

MBC - Dual & HC Driver licence - renewal - 3 years								
	AO	LO	Training/Police	£25.33	Admin Officer			
				£37.16	Licensing Officer			
				£45.68				
	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	
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	
Cost of card							£0.02	
Badge holder							£0.09	
Lanyard							£0.05	
Licence paper							£1.00	
Partnership Headed paper							£0.10	
Magocard printer ribbon							£0.18	
Printing policies							£3.43	
Bounding guidance notes							£5.08	
Comp slips							£0.03	
Equipment and maintenance - CCTV etc.							£88.29	
Demand survey							£66.12	
Support service and general cost charge							£87.86	
TOTAL							£394.77	£325

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	Admin Officer				
	£25.33	£37.16	£45.68	Licensing Officer	Licensing Officer				
	Time	Time	Time	Cost	Cost				
	AO	LO	LO	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	0.25			£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
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				£0.02
Badge holder					£0.09				£0.09
Lanyard					£0.05				£0.05
Licence paper		0.5			£0.50				£0.50
Partnership Headed paper		0.1			£0.10				£0.10
Magcard printer ribbon		0.18			£0.18				£0.18
Printing policies		£3.43			£3.43				£3.43
Bounding guidance notes		£5.08			£5.08				£5.08
Comp slips		0.03			£0.03				£0.03
Support service and general cost charge									£29.29
TOTAL									£181.29
									£180
									-£38
									£142

The new online test has to be passed before an applicant can submit an application. Reduce this application fee by £38

