



**Operator licence - Maidstone Borough Council - New - 3 Years**

	AO	LO	AO	LO	AO	LO	TOTAL
Send application forms	0.1						£2.53
Provide telephone/personal assistance and deal with queries regarding completion of application forms and general enquiries	0.2						£5.07
Check all documentation is correct and valid, enter onto admin worksheet and scan documentation	0.27						£6.84
Verify cheque details, bank money and clear funds	0.2						£5.07
Input application onto computer system	0.35						£8.87
Link Vehicles	0.5						£12.67
Meet in reception	0.5						£12.67
Copy of docs in reception	0.2						£5.07
Update spreadsheet	0.17						£4.31
Draft and issue licence	0.3						£7.60
Filing and checking for electronic documents	0.17						£4.31
Checking and signing DBS and filling in DBS sheet		0.17					£6.32
Member training		0.002					£0.12
Compliance visits		1.75					£195.09
Compliance visits - travel costs		0.14					£22.50
Policy writing and consultation		0.05					£6.40
Reconciliation							£1.86
Victoria forms							£1.86
Licence paper							£8.13
Partnership. Headed paper							£0.05
Link and card printer ribbon							£0.10
Dymo tape and batteries							£0.18
							22.39
<b>Total</b>							<b>£74.98</b>
							<b>£1.98</b>
							<b>£338.11</b>

Operator licence - Maidstone Borough Council - New - 1 Year						
	AO	£25.33	Admin Officer			
	LO	£37.16	Licensing Officer			
	Training/Politic	£45.68				
	Legal	£62.31				
	Time					
	AO	LO	AO	LO	TOTAL	
Send application forms	0.1				£2.53	£2.53
Provide telephone/personal assistance and deal with queries regarding completion of application forms and general enquiries	0.2				£5.07	£5.07
Check all documentation is correct and valid, enter onto admin worksheet and scan documentation	0.27				£6.84	£6.84
Verify cheque details, bank money and clear funds	0.2				£5.07	£5.07
Input application onto computer system	0.35				£8.87	£8.87
Link Vehicles	0.5				£12.67	£12.67
Meet in reception	0.5				12.665	£12.67
Copy of docs in reception	0.2				£5.07	£5.07
Update spreadsheet	0.17				£4.31	£4.31
Draft and issue licence	0.3				£7.60	£7.60
Filing and checking for electronic documents	0.17				£4.31	£4.31
Checking and signing DBS and filling in DBS sheet		0.17				£6.32
Member training		0.002				£0.12
Compliance visits		1.75				£65.03
Compliance visits - travel costs						£7.50
Policy writing and consultation		0.14				£6.40
Reconciliation		0.05				£1.86
Victoria forms			£8.52			£8.13
Licence paper			£0.05			£0.05
Partnership Headed paper			0.1			£0.10
Ink and card printer ribbon			0.18			£0.18
Dymo tape and batteries			22.39			22.39
<b>Total</b>					£74.98	£193.05
					£1.98	£195



Operator licence - Maidstone Borough Council - renewal - 3 years						
	AO	£25.33	Admin Officer			
	LO	£37.16	Licensing Officer			
	Training/Polic	£45.68				
	Legal	£62.31				
	Time					
	AO	LO	AO	LO	AO	TOTAL
Send application forms	0.1				£2.53	£2.53
Provide telephone/personal assistance and deal with queries regarding completion of application forms and general enquiries	0.08				£2.03	£2.03
Check all documentation is correct and valid, enter onto admin worksheet and scan documentation	0.2				£5.07	£5.07
Verify cheque details, bank money and clear funds	0.17				£4.31	£4.31
Input application onto computer system	0.25				£6.33	£6.33
Link Vehicles	0.25				£6.33	£6.33
Copy of documents	0.2				£5.07	£5.07
Update spreadsheet	0.17				£4.31	£4.31
Draft and issue licence	0.3				£7.60	£7.60
Filing and checking for electronic documents	0.17				£4.31	£4.31
Member training		0.002				
Compliance visits - travel costs					£0.12	0.12462
Compliance visits		1.5				£22.50
Policy writing and consultation		0.14				£167.22
Reconciliation		0.05				£6.40
Victoria forms					£1.86	1.858
Consumables						£8.13
Support costs						£0.33
						£22.39
<b>Total</b>					£47.87	£1.98
						£276.82
						£275

