

3 Year Combined Driver's Licence – Fee Calculation

| <u>Function</u> | | <u>Cost</u> | <u>Cost split per year (3yr licence)</u> |
|---|----------------|-----------------------|--|
| <u>Process Application</u> Includes staff salaries and support costs (i.e. other council departments such as IT, Council Information Centre, accountancy etc.). It should be noted that 'staff' salaries are not what individuals are paid but what it costs the Borough Council to employ that person. The process of the application has been mapped using an average of the actual times taken to process applications up to and including printing the licence. | | £79.46 | £26.49 |
| <u>On-Going Administration</u> Ongoing administration costs include six monthly DBS checks, DVLA and medical checks along with reminder letters and following up on information. This does not include any compliance or enforcement costs from matters arising. | | £65.68 | £21.90 |
| <u>Policy Setting & Research</u> Time spent by staff researching changes in legislation and guidance. Policy and condition updates and fee setting. | | £41.69 | £13.90 |
| <u>Training & Meetings</u> A contribution to the time spent by staff attending taxi related training and meetings | | £35.47 | £11.82 |
| <u>Compliance & Enforcement</u> Ongoing compliance and enforcement including complaints relative to Combined Driver's Licence holders and reports to Licensing and Appeals board. This includes time spent by staff writing report and attending the hearing and support costs for the hearing to take place. | | £62.06 | £20.68 |
| <u>Enquiries</u> Driver related enquiries made to the licensing team and admin officers. | | £97.69 | £32.56 |
| <u>Totals</u> | | <u>£382.05</u> | <u>£127.35</u> |
| New Combined Driver Licence 3 year licence | £382.05 | Proposed Fee | £382.00 |
| New Combined Driver Licence 1 year licence The one year licence fee includes a lot of the same administration costs and a proportion of others. | £192.74 | Proposed Fee | £192.00 |
| <u>Renewal</u> The renewal fee is the 'grant' fee with an adjustment for the process, as some of the details remain the same. | | | |
| Renewal Combined Driver Licence 3 years | £347.72 | Proposed Fee | £347.00 |
| Renewal Combined Driver Licence 1 year | £154.58 | Proposed Fee | £154.00 |

Hackney Carriage Vehicle Licence – Fee Calculations

| <u>Function</u> | | <u>Cost</u> | |
|---|----------------|---------------------|----------------|
| <u>Process Application</u> Includes staff salaries and support costs (i.e. other council departments such as IT, Council Information Centre, accountancy etc.). It should be noted that 'staff' salaries are not what individuals are paid but what it costs the Borough Council to employ that person. The process of the application has been mapped using an average time it takes to process the application to printing the licence. It does not include the plate which is paid for separately. | | £44.80 | |
| <u>On-Going Administration</u> Includes a contribution to the time spent by staff on the processing of accident notification forms, sending reminder letters for insurance documents and 6-monthly compliance test and processing of these documents, testing stations visits and meetings, hackney carriage fare calculations /advertising and general maintenance of the licence. | | £42.37 | |
| <u>Policy Setting & Research</u> Time spent by staff researching changes in legislation and guidance. Policy and condition updates and fee setting. | | £10.96 | |
| <u>Training & Meetings</u> A contribution to the time spent by staff attending taxi related training and meetings. | | £11.82 | |
| <u>Hackney Carriage Ranks</u> Includes a contribution to the time spent by staff on the administration and inspection of hackney carriage ranks. | | £12.24 | |
| <u>Compliance & Enforcement</u> A contribution to the time spent by staff on routine inspection of vehicles, dealing with complaints and reports to Licensing and Appeals Board in relation to private hire vehicles. This includes time spent by staff writing reports and attending hearings and support costs for hearings to take place. | | £13.62 | |
| <u>Enquiries</u> A contribution to the time spent by officers and staff answering vehicle related enquiries. | | £23.65 | |
| Totals | | | |
| New Hackney Carriage Licence | £159.47 | Proposed Fee | £159.00 |
| <u>Renewal</u> The renewal fee is the 'grant' fee with an adjustment for the process, as some of the details remain the same. | | | |
| Renewal Hackney Carriage Licence | £149.47 | Proposed Fee | £149.00 |
| Additional fee for WAV at first Licence for additional test | £32.27 | Proposed Fee | £32.00 |

