

APPENDIX A

Scrap Metal Dealers Act 2013 - Site licence Renewal

Renewal

Activity category	Activity	Grade	Time taken	Hourly Staff cost rate £	Oncosts £	£ 23%	% of Sub total applications	Total		
Assessment and administration	Renewal notice	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	30	15.52	7.76	1.78	9.54	100%	9.54	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	20	15.52	5.18	1.19	6.37	100%	6.37	Hay 9
	Receive and record responses	Hay 7	20	15.52	5.18	1.19	6.37	100%	6.37	20.89
										Hay 11
Review of the application including review relevant offences	Consideration of responses received	Hay 9	30	18.91	9.46	2.18	11.64	100%	11.64	22.8
	Provide notice of intention to refuse licence	Hay 9	30	18.91	9.46	2.18	11.64	10%	1.16	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	120	18.91	37.82	8.70	46.52	10%	4.65	
	Prepare licence where no representation	Hay 9	10	18.91	3.15	0.72	3.87	90%	3.49	

Activity category	Activity	Grade	Time taken	Hourly Staff cost rate £	Staff cost £	Oncosts £ 23%	% of Sub total applications	Total			
Decision on whether to issue a licence	Public hearing attendance	Hay 9	60	18.91	18.91	4.35	23.26	10%	2.33		
	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	60	18.91	18.91	4.35	23.26	10%	2.33		
	Pre / Post hearing meetings	Hay 11 Legal	60	22.8	22.8	5.24	28.04	10%	2.80		
	Pre / Post hearing meetings	Hay 10	60	20.89	20.89	4.80	25.69	10%	2.57		
	Prepare licence following hearing	Hay 9	20	18.91	6.3	1.45	7.75	10%	0.77		
	Cost of issuing a licence in the format that it may be displayed	Laminated licence	Hay 7	10	15.52	2.59	0.60	3.19	100%	3.19	
		Production costs	not applicable				0.00	10.00	100%	10.00	Refundable
	Licence compliance year one	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	45%	6.31	6.31	
Follow-up visit		Hay 9	30	18.91	9.46	2.18	11.64	45%	5.24	5.24	
Follow-up correspondence		Hay 9	15	18.91	4.73	1.09	5.82	45%	2.62	2.62	
Licence compliance year two		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	40%	5.61	5.61	
	Follow-up visit	Hay 9	30	18.91	9.46	2.18	11.64	40%	4.65	4.65	

Activity category	Activity	Grade	Time taken	Hourly Staff cost rate £	Staff cost £	Oncosts £ 23%	Sub total	% of applications	Total	
	Follow-up correspondence	Hay 9	15	18.91	4.73	1.09	5.82	40%	2.33	2.33
Licence compliance year three	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	35%	4.91	4.91
	Follow-up visit	Hay 9	30	18.91	9.46	2.18	11.64	35%	4.07	4.07
	Follow-up correspondence	Hay 9	15	18.91	9.46	2.18	11.64	35%	4.07	4.07
Management and support costs	Unit Manager	Hay 14	180	30.4	91.2	20.98	112.18	10%	11.22	228.63
	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	
									418.22	

Scrap Metal Dealers Act 2013 - Collectors licence Renewal Licence Renewal (Collector)

Activity category	Activity	Grade	Time taken	Hourly rate £	Staff cost £	Oncosts £ 23%	Sub total	% of applications	Total
Assessment and administration	Renewal notice	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

Activity category	Activity	Grade	Time taken	Hourly Staff cost rate £	Staff cost £	Oncosts £ 23%	Sub total	% of applications	Total
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
	Receive and record responses	Hay 7	15	15.52	3.88	0.89	4.77	100%	4.77
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
	Provide notice of intention to refuse licence	Hay 9	20	18.91	6.3	1.45	7.75	5%	0.39
	Receive notice of intention to make representations	Hay 9	10	18.91	3.15	0.72	3.87	5%	0.19
	Notification of hearing arrangements	Hay 9	30	18.91	9.46	2.18	11.64	5%	0.58
	Draft report to sub-committee	Hay 9	90	18.91	28.36	6.52	34.88	5%	1.74
	Prepare licence where no representation	Hay 9	10	18.91	3.15	0.72	3.87	5%	0.19
Decision on whether to issue a licence	Public hearing attendance	Hay 9	60	18.91	18.91	4.35	23.26	5%	1.16
	Public hearing attendance	Hay 11 Legal	60	22.8	22.8	5.24	28.04	5%	1.40
	Public hearing attendance	Hay 10	60	20.89	20.89	4.80	25.69	5%	1.28
	Member allowance						595.00	5%	29.75
	Room Hire						135.00	5%	6.75
	Printing						30.00	5%	6.00
	Pre / Post hearing meetings	Hay 9	45	18.91	14.18	3.26	17.44	5%	0.87
	Pre / Post hearing meetings	Hay 11 Legal	45	22.8	17.1	3.93	21.03	5%	1.05
	Pre / Post hearing meetings	Hay 10	45	20.89	15.66	3.60	19.26	5%	0.96

Activity category	Activity	Grade	Time taken	Hourly Staff cost rate £	Staff cost £	Oncosts £ 23%	Sub total	% of applications	Total	
Cost of issuing a licence in the format that it may be displayed	Prepare licence following hearing	Hay 9	20	18.91	6.3	1.45	7.75	5%	0.39	
	ID Card & Tax Disc style	Hay 7	20	15.52	5.17	1.19	6.36	100%	6.36	
	Production costs	not applicable				0.00	30.00	100%	30.00	Refundable
Licence compliance year one	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 meeting	Hay 9	30	18.91	9.46	2.18	11.64	45%	5.24	5.24
	Follow-up correspondence	Hay 9	15	18.91	4.72	1.09	5.81	45%	2.61	2.61
Licence compliance year two	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	40%	4.65	4.65
	Follow-up correspondence	Hay 9	15	18.91	4.73	1.09	5.82	40%	2.33	2.33
Licence compliance year three	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	35%	4.07	4.07
	Follow-up correspondence	Hay 9	15	18.91	9.46	2.18	11.64	35%	4.07	4.07
Management and support costs	Unit Manager	Hay 14	180	30.4	91.2	20.98	112.18	10%	11.22	110.21
	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	
									258.87	