

LICENSING COMMITTEE MEETING

Date: Monday 4 December 2017
Time: 6.30 pm
Venue: Town Hall, High Street, Maidstone

Membership:

Councillors Cuming, Garten, Mrs Grigg, Mrs Hinder (Vice-Chairman), Joy (Chairman), McLoughlin, B Mortimer, Naghi, Newton, Mrs Robertson, J Sams and Springett

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Issued on Thursday 23 November 2017

Continued Over/:

Alison Broom

Alison Broom, Chief Executive

PUBLIC SPEAKING

In order to book a slot to speak at this meeting of the Licensing Committee, please contact Caroline Matthews on 01622 602743 or by email on carolinematthews@maidstone.gov.uk by 5 p.m. one clear working day before the meeting. If asking a question, you will need to provide the full text in writing. If making a statement, you will need to tell us which agenda item you wish to speak on. Please note that slots will be allocated on a first come, first served basis.

ALTERNATIVE FORMATS

The reports included in Part I of this agenda can be available in **alternative formats**. For further information about this service, or to arrange for special facilities to be provided at the meeting, **please contact Democratic Services on democraticservices@maidstone.gov.uk or 01622 602743**. To find out more about the work of the Committee, please visit www.maidstone.gov.uk

MAIDSTONE BOROUGH COUNCIL

LICENSING COMMITTEE

MINUTES OF THE MEETING HELD ON THURSDAY 30 MARCH 2017

Present: Councillor Joy (Chairman), and
Councillors Garten, Mrs Grigg, Mrs Hinder,
McLoughlin, B Mortimer, Naghi, Newton,
Mrs Robertson, J Sams and Springett

60. APOLOGIES FOR ABSENCE

There were no apologies for absence.

61. NOTIFICATION OF SUBSTITUTE MEMBERS

There were no Substitute Members.

62. NOTIFICATION OF VISITING MEMBERS

There were no Visiting Members.

63. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures by Members and Officers.

64. DISCLOSURES OF LOBBYING

There were no disclosures of lobbying.

65. EXEMPT ITEMS

RESOLVED: That all items on the agenda be taken in public as proposed.

66. MINUTES OF THE MEETING HELD ON 26 JANUARY 2017

RESOLVED: That the minutes of the meeting held on 26 January 2017 be approved as a correct record and signed.

67. REPORT OF THE HEAD OF HOUSING AND COMMUNITY SERVICES -
HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING: LICENCE FEES AND
CHARGES FEES 2017/2018

The Licensing Partnership Manager presented a report on the Hackney Carriage and Private Hire Licensing: Licence Fees and Charges Fees 2017/18.

The Committee was informed that the authority was required to review the fees set for the administration of the Taxis and Private Hire licensing.

In response to questions from Members, the Licensing Partnership Manager explained that:-

- There had been an error on the table for 'Private Hire Driver's Licence', the Existing Fee for Disclosure Barring Service search fee should be £44 for three years, not £220.
- That the service must be able to pay for itself and recover all costs. It could not make a profit and should there be a surplus at the end of the year, it must be rolled into the following year with a view to balancing out the costs of the service.
- That there would be a 28 day consultation on the proposed fees which would be sent out by email to Hackney Carriage Proprietors, Private Hire Operators and Drivers. A Notice would also be placed in a local paper and there would be a link to the consultation on the Council's website.
- If no objections were received then the revised fees would come into effect from 15th May 2017. However, should any be received then a report would come back to Committee.

RESOLVED:

1. That the proposed fees and charges and associated costs for licences in respect of hackney carriage drivers and vehicles and private hire drivers, vehicles and operators, as set out in paragraph 2.9 of the report of the Head of Housing and Community Services be approved for formal consultation with the trade and with the public; and
2. That subject to the consideration of any written objections being received by this Committee these be implemented with effect from 15 May 2017.

Voting: For: 10 Against: 1 Abstentions: 0

68. REPORT OF THE HEAD OF HOUSING AND COMMUNITY SERVICES - SEXUAL ENTERTAINMENT VENUES - LICENCE FEES 2016/2017

The Licensing Partnership Manager presented a report on the Licence Fees for Sexual Entertainment Venues for 2016/17.

