

COUNCIL

10 SEPTEMBER 2013

REPORT OF CORPORATE DIRECTOR (PUBLIC EXPERIENCE)

A.1 SCRAP METAL DEALERS ACT 2013

(Report prepared by Simon Harvey, Emma King and Mike Gibson-Davies)

PART 1 – KEY INFORMATION

PURPOSE OF THE REPORT

- To advise Members of the implications of the Scrap Metal Dealers Act 2013 (“the Act”) and the increased responsibilities and enforcement powers which this gives the Council
- To set appropriate fees
- To update Delegated Powers in the Constitution

EXECUTIVE SUMMARY

- The Act, which replaces the Scrap Metal Dealers Act 1964 (the “1964 Act”), is due to come into force on 1 December 2013 and provides a new regulatory regime for scrap metal dealers and motor salvage operators for permanent sites and mobile collectors, for which local fees must be set. The new legislation implements a licensing regime with powers of refusal and revocation and a right of appeal through the Council’s Licensing Committee and Licensing Sub-Committee system and from there to the Magistrates’ Court. Transitional applications for current operators can be made from 1 October 2013 and have to be submitted to the Council by 15 October 2013.
- Because the Home Office national guidance on fees was published on 12 August 2013, the timescale for setting local fees and administrative arrangements under the new Act is extremely tight. There are no comparable fees or administrative or enforcement arrangements under the current legislation, which mainly dates back to the 1964 Act. Consequently, it is proposed that the Council’s fees will be set on the basis of a reasonable estimate of the local costs of administering, enforcing and hearing licensing appeals under the new regime. These fees are also benchmarked against those Essex authorities who have already set their fees. TDC’s fees will, however, be reviewed as soon as reasonably practicable before the end of the financial year, when sufficient time should have elapsed to undertake a more accurate assessment of the cost of running the new regime.
- Under the Constitution, scrap metal dealers’ registration and licensing currently falls within the terms of reference of the Regulatory Committee under officers’ delegated powers.
- The Act requires the payment of a fee for a site licence or a mobile collector’s licence and gives applicants a right of appeal to the Council, for example against the refusal of a licence. Under the Constitution, the hearing of licensing appeals sits far more comfortably within the general remit and terms of reference of the Licensing Committee and, more specifically the delegated powers of its Sub-Committees, which

are already set up to hear appeals for taxi drivers and premises licence applications. The Regulatory Committee has no such arrangements in place.

- It is therefore recommended that these new functions are placed within the terms of reference of the Licensing Committee. However, the hearing of appeals would be delegated to and carried out by the Licensing (General Purposes) Sub-Committee and/or the Premises/Personal Licences Sub-Committees. Officers consider there is no realistic alternative, given the deadlines of the new legislation. The Licensing Committee, consisting of 14 Members, is considered too large to hear and determine appeals itself.

RECOMMENDATION(S)

- a) That the Council's functions, powers and duties under the Scrap Metal Dealers Act 2013 and any associated legislation be placed within the terms of reference of its Licensing Committee and its Sub-Committees and/or the Corporate Director (Public Experience) and that the power to determine appeals relating to this function be delegated to Licensing (General Purposes) Sub-Committee and/or the Premises/Personal Licence Sub-Committees in accordance with the changes set out in Appendix A to this report and as authorised under (b) below.**
- b) That the Legal Services Manager be authorised to make such changes to the Constitution as she sees fit in order to give full and proper effect to (a) above and to remove the delegated powers of the Regulatory Committee relating to the Scrap Dealers Act 1964.**
- c) That the proposed local Tendring District Council fees, as set out in Appendix B to this report, are approved and that a review of the fees is undertaken as soon as reasonably practicable before the end of the financial year 31 March 2014.**

PART 2 – IMPLICATIONS OF THE DECISION

DELIVERING PRIORITIES

The implementation of the Act will assist in achieving the Corporate Plan, as it seeks to promote sustainable economic growth by ensuring businesses can trade effectively and comply with legal requirements. It should also help to ensure that the Tendring District remains a low crime area and reduces the fear of crime in relation to scrap metal and motor salvage.

