

Special Event Vehicle – Fee Calculations

<u>Function</u>	<u>Cost</u>
<p><u>Process Application</u></p> <p>Includes staff salaries and support costs (i.e. other council departments such as IT, Council Information Centre, accountancy etc.). It should be noted that ‘staff’ salaries are not what individuals are paid but what it cost the Borough Council to employ that person.</p> <p>Consideration of application in accordance with Condition 6.1.</p> <p>The process of the application has been mapped using an average time it takes to process the application to printing the licence. It does not include the plate which is paid for separately.</p>	£50.00
<p><u>On-Going Administration</u></p> <p>Includes a contribution to the time spent by staff on maintaining and updating the Conditions & Procedures booklet, conducting research into taxi legislation, time spent calculating fees, dealing with complaints and reports to Licensing & Appeals Board. Also includes the processing of accident notification forms, sending reminder letters for insurance documents and 6-monthly compliance test and change of private hire operator</p>	£45.00
<p><u>Training & Meetings</u></p> <p>A contribution to the time spent by staff attending taxi related training and meetings.</p>	£2.00
<p><u>Compliance</u></p> <p>A contribution to the time spent by staff on routine inspection of vehicles.</p>	£16.00
<p><u>Enquiries</u></p> <p>A contribution to the time spent by staff dealing with routine enquires</p>	£10.00
Total for New Special Event Vehicle:	£123.00
<p><u>Renewal</u></p> <p>The renewal fee is the ‘grant’ fee with an adjustment for the process, as some of the details remain the same.</p>	
Total for Renewal of a Special Event Vehicle:	£104.00