1 Year Private Hire Vehicle – Fee Calculations

| <u>Function</u> | | <u>Cost</u> | |
|---|----------------|---------------------|----------------|
| <u>Process Application</u> Includes staff salaries and support costs (i.e. other council departments such as IT, Council Information Centre, accountancy etc.). It should be noted that 'staff' salaries are not what individuals are paid but what it costs the Borough Council to employ that person. The process of the application has been mapped using an average time it takes to process the application to printing the licence. It does not include the plate which is paid for separately. | | £44.80 | |
| <u>On-Going Administration</u> Includes a contribution to the time spent by staff on the processing of accident notification forms, sending reminder letters for insurance documents and 6-monthly compliance test and processing of these documents, testing stations visits and meetings, and general maintenance of the licence. | | £38.89 | |
| <u>Policy Setting & Research</u> Time spent by staff researching changes in legislation and guidance. Policy and condition updates and fee setting. | | £10.96 | |
| <u>Training & Meetings</u> A contribution to the time spent by staff attending taxi related training and meetings. | | £11.82 | |
| <u>Compliance & Enforcement</u> A contribution to the time spent by staff on routine inspection of vehicles, dealing with complaints and reports to Licensing and Appeals Board in relation to private hire vehicles. This includes time spent by staff writing reports and attending hearings and support costs for hearings to take place. | | £18.86 | |
| <u>Enquiries</u> A contribution to the time spent by officers and staff answering vehicle related enquiries. | | £23.65 | |
| Totals | | | |
| New Private Hire Vehicle Licence | £148.99 | Proposed Fee | £148.00 |
| <u>Renewal</u> The renewal fee is the 'grant' fee with an adjustment for the process, as some of the details remain the same. | | | |
| Renewal Private Hire Vehicle Licence | £133.51 | Proposed Fee | £133.00 |

5 Year Private Hire Operator (1 vehicle) – Fee Calculations

| <u>Function</u> | | <u>Cost</u> | <u>Cost split per year (5yr licence)</u> |
|---|----------------|---------------------|---|
| <u>Process Application</u> Includes staff salaries and support costs (i.e. other council departments such as IT, Council Information Centre, accountancy etc.). It should be noted that 'staff' salaries are not what individuals are paid but what it cost the Borough Council to employ that person. The process of the application has been mapped using an average time it takes to process the application to printing the licence. | | £60.83 | £12.16 |
| <u>On-Going Administration</u> Includes a contribution to the time spent by staff on maintaining and updating the Conditions & Procedures booklet, conducting research into taxi legislation, time spent calculating fees, | | £83.29 | £16.65 |
| <u>Training & Meetings</u> A contribution to the time spent by staff attending taxi related training and meetings. | | £59.11 | £11.82 |
| <u>Compliance</u> A contribution to the time spent by staff on routine inspection of operator records, along with dealing with complaints and investigations and reports to Licensing & Appeals Board. | | £82.85 | £16.57 |
| <u>Enquiries</u> Operator related enquiries made to the licensing team and admin officers. | | £18.90 | £3.78 |
| Totals | | £304.98 | £61.00 |
| Total for New 5 year Private Hire Operator (1 Vehicle) | £304.98 | Proposed Fee | £304.00 |
| Total for New 1 year Private Hire Operator (1 Vehicle) The one year licence fee includes a lot of the same administration costs and a proportion of others. | £110.45 | Proposed Fee | £110.00 |
| <u>Renewal and one year licences</u> The renewal fee is the 'grant' fee with an adjustment for the process, as some of the details remain the same. | | | |
| Total for Renewal of 5 year Private Hire Operator (1 Vehicle) | £288.53 | Proposed Fee | £288.00 |
| Total for Renewal of 1 year Private Hire Operator (1 Vehicle) | £93.86 | Proposed Fee | £93.00 |