FINANCE, OTHER RESOURCES AND RISK

Finance and Other Resources

Schedule 1 to the Act will allow the Council to charge a licence fee, set locally, which must have regard to any guidance issued by the Secretary of State. The fee should cover the cost of the Council administering and supporting the enforcement of the new licensing system and should therefore be cost neutral to the licensing service. It must not include any element of cost for taking enforcement action against unlicensed operators.

The publication of national guidance to local authorities by the Home Office on 12 August 2013 on fee setting under the Act has allowed very little time for the Council to do anything other than to set its fees based on a best estimate of the Council's reasonable costs of administering, enforcing against licensed operators and hearing licence appeals under the new regime.

The Local Government Association and the Home Office have advised local authorities that their costs to implement, administer and enforce the provisions of the new Act should include:

- All activity required for processing and granting a licence, such as considering applications and assessing the suitability of the applicant
- The costs of staff associated with supporting the service, including senior staff with managerial responsibility
- Support provided by other sections within the Council to the Licensing Team such as Legal Services and any recharges there might be for rooms, heating and lighting from the centre of the Authority
- The cost of providing advice and guidance to applicants on what will be a new process
- Carrying out inspections and ensuring compliance with the law
- Training for staff and Councillors on the requirements of the new legislation
- Costs associated with consulting other agencies and bodies when considering whether or not the applicant is a suitable person to hold a licence
- Working with any partners to ensure compliance
- Making and reviewing any policies in relation to the operation of the new licensing regime
- Issuing the licence
- Any officer time spent providing information for inclusion in the register of scrap metal dealers
- The costs associated with hearings, e.g. communicating with applicants, costs in relation to paragraph 7(1) of Schedule 1 to the Act, preparing reports, Member costs (such as travel expenses), hire of rooms, cost of printing agendas, legal services costs and legal advice to the Committee and officer costs associated with running the hearing.

It should be noted, however, that this legislation is brand new and is very different from the existing arrangements for scrap metal dealers, which essentially amounts to a registration scheme only and attracts no fees. Therefore the Council and all other local authorities will have little to make any comparison with until the new regime has had time to settle in. The Council's fees have, however, been benchmarked against other Essex local authorities that had set their fees at the time this report was written, but each local authority's time and costs will vary and may alter on review.

Appendix B to this report sets out in Part 1 the fees already set by other Essex local authorities and in Part 2 the fees recommended by officers for approval by Tendring District Council.

A review of these fees is recommended as soon as reasonably practicable before the end of the current financial year when a reasonable period of running the new regime has elapsed.

Risk

There is a significant risk to the Council's reputation if it is not in a position to accept and process applications by the time that the transitional arrangements for existing permit holders comes into force between 1 and 15 October 2013.

Failure to implement this new legislation within the timescales set out above could make the Council unable to process applications because it had not set the fees or put in place arrangements for dealing with appeals under the new Act. For this reason, the course of action proposed in this report is strongly recommended.

There is also an economic risk to the businesses that are currently registered and also to their customers if the Council failed to put the new arrangements in place on time. In addition, failure to introduce the arrangements on time would have adverse implications for promoting crime reduction in this sector.

LEGAL

The 2013 Act replaces the current registration regime for scrap metal dealers and vehicle dismantlers. The Council will be responsible for both licensing and enforcement of the Act. The Act gives a statutory right of appeal against refusal or revocation of a licence to a Council Committee and from there a further right of appeal to the Magistrates' and Crown Courts. If an appeal to the Court is successful, costs could be awarded against the Council.

OTHER IMPLICATIONS

Consideration has been given to the following and any significant issues are set out below.

Crime and Disorder

The new Act affords greater protection for businesses, residents and customers in the Tendring District against crime, such as scrap metal and vehicle theft, than that under the current legislation (i.e. the Scrap Metal Dealers Act 1964 and/or Vehicle Crime (Motor Salvage) Act 2001).