RESOLVED: That the Licensing Committee approve the fee levels as set out in paragraph 2.4 of the report of the Head of Housing and Community Services for implementation on 1 April 2017.

Voting: For: 10 Against: 0 Abstentions: 1

69. REPORT OF THE HEAD OF HOUSING AND COMMUNITY SERVICES - GAMBLING FEES 2017 - 18

The Licensing Partnership Manager presented a report on the 2017/18 licence fees for the Gambling Act 2005.

RESOLVED: That the Licensing Committee approve fee levels as set out in Appendix A to the report of the Head of Housing and Community Services for implementation on 1 April 2017.

Voting: For: 11 Against: 0 Abstentions: 0

70. REPORT OF THE HEAD OF HOUSING AND COMMUNITY SERVICES - ANIMAL ESTABLISHMENT FEES 2017 - 18

The Licensing Partnership Manager presented a report on the Animal Establishment Fees 2017/2018.

In response to questions by Members, the Licensing Partnership Manager explained that:-

- When renewal applications were made the Environmental Enforcement Team would carry out an inspection of the premises. The renewal licence would only be issued subject to the Licensing team having received a satisfactory report from the Officer.
- Riding Establishments – (how do we determine if it is a riding establishment?) - complaints or information received would be investigated by the Environmental Enforcement Officer. However, existing premises would still be subject to an annual inspection by the Officer and Veterinary Surgeon when an application for a renewal licence was received.
- Dog breeding – (how can we identify where commercial breeding is taking place) - this was difficult to determine. However, the breeding of bitches was controlled by legislation.

RESOLVED: That the Licensing Committee approves the fee levels as set out in paragraph 2.6 of the report for implementation on 1 April 2017.

Voting: For: 11 Against: 0 Abstentions: 0

71. DURATION OF MEETING

6.30 p.m. to 7.30 p.m.

Agenda Item 9

MAIDSTONE BOROUGH COUNCIL

LICENSING COMMITTEE

MINUTES OF THE MEETING HELD ON TUESDAY 23 MAY 2017

Present: Councillor Joy (Chairman), and
Councillors Garten, Mrs Grigg, Mrs Hinder,
McLoughlin, B Mortimer, Naghi, Newton, Perry, Mrs
Robertson, J Sams and Mrs Springett

1. APOLOGIES FOR ABSENCE

It was noted that there were no apologies for absence.

2. NOTIFICATION OF SUBSTITUTE MEMBERS

There were no Substitute Members.

3. ELECTION OF CHAIRMAN

RESOLVED: That Councillor Mrs Joy be elected as Chairman of the Committee for the Municipal Year 2017/18.

4. ELECTION OF VICE-CHAIRMAN

RESOLVED: That Councillor Mrs Hinder be elected as Vice-Chairman of the Committee for the Municipal Year 2017/18.

5. DURATION OF MEETING

6.55 p.m. to 6.57 p.m.

Licensing Committee

4 December 2017

Is the final decision on the recommendations in this report to be made at this meeting?

Yes

Hackney Carriage and Private Hire Licensing: Licence Fees and Charges Fees 2017/2018

Final Decision-Maker	Licensing Committee
Lead Head of Service	John Littlemore, Head of Housing and Community Services
Lead Officer/Report Author	Lorraine Neale
Classification	Non-exempt
Wards affected	All

This report makes the following recommendation:

1. That the proposed fees and charges and associated costs for licences in respect of hackney carriage drivers and vehicles and private hire drivers, vehicles and operators, as set out in paragraph 2.14, be approved after consideration being given to the written objection received on 19 September 2017 in response to the 28 day consultation and to be effective from 5 December 2017.

This report relates to the following Five Year Plan Key Objectives:

- Securing a successful economy for Maidstone Borough

It is proposed to set fees which enable the authority to be self-financing with respect to this service.

Timetable

<i>Meeting</i>	<i>Date</i>
Licensing Committee	30 March 2017
Licensing Committee	4 December 2017

Taxis and Private Hire Fees and Charges 2017/18

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 The authority is required to review the fees set for the administration of Hackney Carriage and Private Hire Licensing. This ensures the Council complies with its statutory duty and that the licensing of Taxis and Private Hire vehicles, Dual, Hackney Carriage or Private Hire Drivers and Private Hire Operators continues being self-financing, in accordance with the Council's Financial Strategy.
- 1.2 A fees model, similar to the one used to first set the Gambling Act fees in 2007 was used to determine the proposed fees for 2017/2018.

