

Cost Calculations

All licences

Officer hourly rates

NYC Role	Avg FTE salary	NI	Pension	Overhead Support	Hourly Rate
Head of Service	£64,832.00	£8,974.80	£11,993.92	£27,877.76	£59.08
Licensing Manager	£51,630.25	£6,994.54	£9,551.60	£22,201.01	£46.97
Senior Licensing Officer	£45,091.00	£6,013.65	£8,341.84	£19,389.13	£40.97
Licensing Enforcement Officer	£41,182.00	£5,427.30	£7,618.67	£17,708.26	£37.39
Technical Licensing Officer	£32,533.83	£4,130.07	£6,018.76	£13,989.55	£29.46

Hackney Carriage and Private Hire

Annual costs (drivers)

	Officer hours					Proportions applied (%)			Drivers				
	HOS	LM	SLO	LEO	TLO	Drivers	Vehicles	PHOs	HOS	LM	SLO	LEO	TLO
Policy and service development	60	120	30	50	30	50	45	5	30.00	60.00	15.00	25.00	15.00
Enforcement operations	0	50	100	1000	0	20	80	0	0.00	10.00	20.00	200.00	0.00
Enforcement actions (suspensions, warnings etc)	0	100	100	400	0	30	70	0	0.00	30.00	30.00	120.00	0.00
Visual vehicle inspections	0	400	300	1000	0	0	100	0	0.00	0.00	0.00	0.00	0.00
Operator/booking record inspections	0	50	50	100	0	0	0	100	0.00	0.00	0.00	0.00	0.00
Complaints and investigations	50	100	200	600	100	50	45	5	25.00	50.00	100.00	300.00	50.00
Committee hearings and appeals (outside application periods)	20	100	80	80	0	100	0	0	20.00	100.00	80.00	80.00	0.00
Fee setting and budget management	20	20	10	0	0	50	45	5	10.00	10.00	5.00	0.00	0.00
System maintenance	0	20	10	0	10	50	45	5	0.00	10.00	5.00	0.00	5.00
Data protection and FoI requests	30	200	50	100	50	5	90	5	1.50	10.00	2.50	5.00	2.50
Training and research	150	100	60	200	200	50	45	5	75.00	50.00	30.00	100.00	100.00
Procedures, forms, guidance and website	30	50	50	30	30	50	45	5	15.00	25.00	25.00	15.00	15.00
Staff (performance, meetings etc)	100	100	75	250	250	50	45	5	50.00	50.00	37.50	125.00	125.00
Additional items (address change, copy licences, queries etc)	0	100	100	100	200	50	45	5	0.00	50.00	50.00	50.00	100.00
Total time (hours)	460.00	1510.00	1215.00	3910.00	870.00				226.50	455.00	400.00	1020.00	412.50
Total cost (£)									£13,382.63	£21,373.03	£16,389.94	£38,136.67	£12,150.36
Active licences											1,600		
Total annual cost per licence									£8.36	£13.36	£10.24	£23.84	£7.59
												£63.40	

Hackney Carriage and Private Hire Processing costs (drivers and operators)

New Driver	One year				Three year			
	LM	SLO	LEO	TLO	LM	SLO	LEO	TLO
Receiving application (appointments, payments, documents etc)	0.00	5.00	15.00	20.00	0.00	5.00	15.00	20.00
Processing application (validation, NR3, supporting documents)	0.00	10.00	20.00	25.00	0.00	10.00	20.00	25.00
Data entry	0.00	5.00	15.00	20.00	0.00	5.00	15.00	20.00
DBS processing (identification, submission, assessment, recording)	0.00	5.00	15.00	15.00	0.00	5.00	15.00	15.00
Knowledge test	0.00	6.00	24.00	0.00	0.00	6.00	24.00	0.00
DBS Update Service checks (biannual)	0.00	5.00	5.00	5.00	0.00	30.00	30.00	30.00
DVLA checks (including annual check)	0.00	5.00	5.00	5.00	0.00	15.00	15.00	15.00
Issue licences, badges	0.00	0.00	0.00	10.00	0.00	0.00	0.00	10.00
Committee reports/hearings (on application only)	18.00	18.00	18.00	0.00	18.00	18.00	18.00	0.00
Total time (minutes)	18.00	59.00	117.00	100.00	18.00	94.00	152.00	135.00
Time cost (£)	£14.09	£40.29	£72.91	£49.09	£14.09	£64.19	£94.72	£66.27
Annual costs (£)		£63.40				£190.19		
Badges and necklace, with postage (£)	£15.00							
Total cost (£)		£254.78				£444.47		

