

## Appendix A

### 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 2020/2021 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	£58,026
Cardiff Accommodation	£56,497
Vale Departmental e.g., IT costs, Communications, Hardware	£30,525
Transport	£1,758
Employee related (excluding salary)	£4,669
Support Services (Vale)	£6,296
Supplies and Services (Vale):	
General Printing and Stationary	£4,366
Phones	£8,765
Insurance	£1,741
Postages	£862
Miscellaneous	£60
Subscriptions	£295
Training	£625
Refreshments	£110
Services	£300

*All figures have been rounded to the nearest £1*

The total general expenditure (£174,897) has then been divided amongst each member of staff (17.6 in total) to give an hourly rate.

Licensing Support Officer (x3)	£30
Licensing Assistant (x3)	£33
Licensing Enforcement Officer (x6)	£45
Senior Enforcement Officer	£48
Senior Technical Officer	£48
Policy Officer (0.6)	£48
Team Manager	£54
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 enquires, 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: £116,000  
Hackney Carriage vehicles: £121,148  
Drivers: £95,593  
Private Hire operators: £3,102

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

General taxi expenditure comprises of bank charges, printer charges and health and safety equipment and is apportioned across the specific licence areas as follows:

Hackney carriage vehicles: £1,122  
Private hire vehicles: £1,258  
Drivers: £918  
Private hire operators: £68

The cost of undertaking additional applications such as vehicles, transfers, change of vehicles and replacement/badges/licences/plates is also calculated and added to the specific costs. These additional and specific costs are £7,525 for hackney carriage vehicle licences, £3,744 for private hire vehicle licences, £0 for operators and £1743 for driver licences.

The surplus/deficit which is calculated using the costs from the year 2020/2021 but taking into consideration the significant reduction in officer capacity in some areas e.g., enforcement (due to the pandemic) is 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 £163 for Hackney Carriage vehicle licences, £54 for Private Hire vehicle licences, £42 for driver licences and £21 for Private Hire operators.

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 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 grant: £201\*

Cost of 1 year Hackney Carriage vehicle licence renewal: £184

Cost of 6 month Hackney Carriage vehicle licence grant: £115\*

Cost of 6 month Hackney Carriage vehicle licence renewal: £98

Cost of 1 year Private Hire vehicle licence Grant: £92

Cost of 1 year Private Hire vehicle licence Renewal: £77

Cost of 6 month Private Hire vehicle licence Grant: £66

Cost of 6 month Private Hire vehicle licence Renewal: £51

Cost of 3 year Driver's licence Grant: £163

Cost of 3 year Driver's licence Renewal: £97

Cost of 1 year Driver's licence Grant: £123

Cost of 1 year Driver's Licence Renewal: £57

Cost of 5 year Private Hire Operator's licence Grant: £429

Cost of 5 year Private Hire Operator's licence Renewal: £350

Cost of 1 year Private Hire Operator's licence Grant: £100

Cost of 1 year Private Hire Operator's licence Renewal: £80

\* *Whilst we are not currently able to grant Hackney Carriage licences (due to the moratorium) should the position change the proposed fee is as stated*