

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
<b>TOTAL</b>				<b>£315.99</b>

£315

HC 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
Equipment and maintenance - CCTV etc.					£29.43
Demand survey					£22.04
Compliance test					£48.00
<b>TOTAL</b>					<b>£367.46</b>

£365