

TRANSFER

Step	Minutes	Description
1	30	Explain process Provide details of responsible authorities E-mail or send application forms
2	5	Collect & open mail
	15	Check transfer form completed correctly/licence & consent enclosed
	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)
	5	File
	5	Contribution towards banking monies
	80	Total
3	30	Responding to regular requests for updates by applicants/agents
4	60	Dealing with enquiries from responsible authorities
5	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
	125	

