

Appendix H

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.

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 (12 hours) 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

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.