2. INTRODUCTION AND BACKGROUND

- 2.1 The proposed fees were first brought to Licensing Committee on 30 March 2017 where it was agreed that a 28 day consultation with the trade would take place and consideration would be given to any objections that may be received as a result of that consultation. The consultation took place between 13 April and 11 May 2017 and resulted in one written objection being received on 26 April 2017 from Neil Cox, Chair of the hackney trade, representing his members. There were no objections from the Private Hire trade.
- 2.2 Due to the sudden and unexpected death of the Licensing Partnership Manager on 21 May 2017 the information required to respond to the objection could not be accessed and the deadline set by S70(5) of the Local Government (Miscellaneous Provisions) Act 1976 for the fees to come in to effect after objection could not be met as there was insufficient time to report to July Committee.
- 2.3 It became necessary to consult again on the proposed fees and that consultation took place between 26 July and 22 August 2017 with the Public Notice appearing in the Kent Messenger on 27th July 2017. This resulted in one written objection being received by e-mail on 15 August 2017 from Neil Cox, Chair of the hackney trade, representing his members. There were no objections from the Private Hire trade or any other person. This consultation period was incorrect as it only allowed for 27 days and a further consultation period became necessary.
- 2.4 The third consultation period took place between 14 September and 11 October 2017 with the Public Notice appearing in the Kent Messenger on 14 September 2017. This resulted in one written objection being received by e-mail on 19 September 2017 from Neil Cox, Chair of the hackney trade, representing his members. (Appendix A). There were no objections from the Private Hire trade or any other person.

- 2.5 Careful monitoring of income and expenditure was carried out over the current financial year and the income from licence fees and associated costs, together with expenditure, has been in accordance with the objectives laid out in the budget plan and the inflation rate. All other increases in cost of providing the service have been absorbed by efficiency savings as a result of the Licensing Partnership.
- 2.6 The Taxi Licensing service is required to be self-financing and the proposed increases to fees will ensure this is maintained.
- 2.7 One of the main points of the trade's objection is that the percentage increases of the fees varies greatly from the original fees, It has been explained that Initially the fees for taxi and private hire were set historically and percentage increases based on the rate of inflation were applied. However, there had not been an increase in the fees for a significant number of years with the first increase taking place in 2016 and at that time acknowledgement made that the fees needed to be stripped back and then the costs calculated incorporating all the activity employed for each type of licence. This has now been done and the fee calculation tables are attached as Appendices 2, 3 and 4.
- 2.8 A fees model, similar to the one used to first set the Gambling Act fees in 2007, was used to calculate the proposed fees and charges. The fees have been calculated by examining the time it takes to carry out the various tasks in processing the application and who in the authority is likely to carry them out. The hourly rates of staff are fed in to a spread sheet (originally produced by the national support body for local authority regulators, LACORS, to calculate the Gambling Act fees) to calculate costs for each type of activity. These fee sheets are attached as Appendices 2, 3 and 4.
- 2.9 Each licence has been broken down to include line by line the tasks involved in producing each licence which include: at application stage assistance to the applicant, checking of an application upon receipt, and processing the application. Once processed, types of tasks include: determining the licence or arranging a hearing and holding a hearing, notification of the decision, preparation and issuing of the licence, updating the records/register, appeal preparation and holding an appeal hearing, as well as compliance tests of drivers, vehicles and operators. A proportion of training of Officers and Members has also been included, as well as the cost of consumables.
- 2.10 After applying the fees model to the various licences the fees were set as shown in Appendix B, In the case of the Hackney drivers fees most were significantly reduced e.g. dual and hackney carriage driver licence – new 3 year licence was calculated to be £431 but was reduced down to £370, whereas in the case of a private hire driver –new 3 years licence which was calculated to be £277 was reduced down to £275.
- 2.11 The hackney trade will always have higher licence fees applied to them as they have additional costs to meet. The unmet demand survey which we have to undertake every three years must be met solely by them. The taxi monitor in King Street which was replaced in August 2016 at a cost of £6,100 is being recovered over a period of 3 years and its annual maintenance is ongoing. The

taxi trade in their letter of objection have asked to see the evidence for the justification of their higher charges and these can be seen in the fee calculation tables at Appendices 2, 3 and 4.

