

**REINSTATEMENT (within 6 months of lapse)** *Process similar to transfer*

<u>Step</u>	<u>Minutes</u>	<u>Description</u>
1	<b>30</b>	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
	<b>80</b>	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
	<b>125</b>	

