

APPLICATION

Step	Minutes	Description
1	30	Explain process Provide details of responsible authorities E-mail or send application forms
2	5 15 15 5 5 10 10 5 5 15 5 5 100	Collect & open mail Check application form completed correctly Create file and holder Write receipt Update cheque list, store cheque Acknowledge receipt via e-mail or letter Update database Check copy of notice to responsible authorities Check plan Prepare request for Enf Officer to check public notice File Contribution towards banking monies Total
3	90	Check public notice is displayed on site (Could be anywhere in borough)
4	10	Check public notice is published in appropriate local newspaper
5	60	Responding to enquiries from members of the public
6	30	Responding to regular requests for updates by applicants/agents
7	60	Dealing with representations from responsible authorities. Requests for conditions etc.
8	30 10 20 20 20 10 10 5 125	Create licence Add conditions where appropriate Create summary Create notice Create covering letter Update database Copy to Police licensing officer File
9	5 5 5 5 5 10 10 5 5 55	Collect & open mail Check amount/cheque Update file Write receipt Update cheque list, store cheque Acknowledge receipt via e-mail or letter Update database File Contribution towards banking monies