Equality and Diversity

If necessary, advice can be made available in different languages for those whose first language may not be English.

Health Inequalities

None

Area or Ward Affected

All.

Consultation/Public Engagement

Letters have been sent to all current registration holders informing them of the forthcoming changes.

The Council has also proactively invited all current scrap metal dealers to a presentation evening at Weeley Council offices which will be held on 12 September 2013. The Licensing Team will outline the new arrangements for existing scrap metal dealers and new applicants and answer any questions that they may have.

As part of the invitation, existing scrap metal dealers have also been encouraged to contact the Licensing Team with “pre-questions” on issues that may be concerning them so that, where possible, all their enquiries can be answered and resolved on the evening. Initial responses from scrap metal dealers in the Tendring district indicate that many of them had little or no previous awareness of the new legislation and they have warmly welcomed the Council’s proactiveness in arranging this presentation on 12 September 2013 as both business-friendly and a positive help to their businesses.

PART 3 – SUPPORTING INFORMATION

BACKGROUND

The recent growth of metal theft offences, driven by increased commodity costs, has highlighted the ineffectiveness of the existing registration scheme under the Scrap Metal Dealers Act 1964, which has not prevented the scrap metal industry being the central market for stolen metal.

In 2010/2011 the Home Office estimated that there were between 80,000 and 100,000 reported metal theft offences per year which cost the economy up to £777 million per annum. The impact of metal theft was felt across the United Kingdom by a range of sectors, including serious adverse impacts on the national transport infrastructure, electricity and telecommunication links; street furniture; heritage buildings; memorial and commercial and residential buildings.

It was widely considered that regulatory reform of the scrap metal sector was needed. Initial legislative steps to prohibit cash payments for scrap metal, amend police powers of entry into unregistered scrap metal sites and to increase the existing financial penalties for offences under the Scrap Metal Dealers Act 1964 were contained in the Legal Aid, Sentencing and Punishment of Offenders Act 2012 which amended the Scrap Metal Dealers Act 1964. These were brought into force in December 2012. These later amendments have, for example, made it illegal for the most part for scrap metal to be bought and sold for cash.

CURRENT POSITION

Currently, all Tendring-based scrap metal dealers and motor salvage operators, within the meaning of the Scrap Metal Dealers Act 1964 and Vehicle Crime (Motor Salvage) Act 2001, who buy or sell scrap metal as a business must register with the Council as a scrap metal dealer and also hold a Waste Carrier’s Licence issued by the Environment Agency. The Certificate of Registration is valid for three years. There is currently no provision to charge a fee for registration as a Scrap Metal Dealer and no appeal process against the Council’s refusal of registration.

The Scrap Metal Dealers Act 2013 is due to go into effect on 1 December 2013 and provides a new regulatory regime for scrap metal dealers and motor salvage operators for permanent sites and mobile collectors.

A site licence allows the holder to transport scrap metal to and from those sites in any local authority area and a collector’s licence permits the holder to collect scrap metal as a mobile operator within the local authority’s area. It does not allow the operator to collect scrap outside the area in which the collector’s licence has been granted. Collectors wishing to operate outside their local authority area will need to apply for a separate collector’s licence with each local authority concerned.

Prior to the Act coming into effect on 1 December 2013, the Council will begin to receive transitional applications from existing permit holders or any new applicants as from 1 October 2013, with a deadline of 15 October 2013 for transitional applications to be submitted for existing permit holders. It is anticipated that the Council will receive approximately 20 transitional applications.

The new regulation regime will be implemented by officers and the function will be placed under the terms of reference of the Licensing Committee, whose Sub-Committees will be required to determine appeals, revocations, administration and enforcement as necessary.

Where the Council proposes to reject an application (or revoke or vary it) the applicant has to be notified in writing of what the Council proposes to do and the reasons for it. The applicant then has the right to make representations to the relevant Sub-Committee of the Licensing Committee, where Members will determine the application.

Under Delegated Powers in the Council's Constitution, the Council's powers and functions under the Scrap Metal Dealers Act 1964 fall within the remit of the Regulatory Committee.

