

Vehicle	Time taken (hours)	Who (A/O/M)	Hourly Rate	Hours x Cost ph	Materials	Total Cost £		Hourly rate inc on costs & support costs	2024/25	
Application received Assessed/Scanned/ IT /Directed to Licensing Team	1	A	£ 27.00	£ 27.00		£ 27.00	A	Admin	£ 27.00	£ 27.00
Process payment (Non online)	0.25	A	£ 27.00	£ 6.75		£ 6.75	O	Officer	£ 42.00	£ 30.00
Licensing Team Assess Application	0.25	A	£ 27.00	£ 6.75		£ 6.75	M	Manager	£ 52.00	£ 46.00
Mid Term vehicle inspection inc enqs for missing/incomplete docs update Tascomi etc	0.75	A	£ 27.00	£ 20.25		£ 20.25				
Assess Insurance docs inc enqs for missing/incomplete docs update Tascomi etc	0.75	A	£ 27.00	£ 20.25		£ 20.25				
Mid Term MOT inc enqs for missing/incomplete docs update Tascomi etc	0.75	A	£ 27.00	£ 20.25		£ 20.25				
Officer consideration, enquiries	0.5	O	£ 42.00	£ 21.00		£ 21.00				
Grant/refuse (to include time for report writing and preparing reasons) update IT	0.5	O	£ 42.00	£ 21.00		£ 21.00				
Prepare and issue licence paperwork	0.5	A	£ 27.00	£ 13.50		£ 13.50				
10 year inspection, inputing Tascomi and letter to advise	1	M	£ 52.00	£ 52.00		£ 52.00				
Print and despatch all documents	0.25	A	£ 27.00	£ 6.75	£ 7.00	£ 13.75				
12mnths/Compliance monitoring and enforcement	1.5	O	£ 42.00	£ 63.00		£ 63.00				
Advise renewal required in writing 2 months prior to expiry	0.5	A	£ 27.00	£ 13.50		£ 13.50				
						Total				
						PH				
	Total	8.5				£ 299.00				
						£ 299.00				
Hackney Carriage Tariff Variation + Advert + Consultation = Meter adjustment	1	M	£ <u>52.00</u>	£ <u>52.00</u>		HC £ <u>52.00</u>				
						Total				
						£ <u>351.00</u>				
						Materials				
Rear Plate	0.6	A	£ 27.00	£ 16.20	£ 10.80	£ 27.00				
Door Signs Pair	0.8	A	£ 27.00	£ 21.60	£ 10.40	£ 32.00				
Door Sign Single	0.5	A	£ 27.00	£ 13.50	£ 5.50	£ 19.00				
Internal plate/sign	0.5	A	£ 27.00	£ 13.50	£ 5.50	£ 19.00				
Change of Vehicle	1.5	A	£ 27.00	£ 40.50	£ 23.00	£ 63.50				
Copy of Licence	0.75	A	£ 27.00	£ 20.25	£ 7.75	£ 28.00				
Temp Vehicle (3 Months)(Inc new plates, licence, materials, vehicle checks)	3	O	£ 42.00	£ 126.00	£ 30.00	£ 156.00				

	Time taken (hours)	Who (A/O/M)	Hourly rate	Hours x Cost ph	Materials	Cost £		Hourly rate inc on costs & support costs	2024/25
							A	Admin	£ 27.00 £27.00
							O	Officer	£ 42.00 £30.00
							M	Manager	£ 52.00 £46.00
New Application					Materials				
First Application - Produce application form, process payment, post	1	A	£27.00	£ 27.00	£ 5.00	£ 32.00			
Printing and postage	0.25	A	£27.00	£ 6.75	£ 5.00	£ 11.75			
1st Knowledge Test	2	A/O	£42.00	£ 84.00	£ 5.00	£ 89.00			
					Total	£ 148			
Driver 3 Year									
Application Assessed/Scanned/ IT /Directed to Licensing Team	0.75	A	£27.00	£ 20.25					
Process payment (Non online)	0.25	A	£27.00	£ 6.75					
Licensing Team Assess Application	0.25	A	£27.00	£ 6.75					
Assess initial DBS inc enqs for missing/incomplete docs update Tascomi etc	0.75	A	£27.00	£ 20.25					
Assess References inc enqs for missing/incomplete docs update Tascomi etc	0.75	A	£27.00	£ 20.25					
6 mth DBS inc enqs for missing/incomplete docs update Tascomi etc (3 yr lic x 6)	1.75	A	£27.00	£ 47.25					
Assess Medical inc enqs for missing/incomplete docs update Tascomi etc	1	A	£27.00	£ 27.00					
Officer consideration, enquiries , enforcement and administration post issue (1yr = 60 mins)	3	O	£42.00	£ 126.00					
Grant/refuse (to include time for report writing and preparing reasons) update IT	0.25	A	£27.00	£ 6.75					
Prepare and issue licence documents and licence	0.25	A	£27.00	£ 6.75	£ 7.00				
Advise renewal required in writing 2 months prior to expiry	0.5	A	£27.00	£ 13.50					
Taxi Supervisor Time - Determinations Advice etc 30mins	0.5	M	£52.00	£ 26.00					
Total	9.5								
					Cost of licence				
					Total	£ 335			
					Materials				
Additional Knowledge Test each	1	A+O	£69.00	£ 69.00	£ 5.00	£ 74.00			
Additional Drivers Licence (inc DBS/Medical check)	2.5	A	£27.00	£ 67.50	£ 5.50	£ 73.00			
Replacement Badge	0.25	A	£27.00	£ 6.75	£ 12.25	£ 19.00			
DBS	0.5	A	£27.00	£ 13.50	£ 49.50	£ 63.00			
Child Exploitation Training (external)	-	-	-	-	-	£ 25.00			
English Knowledge Test (external)	-	-	-	-	-	£ 55.00			
Application Assessed/Scanned/ IT /Directed to Licensing Team	0.5	A	£27.00	£ 13.50					
Process payment (Non online)	0.25	A	£27.00	£ 6.75					
Licensing Team Assess Application	0.25	A	£27.00	£ 6.75					
Assess initial DBS inc enqs for missing/incomplete docs update Tascomi etc	0.5	A	£27.00	£ 13.50					
Assess References inc enqs for missing/incomplete docs update Tascomi etc	0.5	A	£27.00	£ 13.50					
6 mth DBS inc enqs for missing/incomplete docs update Tascomi etc	0.5	A	£27.00	£ 13.50					
Assess Medical inc enqs for missing/incomplete docs update Tascomi etc	0.5	A	£27.00	£ 13.50					
Officer consideration, enquiries , enforcement and administration post issue	0.5	O	£42.00	£ 21.00					
Grant/refuse (to include time for report writing and preparing reasons) update IT	0.25	A	£27.00	£ 6.75					
Prepare and issue licence documents and licence	0.25	A	£27.00	£ 6.75	£ 5.00				
Advise renewal required in writing 2 months prior to expiry	0.5	A	£27.00	£ 13.50					
Taxi Supervisor Time - Determinations Advice etc 30mins	0.5	O	£42.00	£ 21.00					
Total	5								
					Cost of licence				
1 Year Driver extenuating circumstances					Total	£ 155.00			

