

## Appendix B

### **Calculation Method:**

The Hackney Carriage and Private Hire vehicle licence fees are calculated using a toolkit produced by the Wales Licensing Expert Panel. The purpose of the toolkit is to provide a consistent and robust mechanism to setting licensing fees. The toolkit is utilised by many other local authorities.

### **Part 1 –Cost Summary**

All general expenditure across the Licensing Section (based on 2014/15 figures) is documented and applied to each post to give an hourly rate of each member of staff.

#### **Licensing Section General Expenditure:**

Support Services	£86,990
Accommodation Costs	£46,000
Capital Financing	£2,950
Employee Related (Excl salary)	£13,721
Transport	£2,733
Supplies & Services	£66,199

The total general expenditure (£204,872) is divided amongst each member of staff (14 in total) to give an hourly rate.

Licensing Support Assistant (x3)	£32.00
Licensing Assistant (x2)	£32.00
Licensing Enforcement Officer (x6)	£44.50
Senior Enforcement Officer	£48.00
Senior Technical Officer	£48.00
Team Manager	£53.50

*These figures have been rounded to the nearest 0.50*

### **Part 2 – Application Costs**

Officer time spent on tasks relating to the licence type are calculated in minutes such as dealing with enquiries, general admin, meetings, project work training, complaint investigation, compliance and enforcement.

In respect of hackney carriage vehicle licences, the total costs for additional officer time are £144,613.

In respect of Private Hire vehicle licences the additional costs for officer time are £95,150.

Any other licence specific costs are also applied. For example, in the case of vehicles, the cost of advertising the fees in the paper is applied.

General taxi expenditure is £30726 and comprises of:

Taxi office rent	£7,000
Equipment	£791
Materials/Stationery	£4602
Bank charges	£725
Phone	£1098
ICT	£13046
Internet	£191
Security	£3273

The general taxi expenditure is then apportioned across the licence costs: £8603 is apportioned to hackney carriage vehicle licences, and £10,139 to private hire vehicle licences.

The cost of undertaking additional applications such as vehicle transfers, change of vehicles, and replacement plates is also calculated and added to the specific costs. These additional and specific costs are £32,732 for hackney carriage vehicle licences and £19,083 for private hire vehicle licences

The costs set out above are divided by the total number of relevant applications for 12 month licences to give a cost of £140 for Hackney Carriage vehicle licences and £70 for Private Hire vehicle licences, per application.

The officer time and specific costs for 6 month licences are halved, giving a cost of £70 for hackney carriages and £32 for private hire vehicles, per application.

*N.B. (1) there has been an increase of nearly 200 private hire vehicle licence application since the last time the fees were set, which has reduced the total charges for each licence (as the costs are divided by more applications)*

*(2) In 2014/15, it has been calculated that there was a £9,961 surplus in terms of hackney carriage licence, and surplus of £12,798 in respect of private hire vehicle licences. The Council will take account of these surpluses in full in the new fees;*

*(3) In reference to expenditure the term 'taxi' refers to both hackney carriage and private hire vehicles*

### **Part 3 Process steps**

The cost of the administration of the licence (based on the hourly rates calculated in Part 1) and are added to the application costs outlined in part 2 above resulting in the following fees:

**Cost of 1 year hackney carriage vehicle licence renewal:  
£154**

**Cost of 6 month hackney carriage vehicle licence renewal:  
£86**

**Cost of 1 year private hire vehicle licence Grant:  
£103**

**Cost of 1 year private hire vehicle licence Renewal:  
£85**

**Cost of 6 month private hire vehicle licence Grant:  
£69**

**Cost of 6 month private hire vehicle licence Renewal:  
£51**