2.12 The fees will be looked at annually and adjusted accordingly at that time. There is to be consultation with the trade very shortly around delimiting hackney vehicles and if that were to be the case then the fees for hackney vehicles and drivers would significantly reduce and be much more in line with private hire fees as the Hackney trade have requested as there would no longer be a requirement for an unmet demand survey.

2.13 Since this report first came to Licensing Committee on the 30 March 2017 the online driver test has been implemented and candidates are required to pass the test before they can submit an application. Due to this new process it would be sensible to remove the cost of the test from the original figures submitted with the report in March and calculate a fee relevant to the new test which recovers the cost of the new process. These corrections to the original fees and the new test fee can be seen at Appendix 2.

2.14 After considering the objection from the Hackney trade the figures were further reviewed and it is still the opinion of Officers that the Proposed Hackney Carriage and Private Hire Licensing fees with the amendments made as a result of the new test process and shown in the table below should apply with immediate effect from 5th December 2017.

	Existing Fees	Proposed Fees
<u>Dual Driver Licence (Hackney Carriage and Private Hire) and Hackney Carriage Driver Licence</u>		
Driver's test	-	£32 per test
On initial application	£315 for three years £185 for one year	£370 - £38 = £332 for three years (which includes £22.04 towards the Demand Survey & £29.43 for monitor and maintenance) £190 - £38 = £152 for one year
Disclosure Barring Service search fee	£44 every one or three years depending on licence	£44 every one or three years depending on licence
Total (including DBS fee)	£359 for three years £229 for one year	£376 for three years £196 for one year
On renewal	£260 for three years	£325 for three years (which includes £22.04

	Existing Fees	Proposed Fees
	£130 for one year (due to age or medical)	towards the Demand Survey & £29.43 for monitor and maintenance) £135 for one year (due to age or medical)
Disclosure Barring Service search fee	£44 every one or three years depending on licence	£44 every one or three years depending on licence
Total (including DBS fee)	£304 for three years	£369 for three years
<u>Private Hire Diver's Licence</u>		
On initial application	£255 for three years £170 for one year	£275 - £38 = £237 for three years £180 - £38 = £142 for one year
Disclosure Barring Service search fee	£44 every one or three years depending on licence	£44 every one or three years depending on licence
Total (including DBS fee)	£299 for three years £214 for one year	£281 for three years £186 for one year
On renewal	£220 for three years £120 for one year	£240 for three years £125 for one year (due to age or medical)
Disclosure Barring Service search fee	£44 every one or three years depending on licence	£44 every one or three years depending on licence
Total (including DBS fee)	£264 for three years	£264 for three years
<u>Hackney Carriage Vehicle Licence</u>		
On application	£295 for one year (which includes £30 towards the Unmet Demand Survey)	£365 for one year (which includes £22.04 towards the Demand Survey & £29.43 for monitor and maintenance)
<u>Private Hire Operator Licence</u>		
On initial application – 5 year licence	£475 for five years	£485 for five years
On renewal – 5 year licence	£400 for five years	£405 for five years

	Existing Fees	Proposed Fees
On initial application – 3 year licence	£335 for three years	£340 for three years
On renewal – 3 year licence	£275 for three years	£275 for three years
On initial application – 1 year licence	£190 for one year	£195 for one year
On renewal – 1 year licence	£130 for one year	£130 for one year
<u>Private Hire Vehicle Licence</u>		
On initial application	£250 for one year	£315 for one year
<u>Other Costs</u>		
Change of ownership of licensed vehicle	£69	£70
Replace external vehicle plate	£23	£23
Replace driver badge	£9.50	£10
Replace internal plate holder	£1.75	£1.75
Copy of existing paper licence	£12	£12
Change of address details for a replacement licence	£12	£12
Change of name for a vehicle or operator licence	£12	£12
Change of name and address for a driver badge	£21	£21
Vehicle exemption certificate or general administration fee	£44	£45
Vehicle re-test	£48	£48

Note: Drivers do have the option to sign up to the DBS online service for £13 per year if they wish. Officers can then check existing drivers DBS records online without the necessity for a driver to submit a new application form at a fee of £44

3. AVAILABLE OPTIONS

The fees and charges need to be reviewed to ensure that they are set at appropriate levels to recover the costs associated with providing the service. Having reviewed the income and expenditure the options available are:

- 3.1 To propose no changes or reductions to the existing fees. This would mean there would be a shortfall in income against the budget set for the function.
- 3.2 To approve the fees as set at in paragraph 2.14.