Driver Renewal	One year				Three year			
	LM	SLO	LEO	TLO	LM	SLO	LEO	TLO
Receiving application (appointments, payments, documents etc)	0.00	5.00	5.00	15.00	0.00	5.00	5.00	15.00
Processing application (validation, NR3, supporting documents)	0.00	0.00	5.00	15.00	0.00	0.00	5.00	15.00
Data entry	0.00	0.00	5.00	10.00	0.00	0.00	5.00	10.00
DBS Update Service checks (biannual)	0.00	0.00	5.00	5.00	0.00	0.00	30.00	30.00
DVLA checks (including annual check)	0.00	0.00	5.00	5.00	0.00	0.00	15.00	15.00
Tax check	0.00	0.00	5.00	10.00	0.00	0.00	5.00	10.00
Issue licences, badges	0.00	0.00	0.00	10.00	0.00	0.00	0.00	10.00
Total time (minutes)	0.00	5.00	30.00	70.00	0.00	5.00	65.00	105.00
Time cost (£)	£0.00	£3.41	£18.69	£34.36	£0.00	£3.41	£40.50	£51.55
Annual costs (£)		£63.40				£190.19		
Badges and necklace, with postage (£)	£15.00							
Total cost (£)		£134.87				£300.65		

PHO (new and renewal)	One year				Five year			
	LM	SLO	LEO	TLO	LM	SLO	LEO	TLO
Receiving application (appointments, payments, documents etc)	0.00	10.00	30.00	30.00	0.00	10.00	30.00	30.00
Processing application (validation, supporting documents, consultation)	0.00	5.00	30.00	30.00	0.00	5.00	30.00	30.00
Data entry	0.00	5.00	15.00	20.00	0.00	5.00	15.00	20.00
DBS basic (annual checks on all applicants/directors where applicable)	0.00	0.00	5.00	10.00	0.00	0.00	25.00	50.00
Committee reports/hearings (on application only)	17.14	17.14	17.14	0.00	17.14	17.14	17.14	0.00
Determine application	5.00	5.00	5.00	0.00	5.00	5.00	5.00	0.00
Issue licence	0.00	0.00	0.00	10.00	0.00	0.00	0.00	10.00
Total time (minutes)	22.14	42.14	102.14	100.00	22.14	42.14	122.14	140.00
Time cost (£)	£17.34	£28.78	£63.65	£49.09	£17.34	£28.78	£76.11	£68.73
Annual costs (£)		£93.17				£465.85		
Total cost (£)		£252.03				£656.81		

Hackney Carriage and Private Hire

Processing costs (hackney carriage vehicles)

		One year			
New HCV		LM	SLO	LEO	TLO
Receiving application (appointments, payments, documents etc)		0.00	5.00	15.00	20.00
Processing application (validation, supporting documents)		0.00	5.00	15.00	20.00
Vehicle suitability check		5.00	5.00	15.00	10.00
Data entry		0.00	5.00	15.00	20.00
HC fare review		4.00	2.00	2.00	2.00
Administration/consideration of tests		0.00	5.00	30.00	20.00
Determine application		5.00	5.00	5.00	0.00
Issue licence, tariff card, order plates etc		0.00	0.00	10.00	25.00
Committee reports/hearings (on application only)		12.00	12.00	12.00	0.00
Total time (minutes)		26.00	44.00	119.00	117.00
Time cost (£)		£20.36	£30.05	£74.15	£57.44
Annual costs (£)		£149.61			
Plates, door stickers	£40.00				
Total cost (£)		£371.61			

