

HC Vehicle licence - Maidstone Borough Council	AO	Admin Officer		
	LO	Licensing Officer		
	Training/Policy			
	Time			Cost
	AO & LO			
Send out application forms, receive and process application, booking test/making plates, update spreadsheet, filing, reconciliation, and issue licence	1.21			£44.08
Compliance checks	0.5			£44.78
Victoria forms - cost of initial purchase and annual fee				£8.52
Unmet Demand Survey				£30.00
Compliance test				£48.00
Maintenance & equipment			60.98	£60.98
Member & Officer training & Policy writing				£7.84
Consumables, plates & printing				£28.34
Support service and general cost charge				£22.39
TOTAL				£294.93

£295