3.3 To propose, where possible and appropriate, fees higher than the cost of delivering the service. However, if the Council were subject to Judicial Review it would not be in a position to justify the fees that have been set.

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

4.1 To approve the fees set out in paragraph 2.14 to ensure that the fee income reflects the cost of providing the service.

5. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off (name of officer and date)
Impact on Corporate Priorities	No implications have been identified	[Head of Service or Manager]
Risk Management	No implications have been identified	[Head of Service or Manager]
Finance and other resources	It is necessary for the Council to deliver a balanced budget and cover the costs of providing this service.	[Section 151 Officer & Finance Team]
Staffing	No implications have been identified	[Head of Service]
Legal	Legal implications are set out in the body of the report.	Jayne Bolas, Solicitor Team Leader(Contentious)
Equality Impact Needs Assessment	No implications have been identified	[Policy & Information Manager]
Environmental/Sustainable Development	No implications have been identified	[Head of Service or Manager]
Community Safety	No implications have been identified	[Head of Service or Manager]
Human Rights Act	No implications have been identified	[Head of Service or Manager]
Procurement	No implications have been identified	[Head of Service & Section 151 Officer]

6. REPORT APPENDICES

The following documents are to be published with this report and form part of the report:

Appendix 1 – Hackney Chair response to consultation

Appendix 2 - Fee calculation tables for drivers
Appendix 3 - Fee calculation tables for vehicles
Appendix 4 - Fee calculation tables for operators

7. BACKGROUND PAPERS

None

From: Neil Cox <neilccox2@yahoo.co.uk>
Sent: 19 September 2017 11:18
To: Lorraine Neale
Subject: Fees Consultation
Attachments: Response to consultation on Taxi and Private Hire fees and charges for 2017.docx

Good morning Lorraine,

Please find attached our response to the consultation, now out for a third time. Can I confirm that responding by e mail is acceptable? Also thanks for letting me know about the Ford Procab.

Kind Regards

Neil Cox
Taxi Association

Response to consultation on Taxi and Private Hire fees and charges for 2017-18.

I have been asked by the licensed Hackney Carriage (HC) trade to respond to the proposals put to the licensing committee on 30th March 2017. I am also a Private Hire (PH) operator in Maidstone.

You will not be surprised to hear there is much opposition to the proposed massive increases to our fees and charges.

The proposed increases seem to vary between -19.7 % for a Private Hire drivers licence renewal (3 years) and +35.7% for a private hire drivers licence (1 year) and various percentage increases inbetween . Why is there such a variation? If the proposal was that increases across the board should be the rate of inflation since the last increase then we would not be opposing these proposals. I would add that the cost of a Hackney carriage vehicle licence was £259 in the year 2015-16, jumped to £295 in 2016-17 including a payment towards the demand survey and for 2017-18 is now proposed to be £365. We understand the hypothecation of funds towards the demand survey and monitor but would like to be supplied with evidence which justify these figures. Hypothecated fees should be clearly visible on Hackney Carriage vehicle licence and Dual & HC drivers badge application forms. What is the total cost of these items divided by the number of vehicles licenced per year on average and years taken to cover the cost of said items. We also understand that the licensing department should be self financing but feel these increases are arbitrary and should be more balanced. Please see our proposals in the table below. We believe a 5% increase in our overall charges is more than adequate to cover the costs of running the taxi section of the licensing department. Please note the Taxi trade has not asked for an increase in fares for 4 years.

We believe the cost of a Private Hire badge or dual badge should be the same as a Hackney Carriage badge whether one or 3 years. Private Hire and Hackney Carriage vehicle licences should also cost the same, excluding hypothecated items. In practice they are subject to the same test and administration.

