

APPENDIX B

New Fees Breakdown

New 1 Year Grant HC and PH Driver Licence Application			
Application Procedures	Time	Service hourly rate	Cost
Initial in person/telephone advice and provide or send out application pack	0.17	£30.00	£5.10
Making initial application appointment	0.34	£30.00	£10.20
First in person appointment, check all documentation and scanning of documents	0.75	£30.00	£22.50
Initial entries and records created on LalPac	0.68	£30.00	£20.40
DBS application, check form and documents, authorise by counter signatory	0.50	£30.00	£15.00
Check DP20 and send out form	0.17	£30.00	£5.10
Book Knowledge Test	0.17	£30.00	£5.10
Officer present at Knowledge Test (to cover 6 applicants)	0.17	£30.00	£5.10
Update lalPac following Knowldeg test	0.17	£30.00	£5.10
Check with DBS, confirm certictae issued. Send out production letter and deal with production.	0.75	£30.00	£22.50
Second appointment to produce and check all other documentation	0.50	£30.00	£15.00
Create paper file and update all records on LaPac	0.50	£30.00	£15.00
Cost of Badge			£2.50
Nominal Charge - Computer costs, printing costs, internal costs			£25.00
Sub total	4.87		£173.60
Total			£173.50

New 3 Year Grant HC and PH Driver Licence Application			
Application Procedures	Time	Service hourly rate	Cost
Initial in person/telephone advice and provide or send out application pack	0.17	£30.00	£5.10
Making initial application appointment	0.34	£30.00	£10.20
First in person appointment, check all documentation and scanning of documents	0.75	£30.00	£22.50
Initial entries and records created on LalPac	0.68	£30.00	£20.40
DBS application, check form and documents, authorise by counter signatory	0.50	£30.00	£15.00
Online DBS checks x2 further checks	1.50	£30.00	£45.00
Check DP20 and send out form	0.17	£30.00	£5.10
Further x2 DVLA checks	1.00	£30.00	£30.00
Update lalpac with DVLA check (complete IDS forms, scan and save docs	0.34	£30.00	£10.20
Book Knowledge Test	0.17	£30.00	£5.10
Officer present at Knowledge Test (to cover 6 applicants)	0.17	£30.00	£5.10
Update lalPac following Knowldeg test	0.17	£30.00	£5.10
Check with DBS, confirm certictae issued. Send out production letter and deal with production.	0.75	£30.00	£22.50
Second appointment to produce and check all other documentation	0.50	£30.00	£15.00
Create paper file and update all records on LaPac	0.50	£30.00	£15.00
Cost of Badge			£2.50
Nominal Charge - Computer costs, printing costs, internal costs			£25.00
Sub total			£258.80
Total			£258.80

New 1 Year Renewal HC & PH Driver Licence Application			
Application Procedures	Time	Service hourly rate	Cost
Reminder Letter	0.34	£30.00	£10.20
Making initial application appointment	0.17	£30.00	£5.10
Appointment, check all docs and scan	0.50	£30.00	£15.00
Update ialpac	0.34	£30.00	£10.20
Save scanning	0.34	£30.00	£10.20
Online DVLA check	0.50	£30.00	£15.00
File Docs and receipt	0.17	£30.00	£5.10
Update ialpac with IDS result	0.17	£30.00	£5.10
Online DBS check and subsequent correspondence	0.75	£30.00	£22.50
Cost of badge			£2.50
Nominal Charge - Computer Costs, printing costs, internal costs			£25.00
Sub total	3.28		£125.90
OTHER			
Total Cost			£125.90

New 3 Year Renewal HC &PH Driver Licence Application			
Application Procedures	Time	Service hourly rate	Cost
Reminder Letter	0.34	£30.00	£10.20
Making initial application appointment	0.17	£30.00	£5.10
Appointment, check all docs and scan	0.50	£30.00	£15.00
Update lalpac	0.34	£30.00	£10.20
Save scanning	0.34	£30.00	£10.20
Online DVLA check x3	1.50	£30.00	£45.00
DBS application, check form and docs, authorise counter signatory	0.50	£30.00	£15.00
File Docs and Receipt	0.17	£30.00	£5.10
Update lalpac with IDS result	0.17	£30.00	£5.10
Online DBS check and subsequent correspondence	2.25	£30.00	£67.50
New photo process	0.50	£30.00	£15.00
Nominal Charge - Computer costs, printing costs, internal costs			£25.00
Sub total	6.78		£228.40
OTHER			
Cost of Badge			£2.50
Sub Total	0.00		£2.50
Total Cost			£230.90

New 5 Year Grant & Renewal Licence for a PHO Licence

0	Number of Vehicles	Fees	
Chauffeurs	1 Vehicle	£411.00	
Operator	Up to - 5 Vehicles	£825.00	
Operator	Up to - 15 Vehicles	£1,080.00	
Operator	Up to - 25 Vehicles	£1,785.00	
Operator	Up to - 35 Vehicles	£2,505.00	
Operator	Up to - 45 Vehicles	£3,210.00	
Operator	Up to - 55 Vehicles	£3,930.00	
Operator	Up to - 65 Vehicles	£4,650.00	
Operator	Up to - 75 Vehicles	£5,370.00	
Operator	Up to - 85 Vehicles	£5,790.00	
Operator	Up to - 99 Vehicles	£7,095.00	
Operator	100 Vehicles and Over	£7,155.00	
Operator			

The new fees cover the acceptance of a basic application procedure for the initial grant and subsequent 5 year renewal of a Private Hire Operator Licence.

As this is a new fee for the initial grant for and 5 year renewal of a Private Hire Operator licence, the annual renewal process will no longer be required and the proposed fees reflect this.

It is not known how many Operators will request to be licensed for 1 or 5 years and therefore the fees will need to be monitored and reviewed after 3 years. This will give sufficient time for all current licenses to be renewed and some licenses granted before the review of the fees is conducted.

If approved the new fees will need to be published in a local newspaper for any formal objection to be made. If no objections are received the fees will take effect on the prescribed date.