

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 2016/17 figures) is documented and applied to each post to give an hourly rate of each member of staff.

Licensing Section General Expenditure:

Cardiff Support Services	£31,006
Cardiff accommodation	£52,600
Vale Departmental	£99,828
Office Equipment	£838
Employee related (ex salary)	£2,119
General Printing & Stationary	£5,322
Bank charges/Capita	£1,126
Staff training	£1,738
Phones	£4,853
ICT	£8,149
Insurance	£3,520

All figures have been rounded to the nearest £1

The total general expenditure (£211,100) is divided amongst each member of staff (16.6 in total) to give an hourly rate.

Licensing Support Assistant (x3)	£31
Licensing Assistant (x3)	£33
Licensing Enforcement Officer (x6)	£45
Senior Enforcement Officer	£49
Senior Technical Officer	£49
Policy Officer (0.6)	£49
Team Manager	£57
Operational Manager	£69

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.

The total costs for additional officer time (based on 12 months) are:

Private Hire vehicles: £108266

Hackney Carriage vehicles: £125701

Drivers: £62057

Private Hire operators: £2639

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 £33997 and comprises of:

Bank charges	£940
Courier	£650
Waste disposal	£71
General Expenses	£581
General Printing & Stationary	£2830
PCO ICT	£7736
Miscellaneous	£31
Courier/postage	£9894
PCO Rents	£6978
CCTV	£353
Securicor	£2824
Phones/broadband	£1768

The general taxi expenditure is then apportioned across the specific licence areas:

Hackney carriage vehicle: £9301

Private hire vehicle: £12747

Drivers: £11639

Private Hire Operators: £310

The cost of undertaking additional applications such as vehicle transfers, change of vehicles, and replacement /badges/licences/plates is also calculated and added to the specific costs. These additional and specific costs are £37121 for hackney carriage vehicle licences, £17526 for private hire vehicle licences, £16833 for driver licences, and £4050 for private hire operators.

Any surplus/deficit from the previous year(s) is also carried forward and added/subtracted to the costs above.

The licence specific costs are then divided by the total number of relevant applications for 12 month licences to give a cost of £142 for Hackney Carriage vehicle licences, £67 for Private Hire vehicle licences, £25 for driver licences, and £12 for private hire operator licences per application.

The officer time and specific costs for 6 month licences are halved, and multiplied for 3 and 5 year licences.

N.B. (1) In reference to expenditure the term 'taxi' refers to both hackney carriage and private hire vehicles

(2) All figures have been rounded to the nearest £1

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:

£160

Cost of 6 month hackney carriage vehicle licence renewal:

£92

Cost of 1 year private hire vehicle licence Grant:

£103

Cost of 1 year private hire vehicle licence Renewal:

£86

Cost of 6 month private hire vehicle licence Grant:

£70

Cost of 6 month private hire vehicle licence Renewal:

£52

Cost of 3 year driver's licence Grant:

£159

Cost of 3 year driver's licence Renewal:

£89

Cost of 1 year driver's licence Grant:

£117

Cost of 1 year driver's licence Renewal:

£46

**Cost of 5 year private hire operator's licence Grant:
£434**

**Cost of 5 year private hire operator's licence Renewal:
£350**

**Cost of 1 year private hire operator's licence Grant:
£98**

**Cost of 1 year private hire operator's licence Renewal:
£74**