We believe that an unintended consequence of the age and mileage restrictions on licensed vehicles which are desirable from an environmental point of view have encouraged private hire operators to licence their vehicles in Tonbridge and Malling which has a less strict regulatory environment and then work them in Maidstone (within the law). We have the worst of both worlds. Private hire vehicles being worked here but licensed elsewhere and revenues from these vehicles and drivers going to TMBC. We know this is happening because we speak to private hire operators who tell us this is exactly what they are doing. Indeed Express Taxis, Streamline Taxis, Apollo Taxis & Cavalier Taxis all have operations in Tonbridge & Malling. You may well see their TMBC licensed vehicles in Maidstone.

I should also add that vehicles licenced elsewhere are outside of the jurisdiction of the MBC Licensing Dept. May we suggest relaxing current restrictions in order that vehicles working here are encouraged to licence here. To that end may we suggest that licensed vehicles can be licensed for the first time up to 4 years of age and 100,000 miles and then worked until 10 years from the date of first registration. This is much closer to the position in TMBC but still slightly tighter and may encourage operators to licence here rather than elsewhere to the benefit of all concerned.

Kind Regards

Neil Cox

Chair Maidstone Taxi Association.

Appendix 1A

	Existing Fees	MBC proposed fees	Taxi trade proposals
Dual badge and Hackney Carriage Drivers Licence			
On initial application	£315 for 3 years £185 for 1 year	£370 which includes £22.04 for unmet demand survey and £29.43 for monitor	£278 for 3 years plus hypothecated fees of £51.47 £195 for 1 year inc fees
DBS search fee	£44 or £13/year	£44 or £13/year	£44 or £13/year
Total	£359 for 3 years £229 for 1 year	£414 for 3 years £234 for 1 year	£374 for 3 years £239 for 1 year
On renewal	£260 for 3 years £130 for 1 year	£325 for 3 years £135 for 1 year £22.04 & £29.43 as above	£273 for 3 years £136 for 1 year
DBS search fee	As above	As above	As above

Private Hire Drivers Licence

On initial application	£255 for 3 years £170 for 1 year	£275 for 3 years £180 for one year	£278 for 3 years £195 for 1 year
DBS search fee	As above	As above	As above
Total	£309 for 3 years £165 for 1 year	£319 for 3 years £224 for one year	£322 for 3 years £239 for one year
On renewal	£299 for 3 years £214 for 1 year	£240 for 3 years £125 for 1 year	£273 for 3 years £136 for one year
DBS search fee	£220 for 3 years ? £120 for one year Not being charged	As above	As above
Total inc DBS fee	£264 for 3 years?	£284 for 3 years?	£356 for 3 years £268 for 1 year

Hackney Carriage Vehicle Licence

On application	£265 plus £30 for unmet demand survey	£365 for 1 year which includes £22.04 plus £29.43	£278 plus £51.47 hypothecated fees. £329.72
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Private Hire Vehicle Licence

On Application	£250	£315	£278
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Private Hire Operators Licence

On initial application 5 year	£475	£485	£498 plus see below table
On renewal 5 year licence	£400	£405	£420 “
On initial application 3 year licence	£335	£340	£351 “
On renewal 3 year licence	£275	£275	£288 “
On initial application 1 year licence	£190	£195	£200 “
On renewal 1 year licence	£130	£130	£136 “

For PH operators with more than 10 vehicles add £50/year per vehicle. Perhaps these extra funds could be hypothecated towards night time enforcement of taxi regulations. The larger operators tend to be the ones whose vehicles sail close to the wind!

Other Costs

Change of ownership of licensed vehicle	£69	£70	£70
Replace plate	£23	£23	£23
Replace Badge	£9.50	£10	£10
Replace internal plate holder	£1.75	£1.75	£2
Copy of existing paper licence	£12	£12	£12
Change of address details for a replacement licence	£12	£12	£12
Change of name for a vehicle or operators licence	£12	£12	£12
Change of name and address for a drivers badge	£21	£21	£21
Vehicle Exemption certificate or general admin fee	£44	£45	£45
Vehicle Retest	£48	£48	£48