The new Scrap Metal Dealers Act requires the payment of a fee for a site licence or a mobile collector's licence and allows applicants to appeal to the Council, for instance against refusal of licence. Constitutionally, the framework for hearing licensing appeals sits far more comfortably within the terms of reference of the Licensing Committee and in particular the delegated powers of its Sub-Committees which are already set up to hear such appeals for taxi drivers and premises and personal licence applications.

The Council can impose conditions on a licence, although the scope for doing this is very limited and conditions can only be imposed where the applicant or a site manager has been convicted of a relevant offence, or where the Council is revoking the licence, until the revocation comes into effect.

Under the new Act, the Council and the police will have powers to enter and inspect licensed and unlicensed sites.

Under the new Act and following the introduction of the Legal Aid, Sentencing and Punishment of Offenders Act 2012, anybody who buys scrap metal for cash after 3 December 2012 will be committing an offence. The only exception from this provision is for some "itinerant" collectors. An itinerant collector is a collector who goes from house to house collecting scrap metal as part of their business. For this exemption the collector must register with the Council, and also obtain a separate Order which exempts them from certain record keeping, but allows them to continue to buy scrap metal for cash.

ADMINISTRATIVE AND APPEAL ARRANGEMENTS

It is recommended that the Council delegates authority to the Licensing (General Purposes) Sub-Committee and/or the Premises/Personal Licences Sub-Committees which are appropriately constituted to hear appeals for the grant of licence applications and also licence revocation matters. The Constitution currently provides that the Scrap Metal Dealers Act 1964 and the Vehicle Crimes (Motor Salvage) Act 2001 falls within the remit of the Regulatory Committee. The changes to Delegated Powers set out in Appendix A include provision for the Licensing Committee to set the fees (amendment number 2 on page 2).

BACKGROUND PAPERS FOR THE DECISION

Guidance to Local Authorities "Get in on the Act, Scrap Metal Dealers Act 2013" issued by the Home Office on 12 August 2013

APPENDICES

Appendix A: Changes to Delegated Powers in the Constitution

Appendix B: Part 1 - Essex Local Authorities Benchmarking Fees
Part 2 - Proposed Fees for adoption by Tendring District Council

Report A.1 APPENDIX A

PROPOSED AMENDMENTS OF DELEGATED POWERS

Amendment Number 1 Constitution Reference Part 3.92 and Part 3.96
Licensing Committee, Delegation to Committee

Existing Wording	Proposed New Wording	Reason for Change
<p>TERMS OF REFERENCE</p> <p>The exercise and performance of the Council's functions not specifically dealt with by other committees or portfolio holders relating to:-</p> <p>1 Licensing matters within the terms of reference of the Licensing (General Purposes) Sub-Committee and the Premises/ Personal Licences Sub-Committees;</p> <p>2 Premises and Personal Licensing (Licensing Act 2003)</p> <p>3 Premises and Miscellaneous Licensing (Gambling Act 2005)</p> <p>4 Street trading;</p> <p>5 Charter boat operators;</p> <p>6 All other licensing functions of the Council not specifically dealt with by other committees, sub-committees or portfolio holders</p>	<p style="text-align: center;"><i>Add new No. 4</i></p> <p>4. Scrap Metal Dealers Act 2013</p> <p><i>Renumber existing 4 to 6 as 5 to 7 respectively.</i></p>	<p>Statutory Changes imposed on all local licensing authorities in England by the Scrap Metal Dealers Act 2013</p>

<p>DELEGATION TO COMMITTEE</p> <p>There is no existing wording relating to the Scrap Metal Dealers Act 2013</p>	<p><i>Add the following on Part 3.92:</i></p> <p>4. The setting of any fees and/or charges payable to the Council for the issue of any licences or otherwise in relation to any of the above functions</p>	
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**Amendment Number 2 Constitution Reference Parts 3.109
Licensing (General Purposes) Sub-Committee, Delegation to Sub-Committee**

