

**Service**

Generate and send acknowledgement letter
Check application is valid and correct fee included
Review application form and associated documents
Conduct F&PP assessment
Update computer system with details
Time for meetings/discussions/advice (based on a non-complex site structure)
Preparing and issuing acceptance/refusal documentation and conditions
Preparing reports on breaches of condition(s)
Manager review and authorisation
Enter applicant to register
Review and maintain register

<b>TOTAL (per F&amp;PP test application)</b>
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<b>Annual fee - review of conditions*</b>
up to five conditions
six to nine conditions
10 conditions and over

\*The fee chargeable is based on the greatest number of conditions attached to each determination in the 12 r

Time	Rate	Total
0.5	63.25	31.63
0.5	63.25	31.63
2	63.25	126.50
1.5	63.25	94.88
0.5	63.25	31.63
1	63.25	63.25
1	63.25	63.25
1.5	63.25	94.88
1	74.25	74.25
0.25	63.25	15.81
0.25	63.25	15.81

<b>643.50</b>
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Time	Rate	Total
2	63.25	126.5
4	63.25	253
5	63.25	316.25

months prior to the due date of the annual fee.