Private Hire Operator Application	Time taken (hour)	Who (A/O/M)	Hourly rate	Hours x Cost ph	Materials	Cost £		Hourly rate inc on costs & support costs	2023/24	2025/26	
First Application - Produce application form, process payment, post	1	A	£ 27.00	£ 27.00		£ 27.00	A	Admin	£ 26.00	£ 27.00	£27.00
Printing and postage					£ 5.00		O	Officer	£ 29.00	£ 30.00	£42.00
Assess DBS inc enqs for missing/incomplete docs update Tascomi etc	1.25	O	£ 42.00	£ 52.50		£ 52.50	M	Manager	£ 45.00	£46.00	£ 52.00
Planning /call centre/address/site visit check/tax/processors	1.25	O	£ 42.00	£ 52.50		£ 52.50					
total	3.5				Total	£ 137.00					

Child Exploitation Training

£ 25.00 £25.00

Private Hire Operator

Application received Assessed/Scanned/ IT /Directed to Licensing Team	1	A	£ 26.00	£ 26.00		
Process payment	0.25	A	£ 26.00	£ 6.50		
Licensing Team Assess Application	0.25	A	£ 26.00	£ 6.50		
Assess DBS inc enqs for missing/incomplete docs update Tascomi etc	0.5	A	£ 26.00	£ 13.00		
Officer consideration, enquiries and arrange appt	1	O	£ 29.00	£ 29.00		
Grant/refuse (to include time for report writing and preparing reasons) update Tascomi etc	2	O	£ 29.00	£ 58.00		
Prepare and issue licence paperwork	0.25	A	£ 26.00	£ 6.50		
Advise renewal required in writing 2 months prior to expiry	0.25	A	£ 26.00	£ 6.50		
Total	5.5					£ 152.00

Post Issue Compliance Visits see categories below (5 year licence) inc 30 min e/w travel

Suggested categories

							Total £ Cost 5 yrs	Total £ Cost 1 yrs	Veh
1-2 Vehicles (+2 hr/12mnth x 5 yr monitoring and enforcent due to size)	10	O	£ 29.00	£ 290.00	Frozen	£ 290.00	£ 442.00	£ 210.00	1-2
3-5 Vehicles (+5 hr/12mnth x 5 yr monitoring and enforcent due to size)	25	O	£ 29.00	£ 725.00	Frozen	£ 725.00	£ 877.00	£ 297.00	3-5
6-10 Vehicles (+10 hr/12mnth x 5 yr monitoring and enforcent due to size)	50	O	£ 29.00	£ 1,450.00	Frozen	£ 1,450.00	£ 1,602.00	£ 472.40	6-10
11-20 Vehicles (+20 hrs/12mth x 5 yr monitoring and enforcing due to size)	120	O	£ 29.00	£ 3,480.00	Frozen	£ 3,480.00	£ 3,632.00	£ 878.40	11-20
21-30 Vehilces (+48hrs/12mth x 5 yr monitoring and enforcing due to size)	240	O	£ 29.00	£ 6,960.00	Frozen	£ 6,960.00	£ 7,112.00	£ 1,574.40	21-30
31+ Vehicles (+56hr/12mth x 5 yr monitoring and enforcement due to size)	280	O	£ 29.00	£ 8,120.00	Frozen	£ 8,120.00	£ 8,272.00	£ 1,776.00	31+