Existing Wording	Proposed New Wording	Reason for Change
<p>The exercise and performance of the Council's functions relating to:-</p> <p>1 The issue, renewal, suspension or revocation of individual Hackney Carriage Vehicle, Hackney Carriage Driver, Private Hire Operator, Private Hire Driver and Private Hire Vehicle Licences;</p> <p>2 The fixing of vehicle fare tariffs;</p> <p>3 Street trading;</p> <p>4 The determination of applications for Sex Establishment Licences and/or Sexual Entertainment Venues;</p> <p>5. All other licensing functions of the Council not specifically dealt with by other committees, sub-committees or portfolio holders</p>	<p><i>Add new No. 4</i></p> <p>4. All matters under and in relation to the Scrap Metal Dealers Act 2013 and the determination of appeals and applications relating to the issue, renewal, suspension or revocation of site licences or mobile collectors licences</p> <p><i>Renumber existing 4 and 5 as 5 and 6 respectively.</i></p>	<p>Statutory Changes imposed on all local licensing authorities in England by the Scrap Metal Dealers Act 2013</p>

Amendment Number 3 Constitution Reference Parts 3.110 to 3.112
Licensing (General Purposes) Sub-Committee, Delegation to Officers

Existing Wording	Proposed New Wording	Reason for Change
<p>There is no existing wording relating to the Scrap Metal Dealers Act 2013. The existing wording is set out in paragraphs 1 and 1 – 16 on pages Parts 3.110 to 3.112.</p>	<p>Add after existing paragraph 16 on Part 3.112:</p> <p>17. The determination of applications for the issue or renewal of site licences or mobile collectors licences under the Scrap Metal Dealers Act 2013</p> <p>18. The suspension and/or revocation of site licences or mobile collectors licences under the Scrap Metal Dealers Act 2013</p>	<p>Statutory Changes imposed on all local licensing authorities in England by the Scrap Metal Dealers Act 2013</p>

Amendment Number 4 Constitution Reference Parts 3.113
Premises/Personal Licences Sub-Committees, Delegation to Sub-Committee(s)

Existing Wording	Proposed New Wording	Reason for Change
<p>TERMS OF REFERENCE</p> <p>The exercise and performance of the Council's functions relating to:-</p> <p>1 All matters pursuant to the provisions of the Licensing Act 2003 and the Gambling Act 2005 not specifically dealt with by other committees, sub-committees or portfolio holders</p>	<p>Add new No. 2</p> <p>2. All matters under and in relation to the Scrap Metal Dealers Act 2013 and the determination of appeals and applications relating to the issue, renewal, suspension or revocation of site licences or mobile collectors licences</p>	<p>Statutory Changes imposed on all local licensing authorities in England by the Scrap Metal Dealers Act 2013</p>

Amendment Number 5 Constitution Reference Parts 3.114 to 3.116
Licensing (General Purposes) Sub-Committee, Delegation to Officers

Existing Wording	Proposed New Wording	Reason for Change
<p>There is no existing wording relating to the Scrap Metal Dealers Act 2013.</p>	<p><i>Add after existing paragraph 14 on Part 3.116:</i></p> <p><u>SCRAP METAL DEALERS ACT 2013</u></p> <ol style="list-style-type: none"> 1. The determination of applications for the issue or renewal of site licences or mobile collectors licences under the Scrap Metal Dealers Act 2013 2. The suspension and/or revocation of site licences or mobile collectors licences under the Scrap Metal Dealers Act 2013 	<p>Statutory Changes imposed on all local licensing authorities in England by the Scrap Metal Dealers Act 2013</p>

Amendment Number 6 Constitution Reference Part 3.94
Regulatory Committee, Delegation to Committee, Terms of reference