MBC - PH Driver licence - renewal - 3 years						
	AO	£25.33	Admin Officer			
	LO	£37.16	Licensing Officer			
	Training/Polic	£45.68				
	Time	Time	Cost	Cost	TOTAL	
	AO	LO	AO	LO		
Send application forms	0.1		£2.53		£2.53	
Provide telephone/personal assistance and deal with queries regarding completion of application forms and general enquiries	0.2		£5.07		£5.07	
Check all documentation is correct and valid, enter onto admin worksheet and scan documentation	0.25		£6.33		£6.33	
Verify cheque details, bank money and clear funds	0.2		£5.07		£5.07	
Input application onto computer system	0.4		£10.13		£10.13	
Meet in Gateway		0.5		£18.58	£18.58	
Copy of docs in Gateway	0.07		£1.77		£1.77	
Checking and signing DBS and filling in DBS sheet		0.17		£6.32	£6.32	
Filing and checking for electronic documents	0.13		£3.29		£3.29	
Draft and issue licence (both paper licences)	0.6		£15.20		£15.20	
Update spreadsheet	0.1		£2.53		£2.53	
Compliance checks		0.5		£55.74	£55.74	
Reconciliation	0.05					£1.83
Online forms		£8.13			£8.13	
Cost of card					£0.02	
Badge holder		0.09			£0.09	
Lanyard					£0.05	
Licence paper		0.5			£1.00	
Partnership Headed paper		0.1			£0.10	
Magocard printer ribbon		0.18			£0.18	
Printing policies		£3.43			£3.43	
Bounding guidance notes		£5.08			£5.08	
Comp slips		0.03			£0.03	
Support service and general cost charge					£87.86	
TOTAL					£240.36	£220

MBC - PH Driver licence - new - 1 year									
	AO	LO	Training/Police	Admin Officer					
	£25.33	£37.16	£45.68	Licensing Officer					
	Time	Time	Time	Cost	Cost	Cost	TOTAL		
	AO	LO	LO	AO	LO	LO			
Send application forms	0.1			£2.53			£2.53		
Provide telephone/personal assistance and deal with queries regarding completion of application forms and general enquiries	0.2			£5.07			£5.07		
Check all documentation is correct and valid, enter onto admin worksheet and scan documentation	0.25			£6.33			£6.33		
Verify cheque details, bank money and clear funds	0.2			£5.07			£5.07		
Input application onto computer system	0.4			£10.13			£10.13		
Meet in Gateway		0.5			£18.58		£18.58		
Copy of docs in Gateway	0.07			£1.77			£1.77		
Checking and signing DBS and filling in DBS sheet		0.17			£6.32		£6.32		
Filing and checking for electronic documents	0.13			£3.29			£3.29		
Arranging & attendance for test - Hackney Carriage by-laws and topography test		0.5			£18.58		£18.58		The new online test has to be passed before an applicant can submit an application. Reduce this application fee by £38
Marking of test		0.5			£18.58		£18.58		
Draft and issue licence (both paper licences)	0.6			£15.20			£15.20		
Update spreadsheet	0.1			£2.53			£2.53		
Compliance checks		0.5			£18.58		£18.58		
Reconciliation	0.05						£1.83		
Online forms		£8.13					£8.13		
Cost of card							£0.02		
Badge holder							£0.09		
Lanyard							£0.05		
Licence paper		0.5					£0.50		
Partnership Headed paper		0.1					£0.10		
Magcard printer ribbon		0.18					£0.18		
Printing policies		£3.43					£3.43		
Bounding guidance notes		£5.08					£5.08		
Comp slips		0.03					£0.03		
Support service and general cost charge							£29.29		
TOTAL							£181.29		
							£180		
							-£38		
							£142		

PH Vehicle licence Maidstone Borough Council	AO	£25.33		
	LO	£37.16		
	Training/Polic	£45.68		
	Legal	£62.31		
	Time	Time		TOTAL
	AO	LO		
Provide telephone/personal assistance and deal with queries regarding new application, completion of application forms and booking of test	0.25			£6.24
Send application pack	0.05			£1.25
Book test with garage/Making plates	0.2			£4.99
Check all documentation is correct and valid, enter onto admin worksheet and scan documentation	0.25			£6.24
Verify cheque details, bank money and clear funds	0.17			£4.24
Input application onto computer system	0.25			£6.24
Draft and issue licence	0.17			£4.24
Update spreadsheet	0.08			£2.00
Filing	0.17			£4.24
Victoria forms			£8.52	£8.52
Member training			0.002	£0.12
Compliance visits		1		£91.36
Policy writing and consultation		0.14		£6.27
Reconciliation		0.12		£4.39
Consumables (Vehicle plates/paper etc.)				£28.34
Officer training			£1.45	£1.45
Support service and general cost charge				£87.85
Compliance test				£48.00
TOTAL				£315.99

