

Appendix 3

Breakdown of Cost – Renewal of Drivers Licence

Proposed renewal of a 3 year drivers licence = £221

Proposed renewal of a 1 years drivers licence = £120

1. Badge = **£10**
2. Preparing and sending renewal = 10 mins = **£5.66¹**
3. Receiving and checking application = 20 mins = **£11.31²**
4. DBS identity check and officer verification = 20 mins = **£11.31³**
5. DVLA licence check = 15 mins = £8.48 per check x 3 = **£25.44⁴**
6. Receiving and checking medical plus follow up = 20 mins = **£11.31**
7. Taking telephone payment = 10 mins = **£5.66**
8. Issuing licence plus data input = 20 mins = **£11.31**
9. Policy and service development, Taxi Forum, training, consultation = 30 mins manager per year (90 mins total) +20 mins enforcement/admin officer per year (60 mins total) = **£111.46**
10. Printing and postage cost = **£3⁵**
11. Committee = **£3.42⁶**
12. Setting of fees = **£1.29⁷**
13. Additional items during the period of the licence = **£9.98⁸**

Actual cost for a 3 year licence = **£221.15**

Actual cost of a 1 year licence = **£120.19**

Note: a 1 year licence would be £100.96 cheaper because 5, 9, 11, 12 and 13 would be divided by 3

¹ Printing and sending out all renewal paperwork

² Checking application, requesting any corrections and additional information, approving issue of licence, input of data.

³ Checking/copying ID, completing/sending verification.

⁴ Sending mandates, requesting codes, checking codes, further verification if required

⁵ For licences and correspondence, DBS requests.

⁶ Allowances for 9 "fit and proper" hearings per year = 27 every three years (data taken from 2012, 2013 and 2014), to include time spent by licensing manager (27 hours) and enforcement officers (15 hours) in delivering 1 hour hearing plus preparation = £1921.11 among 561 drivers = £3.42 per licence

⁷ 14 manager hours per year at £723.52 divide by 3 licence types (driver, vehicle, operator) = £241.17 among 561 drivers = £0.43 per licence per year x 3 = £1.29

⁸ Change of address 156hrs (£5294.64), replacement licences 9 hours (£305.46) among 561 drivers = £9.98 per licence.

Breakdown of Cost of Private Hire Operators Licence

Proposed grant or renewal of private hire operator's licence (5 Years):

1 Vehicle = **£419**; 2 to 10 vehicle = **£523**; 11 to 25 vehicles = **£697**; 26 vehicles and over = **£1064**

Proposed grant or renewal of private hire operator's licence (1 year)

1 Vehicle = **£134**; 2 to 10 vehicles = **£155**; 11 to 25 vehicles = **£190**; 26 vehicle and over = **£263**;

1. Preparing and receiving applications = 25 mins = **£14.14**¹
2. Data input = 20 mins = **£11.31**
3. Issuing licence = 15 mins = **£8.48**
4. Printing and postage costs = **£3**²
5. Taking telephone payments = 10 mins = **£5.66**
6. Complaints, inspections, suspensions of vehicles, committee:
 - 1 Vehicle – 2.5 hours enforcement officer + 1 hour manager over 5 years = **£139.31**
 - 2 to 10 vehicles – 4 hours enforcement officer + 2 hour manager over 5 years = **£243.56**
 - 11 to 25 vehicles - 7.5 hours enforcement officer + 3 hours manager time over 5 years = **£417.92**
 - 26 vehicles an over – 15 hours enforcement officer time + 5 hours manager time over 5 years = **£784.15**
7. Policy and service development, taxi forum, training, consultation = 30 mins manager per year (150 mins total) + 20 mins enforcement/admin per year (100 mins total) = **£185.77**
8. Setting fees = **£31.02**³
9. Additional items during period of licence = **£20**⁴

Actual cost for 5 year licence:

1 vehicle = **£418.69**; 2 to 10 = **£522.94**; 11 to 25 = **£697.30**; Over 26 = **£1063.53**

Actual cost for 1 year licence:

1 vehicle = **133.81**; 2 to 10 = **£154.66**; 11 to 25 = **£189.53**; 26 and over = **£262.78**

Note 1 year licence would be cheaper because 6, 7 and 8 would be divided by 5

¹ Printing renewal paperwork and posting. Checking and receiving paperwork, scanning paperwork

² For licence and correspondence

³ 14 manager hours per year at £723.52 plus £300 advertisement costs = £1023.52 divided by 3 licence types (driver, vehicle and operator) = £341.17 divided by 55 operators = £6.20 x 5 = £31.02

⁴ Change of ownership, change of address = £20 per licence.

Breakdown of Cost – Grant of Drivers Licence

Proposed Grant of a 3 year driver licence = £292

Proposed Grant of a 1 year driver licence = £191

1. Badge and clip = **£10**
2. Making up pack, issuing and receiving application = 90 mins = **£50.91¹**
3. Receiving and checking application = 20 mins = **£11.31²**
4. DBS identity checks = 20 mins = **£11.31³**
5. DVLA checks = 15 mins = £8.48 per check x 3 = **£25.44⁴**
6. Receiving and checking medical plus follow up = 20 mins = **£11.31**
7. Administering Knowledge test = 90 mins = £50.91 less £20 paid directly by applicant = **£30.91⁵**
8. Issuing licence plus data input = 20 mins = **£11.31**
9. Policy and service development, Taxi Forums, training, Consultation = 30 mins manager per year (90 mins total)+ 20 mins enforcement/admin officer per year (60 mins total) = **£111.46**
10. Printing and postage cost = **£3⁶**
11. Committee = **£3.42⁷**
12. Setting of fees = **£1.29⁸**
13. Additional items during period of licence = **£9.98⁹**

Actual cost for 3 year licence = **£291.65**

Actual cost for a 1 year licence = **£190.69**

Note: a one year licence would be £100.96 cheaper because 5, 9, 11, 12 and 13 would be divided by 3.

