

## APPENDIX A

### SCRAP METAL DEALERS ACT 2013 Scrap Metal Licence fees

Scrap Metal Licences will be issued for a maximum period of 3 years following payment of the full fee. These fees are applicable from 1 October 2013 and will be subject to review, particularly for 2014/15 when it will become more obvious how many applications are likely to be processed each year. It is not anticipated there would be a significant difference between the time entailed to process site licences compared to collectors' licences.

The fees have to be set taking into account statutory guidance issued by the Home Secretary, which reflects the Provision of Services Regulations 1990. Certain activities can not be recovered, such as enforcement in relation to unlicensed operators or the cost of appeals. They are based on the hourly office time previously approved by Cabinet.

	<b>Scrap Metal Site Licence</b>	<b>Scrap Metal Collectors Licence</b>
Grant	£254.48	£254.48
Renewal	£191.50	£191.50
Variation	£51.00	£51.00
Name Change	£51.00	£51.00
Change Of Site	£51.00	Not applicable

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Fees have been assessed as follows:

Activity	Comment	Cost of granting initial licences	Cost of renewing licences	Cost of variation/ changing name/ change of site
Preparation for and introduction of the scheme including publicity, development of processes and systems and preparation of Cabinet report	7 hours x Licensing Officer @ £28.30 per hour and 7 hours x Licensing Manager @ £40.15 2 hours x Section Head @ £50.20 per hour 1 hour Head of Service @ £50.20 Total £629.75 This total figure for this activity has then been divided between an estimated 10 applications.	62.98	n/a	n/a
Dealing with enquiries about scheme over three year period	4 hours x Assistant Licensing Officer @ £22.70 per hour 2 hours x Licensing Manager @ £40.15 per hour Total £171.10 This total figure for this activity has then been divided between an estimated 10 applications.	£17.11	£17.11	n/a
Processing application, conducting consultations, issuing licences over three years	2 hours x Assistant Licensing Officer @ £22.70  Assumed only one hour time for variations	£45.40	£45.40	£22.70
Visiting licence-holders for compliance checks over three years	3 visits for 1 hour each by Licensing Enforcement Officer/Environmental Crime Officers @ £28.30 per hour. Changes to site may require 1 x visit for 1 hour	£84.90	£84.90	£28.30
Consideration of application for possible refusal or imposition of conditions	Considered 3 applications likely over a 3 year licence period. Time totalling 3 hours x Licensing Manager @ £40.15, 6 hours x Licensing Officer @ £28.30 and 3 hours x Section Head @ £50.20. Total costs £440.85	£44.09	£44.09	n/a

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	This total figure for this activity has then been divided between an estimated 10 applications. Considered unlikely to arise when dealing with changes of name etc.			
<b>TOTAL</b>		£254.48	£191.50	£51.00