		One year			
HCV Renewal		LM	SLO	LEO	TLO
Receiving application (appointments, payments, documents etc)		0.00	5.00	10.00	20.00
Processing application (validation, supporting documents)		0.00	5.00	10.00	20.00
Data entry		0.00	5.00	5.00	10.00
HC fare review		2.00	1.00	0.50	0.50
Administration/consideration of tests		0.00	5.00	20.00	20.00
Determine application		5.00	5.00	5.00	0.00
Issue licence, tariff card, order plates etc		0.00	0.00	5.00	25.00
Committee reports/hearings (on application only)		7.58	7.58	7.58	0.00
Total time (minutes)		14.58	33.58	63.08	95.50
Time cost (£)		£11.41	£22.93	£39.31	£46.88
Annual costs (£)		£149.61			
Plates, door stickers	£40.00				
Total cost (£)		£310.15			

Hackney Carriage and Private Hire

Processing costs (private hire vehicles)

		One year			
New PHV		LM	SLO	LEO	TLO
Receiving application (appointments, payments, documents etc)		0.00	5.00	15.00	20.00
Processing application (validation, supporting documents)		0.00	5.00	15.00	20.00
Vehicle suitability check		5.00	5.00	15.00	10.00
Data entry		0.00	5.00	15.00	20.00
Administration/consideration of tests		0.00	5.00	30.00	20.00
Determine application		5.00	5.00	5.00	0.00
Issue licence, order plates etc		0.00	0.00	10.00	20.00
Committee reports/hearings (on application only)		12.00	12.00	12.00	0.00
Total time (minutes)		22.00	42.00	117.00	110.00
Time cost (£)		£17.22	£28.68	£72.91	£54.00
Annual costs (£)		£149.61			
Plates, door stickers	£40.00				
Total cost (£)		£362.43			

		One year			
PHV Renewal		LM	SLO	LEO	TLO
Receiving application (appointments, payments, documents etc)		0.00	5.00	10.00	20.00
Processing application (validation, supporting documents)		0.00	5.00	10.00	20.00
Data entry		0.00	5.00	5.00	10.00
Administration/consideration of tests		0.00	5.00	20.00	20.00
Determine application		5.00	5.00	5.00	0.00
Issue licence, order plates etc		0.00	0.00	5.00	20.00
Committee reports/hearings (on application only)		7.58	7.58	7.58	0.00
Total time (minutes)		12.58	32.58	62.58	90.00
Time cost (£)		£9.85	£22.25	£39.00	£44.18
Annual costs (£)		£149.61			
Plates, door stickers	£40.00				
Total cost (£)		£304.89			

Hackney Carriage and Private Hire

Processing costs (additional items)

Vehicle transfer		LM	SLO	LEO	TLO
Receiving application (appointments, payments, documents etc)		0.00	5.00	5.00	20.00
Processing application (validation, supporting documents)		0.00	5.00	5.00	20.00
Data entry		0.00	5.00	5.00	15.00
Issue licence		0.00	0.00	10.00	15.00
Total time (minutes)		0.00	15.00	25.00	70.00
Time cost (£)		£0.00	£10.24	£15.58	£34.36
Total cost (£)		£60.19			

Vehicle registration change		LM	SLO	LEO	TLO
Receiving application (appointments, payments, documents etc)		0.00	0.00	5.00	10.00
Processing application (validation, supporting documents)		0.00	0.00	5.00	10.00
Data entry		0.00	0.00	5.00	10.00
Issue licence, order plates etc		0.00	0.00	5.00	25.00
Total time (minutes)		0.00	0.00	20.00	55.00
Plates	£20.00				
Time cost (£)		£0.00	£0.00	£12.46	£27.00
Total cost (£)		£59.46			