5 Year Private Hire Operator (2-10 vehicles) – Fee Calculations

| <u>Function</u> | | <u>Cost</u> | <u>Cost split per year (5yr licence)</u> |
|---|----------------|---------------------|---|
| <u>Process Application</u> Includes staff salaries and support costs (i.e. other council departments such as IT, Council Information Centre, accountancy etc.). It should be noted that 'staff' salaries are not what individuals are paid but what it cost the Borough Council to employ that person. The process of the application has been mapped using an average time it takes to process the application to printing the licence. | | £75.59 | £15.11 |
| <u>On-Going Administration</u> Includes a contribution to the time spent by staff on maintaining and updating the Conditions & Procedures booklet, conducting research into taxi legislation, time spent calculating fees, | | £83.29 | £16.65 |
| <u>Training & Meetings</u> A contribution to the time spent by staff attending taxi related training and meetings. | | £59.11 | £11.82 |
| <u>Compliance</u> A contribution to the time spent by staff on routine inspection of operator records, along with dealing with complaints and investigations and reports to Licensing & Appeals Board. | | £170.79 | £34.15 |
| <u>Enquiries</u> Operator related enquiries made to the licensing team and admin officers. | | £18.90 | £3.78 |
| Totals | | £407.68 | £81.53 |
| Total for New 5 year Private Hire Operator (2-10 Vehicles) | £407.68 | Proposed Fee | £407.00 |
| Total for New 1 year Private Hire Operator (2-10 Vehicles) The one year licence fee includes a lot of the same administration costs and a proportion of others. | £125.20 | Proposed Fee | £125.00 |
| <u>Renewal and one year licences</u> The renewal fee is the 'grant' fee with an adjustment for the process, as some of the details remain the same. | | | |
| Total for Renewal of 5 year Private Hire Operator (2-10 Vehicles) | £391.24 | Proposed Fee | £391.00 |
| Total for Renewal of 1 year Private Hire Operator (2-10 Vehicles) | £108.61 | Proposed Fee | £108.00 |

5 Year Private Hire Operator (11-20 vehicles) – Fee Calculations

| <u>Function</u> | <u>Cost</u> | <u>Cost split per year (5yr licence)</u> |
|--|--------------------|---|
| <u>Process Application</u> Includes staff salaries and support costs (i.e. other council departments such as IT, Council Information Centre, accountancy etc.). It should be noted that 'staff' salaries are not what individuals are paid but what it cost the Borough Council to employ that person. The process of the application has been mapped using an average time it takes to process the application to printing the licence. | £99.19 | £19.84 |
| <u>On-Going Administration</u> Includes a contribution to the time spent by staff on maintaining and updating the Conditions & Procedures booklet, conducting research into taxi legislation, time spent calculating fees, | £83.29 | £16.66 |
| <u>Training & Meetings</u> A contribution to the time spent by staff attending taxi related training and meetings. | £59.11 | £11.82 |
| <u>Compliance</u> A contribution to the time spent by staff on routine inspection of operator records, along with dealing with complaints and investigations and reports to Licensing & Appeals Board. | £324.96 | £64.99 |
| <u>Enquiries</u> Operator related enquiries made to the licensing team and admin officers. | £18.90 | £3.78 |
| Totals | £585.45 | £117.09 |
| Total for New 5 year Private Hire Operator (11-20 Vehicles) | £585.45 | Proposed Fee £585.00 |
| Total for New 1 year Private Hire Operator (11-20 Vehicles) The one year licence fee includes a lot of the same administration costs and a proportion of others. | £148.80 | Proposed Fee £148.00 |
| <u>Renewal and one year licences</u> The renewal fee is the 'grant' fee with an adjustment for the process, as some of the details remain the same. | | |
| Total for Renewal of 5 year Private Hire Operator (11-20 Vehicles) | £569.00 | Proposed Fee £569.00 |
| Total for Renewal of 1 year Private Hire Operator (11-20 Vehicles) | £132.21 | Proposed Fee £132.00 |

5 Year Private Hire Operator (20+ vehicles) – Fee Calculations

| <u>Function</u> | | <u>Cost</u> | <u>Cost split per year (5yr licence)</u> |
|---|----------------|---------------------|---|
| <u>Process Application</u> Includes staff salaries and support costs (i.e. other council departments such as IT, Council Information Centre, accountancy etc.). It should be noted that 'staff' salaries are not what individuals are paid but what it cost the Borough Council to employ that person. The process of the application has been mapped using an average time it takes to process the application to printing the licence. | | £167.77 | £33.55 |
| <u>On-Going Administration</u> Includes a contribution to the time spent by staff on maintaining and updating the Conditions & Procedures booklet, conducting research into taxi legislation, time spent calculating fees, | | £83.29 | £16.66 |
| <u>Training & Meetings</u> A contribution to the time spent by staff attending taxi related training and meetings. | | £59.11 | £11.82 |
| <u>Compliance</u> A contribution to the time spent by staff on routine inspection of operator records, along with dealing with complaints and investigations and reports to Licensing & Appeals Board. | | £666.47 | £133.29 |
| <u>Enquiries</u> Operator related enquiries made to the licensing team and admin officers. | | £18.90 | £3.78 |
| Totals | | £995.54 | £199.10 |
| Total for New 5 year Private Hire Operator (20+ Vehicles) | £995.54 | Proposed Fee | £995.00 |
| Total for New 1 year Private Hire Operator (20+ Vehicles) The one year licence fee includes a lot of the same administration costs and a proportion of others. | £217.38 | Proposed Fee | £217.00 |
| <u>Renewal and one year licences</u> The renewal fee is the 'grant' fee with an adjustment for the process, as some of the details remain the same. | | | |
| Total for Renewal of 5 year Private Hire Operator (20+ Vehicles) | £979.10 | Proposed Fee | £979.00 |
| Total for Renewal of 1 year Private Hire Operator (20+ Vehicles) | £200.80 | Proposed Fee | £200.00 |