¹ Making an appointment, meeting applicant, taking payment, explaining application process, advising requirements.

² Checking application, requesting any corrections and additional information, approving issue of licence, input of data.

³ Meeting applicant, taking payment, checking/copying ID, completing sending verification.

⁴ Sending mandates, requesting codes, checking codes, further verification if required

⁵ £20 per test paid directly by applicant

⁶ For licences and correspondence, DBS requests.

⁷ Allowances for 9 "fit and proper" hearings per year = 27 every three years (data taken from 2012, 2013 and 2014), to include time spent by licensing manager (27 hours) and enforcement officers (15 hours) in delivering 1 hour hearing plus preparation = £1921.11 among 561 drivers = £3.42 per licence

⁸ 14 manager hours per year at £723.52 divide by 3 licence types (driver, vehicle, operator) = £241.17 among 561 drivers = £0.43 per licence per year x 3 = £1.29

⁹ Change of address 156hrs (£5294.64), replacement licences 9 hours (£305.46) among 561 drivers = £9.98 per licence.

Breakdown of Cost – renewal of Hackney carriage Vehicle Licence

Proposed fee for renewal of hackney carriage vehicle licence = **£245** per year.

1. Sending out renewal papers and receiving application = 40 mins = **£22.63¹**
2. Issuing licence = 10 mins = **£5.66**
3. Printing and postage cost including tariff card = **£5²**
4. Administration of vehicle tests = 40 mins = **£22.63³**
5. Complaints, inspections, suspensions, committee = 60 mins enforcement officer plus 15 mins manager plus committee time as set out in calculations below = **£58.44⁴**
6. Court = **£23.75⁵**
7. Policy and service development, consultation, unmet demand survey = 60 mins manager + 40 mins enforcement/admin = **£74.31**
8. Setting Fees = **£1.06⁶**
9. Additional items during period of licence = **£32⁷**

Actual cost for one year = **£245.48**

See footnote for calculations

¹ Sending out pre populated renewal papers, checking application and taking payment

² For sending out application forms and other communication

³ Admin work includes communication with garage, booking vehicle tests, receiving and matching compliance certificates, data input and subsequent referral to enforcement in event of failures.

⁴ Enforcement officer work = 394 hours on vehicle inspection approximately 60 minutes per vehicle. Manager approximately 50 hours = 15 minutes per vehicle (based on 214 private hire vehicle and 108 hackney carriage vehicles). = £47.97. Plus allowances for 6 committee reports based on an average from the past 3 years relating to fares, ranks and the control and supervision of ranks to include time spent by licensing manager (12hours) and enforcement officers (6 hours) in delivering hearing and preparing paperwork = 830.46 plus £300 to advertise tariff change = £1130.46 divided by 108 vehicles = £10.47. Both together total £58.44

⁵ Allowance for 13 court cases in relation to the control and supervision of ranks. 32 manager hours = £1653.76 plus 26 enforcement officer hours = £911.30 divided by 108 hackney carriage proprietors =£23.75

⁶14 manager hours per year at £723.52 plus £300 advertisement costs = £1023.52 divide by 3 licence types (driver, operator and vehicle) = £341.17 divided by 322 vehicles = £1.06

⁷ Change of ownership, change of address, chasing up to date insurance policies.

Breakdown of Cost – renewal of Private Hire Vehicle Licence

Proposed fee for renewal of private hire vehicle licence = £189 per year.

1. Plates and door signs = 25 mins = **£14.14¹**
2. Sending out renewal papers and receiving application = 40 mins = **£22.63²**
3. Issuing licence = 10 mins = **£5.66**
4. Printing and postage cost including tariff card (not required but always requested) = **£5³**
5. Administration of vehicle tests = 40 mins = **£22.63⁴**
6. Complaints, inspections, suspensions, committee = 60 mins enforcement officer plus 15 mins manager = £47.95 plus committee time as set out in calculations below = £1.21 total **£49.18⁵**
7. Policy and service development, consultation, = 30 mins manager 20 mins enforcement/admin = **£37.15**
8. Setting Fees = **£1.06⁶**
9. Additional items during period of licence = **£32⁷**

Actual cost for one year = £189.45

See footnote for calculations

¹ Making plates and door signs if required

² Sending out pre populated renewal papers, checking application and taking payment

³ For sending out application forms and other communication

⁴ Admin work includes communication with garage, booking vehicle tests, receiving and matching compliance certificates, data input and subsequent referral to enforcement in event of failures.

⁵ Enforcement officer work = 394 hours on vehicle inspection approximately 60 minutes per vehicle. Manager approximately 50 hours = 15 minutes per vehicle (based on 214 private hire vehicle and 108 hackney carriage vehicles). = £47.97 plus 5 hours manager time preparing reports and presenting to committee in relation to suitability of vehicle = 258.40 divided by 214 private hire vehicles = £1.21 makes a total of £49.18

⁶ 14 manager hours per year at £723.52 plus £300 advertisement costs = £1023.52 divide by 3 licence types (driver, operator and vehicle) = £341.17 divided by 322 vehicles = £1.06

⁷ Change of ownership, change of address, chasing up to date insurance policies.