£315

HC Vehicle licence Maidstone Borough Council						
		AO	LO	Training/Police	Legal	
		AO	LO	Time	Time	TOTAL
				AO	LO	
Provide telephone/personal assistance and deal with queries regarding new application, completion of application forms and booking of test		0.25				£6.24
Send application pack		0.05				£1.25
Book test with garage/Making plates		0.2				£4.99
Check all documentation is correct and valid, enter onto admin worksheet and scan documentation		0.25				£6.24
Verify cheque details, bank money and clear funds		0.17				£4.24
Input application onto computer system		0.25				£6.24
Draft and issue licence		0.17				£4.24
Update spreadsheet		0.08				£2.00
Filing		0.17				£4.24
Victoria forms					£8.52	£8.52
Member training					0.002	£0.12
Compliance visits				1		£91.36
Policy writing and consultation				0.14		£6.27
Reconciliation				0.12		£4.39
Consumables (Vehicle plates/paper etc.)						£28.34
Officer training					£1.45	£1.45
Support service and general cost charge						£87.85
Equipment and maintenance - CCTV etc.						£29.43
Demand survey						£22.04
Compliance test						£48.00
TOTAL						£367.46

£365

Operator licence - Maidstone Borough Council - New - 3 Years							
	AO	LO	Admin Officer	Licensing Officer	AO	LO	TOTAL
Send application forms	0.1				£2.53		£2.53
Provide telephone/personal assistance and deal with queries regarding completion of application forms and general enquiries	0.2				£5.07		£5.07
Check all documentation is correct and valid, enter onto admin worksheet and scan documentation	0.27				£6.84		£6.84
Verify cheque details, bank money and clear funds	0.2				£5.07		£5.07
Input application onto computer system	0.35				£8.87		£8.87
Link Vehicles	0.5				£12.67		£12.67
Meet in reception	0.5				12.665		£12.67
Copy of docs in reception	0.2				£5.07		£5.07
Update spreadsheet	0.17				£4.31		£4.31
Draft and issue licence	0.3				£7.60		£7.60
Filing and checking for electronic documents	0.17				£4.31		£4.31
Checking and signing DBS and filling in DBS sheet		0.17					£6.32
Member training		0.002				£0.12	£0.12
Compliance visits		1.75				£195.09	£195.09
Compliance visits - travel costs						£22.50	£22.50
Policy writing and consultation		0.14				£6.40	£6.40
Reconciliation		0.05				£1.86	£1.86
Victoria forms						£8.52	£8.13
Licence paper						£0.05	£0.05
Partnership, Headed paper						0.1	£0.10
Ink and card printer ribbon						0.18	£0.18
Dymo tape and batteries				22.39			22.39
Total					£74.98	£1.98	£338.11

£340

Operator licence - Maidstone Borough Council - renewal - 3 years						
	AO	£25.33	Admin Officer			
	LO	£37.16	Licensing Officer			
	Training/Polic	£45.68				
	Legal	£62.31				
	Time					
	AO	LO	AO	LO	AO	TOTAL
Send application forms	0.1				£2.53	£2.53
Provide telephone/personal assistance and deal with queries regarding completion of application forms and general enquiries	0.08				£2.03	£2.03
Check all documentation is correct and valid, enter onto admin worksheet and scan documentation	0.2				£5.07	£5.07
Verify cheque details, bank money and clear funds	0.17				£4.31	£4.31
Input application onto computer system	0.25				£6.33	£6.33
Link Vehicles	0.25				£6.33	£6.33
Copy of documents	0.2				£5.07	£5.07
Update spreadsheet	0.17				£4.31	£4.31
Draft and issue licence	0.3				£7.60	£7.60
Filing and checking for electronic documents	0.17				£4.31	£4.31
Member training		0.002				
Compliance visits - travel costs					£0.12	0.12462
Compliance visits		1.5				£22.50
Policy writing and consultation		0.14				£167.22
Reconciliation		0.05				£6.40
Victoria forms					£1.86	1.858
Consumables						£8.13
Support costs						£0.33
						£22.39
Total					£47.87	£1.98
						£276.82
						£275

