





- Processing of applications for re registration purposes will take place from 30th August (earliest date someone may re register) until go live date of w/c 23rd October giving us 7.5 weeks to process.

Approx 1800 on register currently

Approx 900-1000 will re-register

1 app – 30 mins (These timings are a guestimate. Once familiar with system it may take less time to process. More complicated ones will take longer)

2 apps – 1 hour

1 assistant working 7hrs per day – 14 applications.

2 assistants working 7hrs per day – 28 applications.

900 applications = 32 days, approx. 6 weeks

Allocation Officers can also help with the processing and will deal with those who need help with registration. They can also assist with the cancellation letters.