | 4.77 | Hay 9 |
| | Receive and record responses | Hay 7 | 15 | 15.52 | 3.88 | 0.89 | 4.77 | 100% | 4.77 | 20.89 |
| | | | | | | | | | | Hay 11 |
| Review of the application including review relevant offences | Consideration of responses received | Hay 9 | 15 | 18.91 | 4.72 | 1.09 | 5.81 | 100% | 5.81 | 22.8 |
| | Provide notice of intention to refuse licence | Hay 9 | 20 | 18.91 | 6.3 | 1.45 | 7.75 | 10% | 0.77 | Hay 12 |
| | Receive notice of intention to make representations | Hay 9 | 10 | 18.91 | 3.15 | 0.72 | 3.87 | 10% | 0.39 | Hay 14 |
| | 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 | |

