

**VARIATION***Process similar to new application*

Step	Minutes	Description
1	<b>30</b>	Explain process Provide details of responsible authorities E-mail or send application forms
2	5	Collect & open mail
	15	Check application to vary form completed correctly
	10	Update file
	5	Write receipt
	5	Update cheque list, store cheque
	10	Acknowledge receipt via e-mail or letter
	10	Update database
	5	Check copy of notice to responsible authorities
	5	Check plan (if appropriate)
	15	Prepare request for Enf Officer to check public notice
	5	File
	5	Contribution towards banking monies
	<b>95</b>	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 amended conditions etc.
8	30	Update licence
	10	Add/remove conditions where appropriate
	20	Create summary
	20	Create notice
	20	Create covering letter
	10	Update database
	10	Copy to Police licensing officer
	5	File
	<b>125</b>	