Miscellaneous Items

Copy of Combined Drivers Licence or Vehicle licence

| <u>Function</u> | Cost |
|---|---------------|
| <u>Process Application</u> Includes staff salaries and support costs (i.e. other council departments such as IT, Council Information Centre, accountancy etc.). It should be noted that 'staff' salaries are not what individuals are paid but what it cost the Borough Council to employ that person. The application process has been mapped using the average time it takes, including the cost of the badge, printing etc. | £16.23 |
| Total: | £16.23 |
| Proposed Fee: | £16.00 |

Vehicle Plate

| <u>Function</u> | Cost |
|---|---------------|
| <u>Process Application</u> Includes staff salaries and support costs (i.e. other council departments such as IT, Council Information Centre, accountancy etc.). It should be noted that 'staff' salaries are not what individuals are paid but what it cost the Borough Council to employ that person. The application process has been mapped using the average time it takes, including the cost of the plate etc. | £20.36 |
| Total: | £20.36 |
| Proposed Fee: | £20.00 |

Private Hire Door Stickers

| <u>Function</u> | Cost |
|---|---------------|
| <u>Process Application</u> Includes staff salaries and support costs (i.e. other council departments such as IT, Council Information Centre, accountancy etc.). It should be noted that 'staff' salaries are not what individuals are paid but what it cost the Borough Council to employ that person. The application process has been mapped using the average time it takes, including the cost of the door stickers etc. | £22.11 |
| Total: | £22.11 |
| Proposed Fee: | £22.00 |

Cost of Knowledge Test

| <u>Function</u> | <u>Cost</u> |
|--|--------------------|
| <u>Process Application</u> Includes staff salaries and support costs (i.e. other council departments such as IT, Council Information Centre, accountancy etc.). It should be noted that 'staff' salaries are not what individuals are paid but what it cost the Borough Council to employ that person. Costs included are detailed below: Process Payment Arrange Test / Organise Venue Pre-test administration (per candidate) Invigilate Mark Papers Notify Candidate Update database | £53.84 |
| Total: | £53.84 |
| Proposed Fee: | £53.00 |

Change of Name and or Address (per licence)

| <u>Function</u> | <u>Cost</u> |
|--|--------------------|
| <u>Process Application</u> Includes staff salaries and support costs (i.e. other council departments such as IT, Council Information Centre, accountancy etc.). It should be noted that 'staff' salaries are not what individuals are paid but what it cost the Borough Council to employ that person. The application process has been mapped using the additional time taken to process the necessary changes into the licensing systems, it does not include the cost of printing the new licence which will be in addition to the admin fee. | £3.69 |
| Total: | £3.69 |
| Proposed Fee: | £3.00 |

DBS Application

| <u>Function</u> | <u>Cost</u> |
|--|--------------------|
| <u>Process Application</u> Includes staff salaries and support costs (i.e. other council departments such as IT, Council Information Centre, accountancy etc.). It should be noted that 'staff' salaries are not what individuals are paid but what it cost the Borough Council to employ that person. The application process has been mapped using the average time it takes, including the cost paid to the Disclosure Barring Service. | £57.72 |
| Total: | £57.72 |
| Proposed Fee: | £57.00 |

Vehicle Transfer

| <u>Function</u> | <u>Cost</u> |
|--|--------------------|
| <u>Process Application</u> Includes staff salaries and support costs (i.e. other council departments such as IT, Council Information Centre, accountancy etc.). It should be noted that 'staff' salaries are not what individuals are paid but what it cost the Borough Council to employ that person. The application process has been mapped using the average time it takes, including the cost of the new licence etc. | £39.09 |
| Total: | £39.09 |
| Proposed Fee: | £39.00 |