Existing Wording	Proposed New Wording	Reason for Change
<p>The exercise and performance of the Council's functions not specifically dealt with by other committees or portfolio holders relating to:</p> <ol style="list-style-type: none"> 1 Licensing and registration matters in connection with food safety, caravan sites, camping sites, <u>scrap metal dealers</u>, pet shops, boarding and breeding of dogs, riding establishments, dangerous wild animals, zoos, game dealers, acupuncture, tattooing, ear-piecing, electrolysis; <p><i>(underlining added for ease of reference)</i></p>	<p>Delete the words "scrap metal dealers"</p>	<p>Statutory Changes imposed on all local licensing authorities in England by the Scrap Metal Dealers Act 2013</p>

Amendment Number 7 Constitution Reference Part 3.97
Regulatory Committee, Delegation to Officers – Licensing and Registration Matters

Existing Wording	Proposed New Wording	Reason for Change
4. The provisions of the Scrap Metal dealers Act 1964 including the administration, determination and issue of Scrap Metal Dealers' Licences	<i>Delete</i> this paragraph.	Statutory Changes imposed on all local licensing authorities in England by the Scrap Metal Dealers Act 2013

Part 1

**BENCHMARKING FEES
OF ESSEX AUTHORITIES WHICH HAVE SET A FEE**

	Site New	Site Renewal	Site Variation	Collectors New	Collectors Renewal	Collectors Variation
Basildon	£345	£200		£220	£175	
Braintree	£385	£254	£69	£162	£130	£69
Castle Point	£270	£180		£200	£170	
Harlow	£375	£283	£283	£273	£180	£180
Rochford	£345	£230		£230	£200	
<i>Tendring (Proposed)</i>	£320	£190	£30	£200	£130	£30

REPORT A.1 APPENDIX B

PART 2 Page 1

SITE LICENCE NEW APPLICATIONS

Fee Setting Exercise

Licensing Regime

New or renewal

Licence Type

Duration of licence

Scrap Metal Dealers Act 2013

New

Site

3 years

ACTION

<u>Receipt and Process</u>	Time (hours)	Officer/dept	Cost per hour (£)	Total Cost (£)
Receipt of enquiry (Advice & Guidance)	1 1/2 hours	JL	18.6	27.9
Receipt of application (input on to system)	10 hours	MC	21.08	210.8
Validation (Scrutinise application) accept or return & send letter to applicant	5 hours	EK	31.09	155.45
Consultation (all applications)	5 hours	MC	21.08	105.4
Determination	5 hours	SH	39.42	197.1
Hearings (% of all applications) (indicate as appropriate)		25% SH	39.42	197.1
Appeals (% of all applications refused) (indicate as appropriate)		10% SH	39.42	78.84
Site visits/meetings		20 Members	0	0
Other (Specify)				
Other (Specify)				
Other (Specify)				
Compliance				
Inspections x 20 (indicate as appropriate)	40 hours	LM/JK	21.08	843.2
Interaction with other authorities				
Legal advice				
Other costs				
Advertising (Internet, initial letters to registered dealers)	40 letters	EK	5	200
Management of GOV.UK	2 hours	EK	31.09	62.18
Officer/Member training	4 Staff		180	720
Policy/guidance/Work Instruction formation	37 hours	SH	39.42	1458.54
Central Charges, legal, member services, accommodation, I.T, insurances etc	20 licences		77.99	1559.8
Benchmarking				
Input to National Register	10 hours	EK	31.09	310.9
Travel/Misc	10 hours	LM/JK	21.08	210.8
Other (Presentation on New Act to existing SMD)	2 hours	SH	31.09	62.18
TOTAL				6400.19

