

	New/renewal application	Part B (for granted licences)	Total fee due	Variation	Re-score	Appeal
	Part A (application fee)					
Main Activity						
Dual driver application	£40.07	£336.36	£376.36			
Hackney Vehicle	£94.60	£123.81	£218.41			
Private Hire vehicle	£94.60	£123.81	£218.41			
Temporary vehicle	£34.93	£72.42	£107.35			
PHO Single	£67.63	£55.99	£123.62			
PHO Small	£76.23	£111.56	£187.79			
PHO Medium	£76.23	£326.53	£402.76			
PHO Large	£81.97	£1,189.73	£1,271.70			

Additional activities (for more than one activity an additional fee is due under part A) (same as unannounced inspection fee, RA and rate, grant/refuse)

Driver Tests	£	50.00				
2nd application	£	75.00				
	£	-				
	£	-				

Once you complete the activity tabs, fees will appear here. You may then round up or down as you wish.

	Hourly rate inc on costs & uplift
A Admin	14.00
O Officer	17.20
M Manager	34.40
LS Sol	51.33

PART A

	Time taken (mins)	Who (A/O/M)	Cost £
Private Hire Operator (single vehicle)			
Receive and enter application	30	A	7.00
Process payment	5	O	1.43
Officer consideration, enquiries and arrange appt	30	O	8.60
Grant/refuse (to include time for report writing and preparing reasons)	70	O	20.07
Prepare paperwork (advise if granted or otherwise and rating with reasons) and despatch	25	A	5.83
Inspection:			
P H Operator Single	30	O	8.60
Travel time (to and from)	30	O	8.60
Travel expenses (average mileage in cost) (15 miles)	leave blank	O	7.50
PART A TOTAL			67.63

PART B

Issue paperwork (inc. licence)	30	A	7.00
Advise renewal required in writing 3 months prior to expiry	10	A	2.33
leave blank		O	
TOTAL			9.33
Policy work etc	480	M	275.20
Compliance and complaints/service requests	900	O	258.00
Training officers cost	leave blank	O/M	200.00
Predicted training costs	leave blank	O	200.00
Previous year surplus/deficit	leave blank	leave blank	
TOTAL			933.20
Number of licences issued by authority	20		46.66
PART B TOTAL			55.99
New/ Renewal	Part A	Part B	Total
	67.63	55.99	123.62

The cost is calculated per licence as the total for each activity has been divided by the number of licences issued entered

Cost divided over licences

	Hourly rate inc on costs & uplift
A Admin	14.00
O Officer	17.20
M Manager	34.40
LS Sol	51.33

PART A

	Time taken (mins)	Who (A/O/M/LS)	Cost £
Private hire Operator (small 2-10 vehicles)			
Receive and enter application	30	A	7.00
Process payment	S	O	1.43
Officer consideration, enquiries and arrange appt	30	O	8.60
Granty/refuse (to include time for report writing and preparing reasons)	70	O	20.07
Prepare paperwork (advise if granted or otherwise and rating with reasons) and despatch	25	A	5.83
Inspection:			
PH Operator small	60	O	17.20
Travel time (to and from)	30	O	8.60
Travel expenses (average mileage in cost) (15 miles)	Leave blank	O	7.50
	n/a		
PART A TOTAL			76.23

PART B

Issue paperwork (inc. licence)	30	A	7.00
Advise renewal required in writing 3 months prior to expiry	10	A	2.33
	Leave blank	O	
TOTAL			9.33
Policy work etc	720	M	412.00
Compliance and complaints/service requests	2160	O	619.20
Training officers cost	Leave blank	O/M	200.00
Predicted training costs	Leave blank	O	200.00
Previous year surplus/deficit	Leave blank	Leave Blank	
TOTAL			1,431.20

The cost is calculated per licence as the total for each activity has been divided by the number of licences issued entered

Number of licences issued by authority	14		102.23
PART B TOTAL			111.56
New/ Renewal	Part A	Part B	Total
	76.23	111.56	187.79

Cost divided over licences

	Hourly rate inc on costs & uplift
A Admin	14.00
O Officer	17.20
M Manager	34.40
LS Sol	51.33

PART A

	Time taken (mins)	Who (A/O/M)	Cost £
Private Hire Operator Medium (11 - 70 vehicles)			
Receive and enter application	30	A	7.00
Process payment	5	O	1.43
Officer consideration, enquiries and arrange appt	30	O	8.60
Granty/refuse (to include time for report writing and preparing reasons)	70	O	20.07
Prepare paperwork (advise if granted or otherwise and rating with reasons) and despatch	25	A	5.83
Inspection:			
P H Operator Medium	60	O	17.20
Travel time (to and from)	30	O	8.60
Travel expenses (average mileage in cost) (15 miles)	n/a	O	7.50
PART A TOTAL			76.23

PART B

	Time taken (mins)	Who (A/O/M)	Cost £
Issue paperwork (inc. licence)	30	A	7.00
Advise renewal required in writing 3 months prior to expiry	10	A	2.33
Leave blank		O	
TOTAL			9.33
Policy work etc	720	M	412.00
Compliance and complaints/service requests	2700	O	774.00
Training officers cost		O/M	200.00
Predicted training costs		O	200.00
Previous year surplus/deficit		Leave blank	
TOTAL			1,586.00
Number of licences issued by authority	5		317.20
PART B TOTAL			326.53
New/ Renewal	Part A	Part B	Total
	76.23	326.53	402.76

The cost is calculated per licence as the total for each activity has been divided by the number of licences issued entered

	Hourly rate Inc on costs & uplift
A Admin	14.00
O Officer	17.20
M Manager	34.40
LS Sol	51.33

PART A

	Time taken (mins)	Who (A/O/M)	Cost £
Private Hire Operator (71+ Vehs)			
Receive and enter application	30	A	7.00
Process payment	5	O	1.43
Officer consideration, enquiries and arrange appt	30	O	8.60
Grant/refuse (to include time for report writing and preparing reasons)	70	O	20.07
Prepare paperwork (advise if granted or otherwise and rating with reasons) and despatch	25	A	5.83
Inspection:			
P H Operator Large	80	O	22.93
Travel time (to and from)	30	O	8.60
Travel expenses (average mileage in cost) (15 miles)	n/a	O	7.50
PART A TOTAL			81.97

PART B

	Time taken (mins)	Who (A/O/M)	Cost £
Issue paperwork (inc. licence)	30	A	7.00
Advise renewal required in writing 3 months prior to expiry	10	A	2.33
Leave blank		O	
TOTAL			9.33
Policy work etc	720	M	412.80
Compliance and complaints/service requests	5400	O	1,548.00
Training officers cost		O/M	200.00
Predicted training costs		O	200.00
Previous year surplus/deficit		Leave blank	
TOTAL			2,360.80

The cost is calculated per licence as the total for each activity has been divided by the number of licences issued entered

Cost divided over licences

Number of licences issued by authority	2		1,180.40
PART B TOTAL			1,189.73
New/ Renewal	Part A	Part B	Total
	81.97	1,189.73	1,271.70