

### 3 Year Driver Licence for New Applicant

Staffing Costs			
Process	Officer	Time	Cost
Initial enquiry and explanation of licensing process	LSO	15 mins	£ 3.01
Applicant Interview	LO	30 Mins	£ 7.96
Cash desk Transaction	CSO	10 Mins	£ 2.01
Application Administration	LSO	30 Mins	£ 6.03
Return Of Documents	LSO	30 Mins	£ 6.03
Produce and Issue licence with ID Badge	LSO	20 Mins	£ 4.02
Produce and Issue licence with ID Badge	LTL	15 Mins	£ 5.52
Administration during 3 year period	LSO	30 Mins	£ 6.03
	LO	30 Mins	£ 7.96
	LTL	10 Mins	£ 3.68
Generation of Licence Renewal Letters	LSO	15 Mins	£ 3.01
Return of documents to reception cash desk transaction	CSO	20 Mins	£ 4.01
Renewal Administration	LSO	30 Mins	£ 6.03
	LO	10 Mins	£ 2.65
	LTL	5 Mins	£ 1.84
Cost of Materials			
Printer costs			£ 2.08
Printer Ribbon			£ 0.80
Materials			£ 15.40
Other Costs			
3 year Routine Checks and Complaints			£ 20.76
Medical Checks			£ 31.38
Advertising			£ 1.65
Service Support Overhead based on hourly absorption			£ 85.26
Postage			£ 2.16
<b>TOTAL</b>			<b>£ 229.28</b>

### 3 Year Renewal for Existing Licence Holder

Staffing Costs			
Process	Officer	Time	Cost
Generation of Licence Renewal Letters	LSO	15 Mins	£ 3.01
Return of documents to reception cash desk transaction	CSO	20 Mins	£ 4.01
Application Administration	LSO	30 Mins	£ 6.03
Produce and Issue licence with ID Badge	LSO	20 Mins	£ 4.02
Produce and Issue licence with ID Badge	LTL	15 Mins	£ 5.52
Administration during 3 year period	LSO	30 Mins	£ 6.03
	LO	30 Mins	£ 7.96
	LTL	10 Mins	£ 3.68
Renewal Administration	LSO	30 Mins	£ 6.03
	LO	10 Mins	£ 2.65
	LTL	5 Mins	£ 1.84
Cost of Materials			
Printer costs			£ 2.08
Printer Ribbon			£ 0.80
Materials			£ 15.40
Other Costs			
3 year Routine Checks and Complaints			£ 20.76
Medical Checks			£ 11.38
Advertising			£ 1.65
Service Support Overhead based on hourly absorption			£ 60.92
Postage			£ 1.08
<b>TOTAL</b>			<b>£ 164.85</b>

## 5 Year Operators Licence

Staffing Costs			
Process	Officer	Time	Cost
Initial enquiry	LSO	15 Mins	£ 3.01
Reception and Cashdesk Transaction	CSO	20 Mins	£ 4.02
Application Administration	LSO	30 Mins	£ 6.03
	LO	10 Mins	£ 2.65
	LTL	10 Mins	£ 3.68
Application Administration	LO	10 Mins	£ 2.65
5 year Control & Supervision	LO	240 Mins	£ 63.68
5 year Control & Supervision	LSO	120 Mins	£ 24.12
5 year Control & Supervision	LTL	60 mins	£ 22.08
Renewal Administration	LSO	30 Mins	£ 6.03
Other Costs			
5 year Routine Checks and Complaints			£ 34.60
Advertising			£ 2.75
Postage			£ 1.62
Service Support Overhead based on hourly absorption			£ 174.95
<b>TOTAL</b>			<b>£ 351.87</b>