Fee 320.0

REPORT A.1 APPENDIX B

SITE LICENCE RENEWAL APPLICATIONS

Fee Setting Exercise

Licensing Regime

New or renewal

Licence Type

Duration of licence

Scrap Metal Dealers Act 2013

New

Site

3 years

ACTION

Receipt and Process				
Receipt of enquiry (Advice & Guidance)				
	Time (hours)	Officer/dept	Cost per hour (£)	Total Cost (£)
Receipt of application (input on to system)				
Validation (Scrutinise application) accept or return & send letter to applicant	1 1/2 hours	JL	18.6	27.9
Consultation (all applications)	10 hours	MC	21.08	210.8
Determination	5 hours	EK	31.09	155.45
Hearings (% of all applications) (indicate as appropriate)	5 hours	MC	21.08	105.4
Appeals (% of all applications refused) (indicate as appropriate)	5 hours	SH	39.42	197.1
Site visits/meetings	10%	SH	39.42	78.84
Compliance	5%	SH	39.42	39.42
Inspections x 20 (indicate as appropriate)			0	0
Interaction with other authorities				
Legal advice	40 hours	LM/JK	21.08	843.2
Other costs				
Advertising (Internet, initial letters to registered dealers)				
Management of GOV.UK				
Officer/Member training				
Policy/guidance/Work Instruction formation	1 hours	EK	31.09	31.09
Central Charges, legal, member services, accommodation, I.T, insurances etc				
Benchmarking				
Input to National Register	20 licences		77.99	1559.8
Travel/Misc				
TOTAL	10 hours	EK	31.09	310.9
	10 hours	LM/JK	21.08	210.8
				3770.7

Fee

190

REPORT A.1 APPENDIX B

NEW COLLECTORS LICENCE APPLICATIONS

Fee Setting Exercise

Licensing Regime
 New or renewal
 Licence Type
 Duration of licence

Scrap Metal Dealers Act 2013
 New
 Site
 3 years

Appendix A

ACTION

Receipt and Process	Time (hours)	Officer/dept	Cost per hour (£)	Total Cost (£)
Receipt of enquiry (Advice & Guidance)	5 mins	JL	18.6	1.55
Receipt of application (input on to system)	30 mins	MC	21.08	10.54
Validation (Scrutinise application) accept or return & send letter to applicant	15 mins	EK	31.09	7.8
Consultation (all applications)	15 mins	MC	21.08	5.25
Determination	15 mins	SH	39.42	9.9
Hearings (10% of all applications)	30 mins	SH	39.42	19.71
Appeals (80% of all applications refused)	1 hour	SH	39.42	39.42
Compliance				
Inspections x 1 (indicate as appropriate)	30 mins	LM/JK	21.08	10.54
Interaction with other authorities				
Legal advice				
Other costs				
Advertising (Internet, initial letters to registered dealers)	1 letter	EK	5	5
Management of GOV.UK	10 mins	EK	31.09	5.2
Officer/Member training				
Policy/guidance/Work Instruction formation				
Central Charges, legal, member services, accommodation, I.T, insurances etc	1 licence		77.99	77.99
Benchmarking				
Input to National Register	10 mins	EK	31.09	5.2
TOTAL	Fee			200

REPORT A.1 APPENDIX B

PART 2 Page 4

COLLECTORS RENEWAL LICENCE APPLICATIONS

FEES RECOMMENDED FOR APPROVAL BY TENDRING DISTRICT COUNCIL

Fee Setting Exercise

Licensing Regime	Scrap Metal Dealers Act 2013
New or renewal	New
Licence Type	Site
Duration of licence	3 years

ACTION

Receipt and Process	Time (hours)	Officer/dept	Cost per hour (£)	Total Cost (£)
Receipt of enquiry (Advice & Guidance)	5 mins	JL	18.6	1.55
Receipt of application (input on to system)	30 mins	MC	21.08	10.54
Validation (Scrutinise application) accept or return & send letter to applicant	15 mins	EK	31.09	7.8
Consultation (all applications)	15 mins	MC	21.08	5.25
Determination	15 mins	SH	39.42	9.9
Compliance				
Inspections x 1 (indicate as appropriate)	30 mins	LM/JK	21.08	10.54
Other costs				
Advertising (Internet, initial letters to registered dealers)				
Management of GOV.UK				
Officer/Member training				
Policy/guidance/Work Instruction formation				
Central Charges, legal, member services, accommodation, I.T, insurances etc	1 licence		77.99	77.99
Benchmarking				
Input to National Register	10 mins	EK	31.09	5.2
Travel/Misc				
Other (Specify)				
TOTAL	Fee			130