

TEMPORARY USE NOTICE

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 5 5 85	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 File Contribution towards banking monies Total
3	30	Responding to regular requests for updates by applicants/agents
4	60	Dealing with representations from responsible authorities. Requests for conditions etc.
5	30 10 20 20 10 10 5 105	Create notice Add conditions where appropriate Create summary Create covering letter Update database Copy to Police licensing officer File