

Appendix B

Data Entry Cells

Service	Hours	Hourly Rate	Staff Cost	Contribution	Contribution	Process & Materials	Total Cost	Unit Cost	FY 24/25 Unit Price (Exc VAT)	Nearest £	VAT	FY 24/25 Unit Price (Incl VAT)	FY 23/24	FY to FY Variation	FY to FY % Variation	Benchmark Average	Variation to Benchmark Average
				Operational O/H	Corporate O/H												
Hackney Carriage Vehicle Licence New/Renewal	4	30.0	£ 119.93	11.99	47.97	67.25	247.15	247.15	247.15	247.00	Non-Vatable	247.00	219.00	28.15	11%	191.45	55.69
Private Hire Vehicle Licence New/Renewal	3.5	30.0	£ 104.94	10.49	41.98	22.91	180.32	180.32	180.32	180.00	Non-Vatable	180.00	157.00	23.32	13%	171.91	8.41
Private Hire Exemption Certificate	1.3	30.0	£ 38.98	3.90	15.59	1.78	60.25	60.25	60.25	60.00	Non-Vatable	60.00	53.00	7.25	12%	22.00	38.25
Temporary Vehicle Licence	2	30.0	£ 59.97	6.00	23.99	22.64	112.59	112.59	112.59	113.00	Non-Vatable	113.00	68.00	44.59	40%	78.91	33.68
Change of Vehicle Proprietor (sale to new proprietor)	1.3	30.0	£ 38.98	3.90	15.59	1.66	60.13	60.13	60.13	60.00	Non-Vatable	60.00	39.00	21.13	35%	34.82	25.31
Change Vehicle Registration (i.e. personalised reg)	1.3	30.0	£ 38.98	3.90	15.59	13.47	71.94	71.94	71.94	72.00	Non-Vatable	72.00	54.00	17.94	25%	15.09	56.85
Replacement Vehicle Licence	0.25	30.0	£ 7.50	0.75	3.00	1.66	12.90	12.90	12.90	13.00	Non-Vatable	13.00	14.00	-1.10	-8%	8.55	4.36
Replacement Vehicle Plate (no bracket)	0.5	30.0	£ 14.99	1.50	6.00	9.74	32.23	32.23	32.23	32.00	Non-Vatable	32.00	28.00	4.23	13%	16.00	16.23
Replacement Vehicle Window Stickers x 2	0.5	30.0	£ 14.99	1.50	6.00	1.93	24.42	24.42	24.42	24.00	Non-Vatable	24.00	0.00	24.42	100%		
Private Hire Operator Licence New/Renewal (5 years)	8.5	30.0	£ 254.86	25.49	101.94	5.17	387.45	387.45	387.45	387.00	Non-Vatable	387.00	347.00	40.45	10%	790.68	-403.23
Private Hire Operator Licence New/Renewal (1 year)	4	30.0	£ 119.93	11.99	47.97	1.93	181.83	181.83	181.83	182.00	Non-Vatable	182.00	143.00	38.83	21%	180.82	1.01
Replacement Operator Licence	0.25	30.0	£ 7.50	0.75	3.00	1.66	12.90	12.90	12.90	13.00	Non-Vatable	13.00	0.00	12.90	100%		
Operator Licence Change / Add Trading Name(s)	0.5	30.0	£ 14.99	1.50	6.00	1.66	24.15	24.15	24.15	24.00	Non-Vatable	24.00	0.00	24.15	100%		
Operator Licence Change / Add Address(es)	0.5	30.0	£ 14.99	1.50	6.00	1.66	24.15	24.15	24.15	24.00	Non-Vatable	24.00	0.00	24.15	100%		
Combined HCPH Driver Licence New (3 years)	4.5	30.0	£ 134.92	13.49	53.97	64.94	267.33	267.33	267.33	267.00	Non-Vatable	267.00	210.00	57.33	21%	243.27	24.05
Combined HCPH Driver Licence Renewal (3 years)	3.5	30.0	£ 104.94	10.49	41.98	55.42	212.83	212.83	212.83	213.00	Non-Vatable	213.00	169.00	43.83	21%	170.09	42.74
Knowledge Test	5	30.0	£ 149.92	14.99	59.97	0.82	225.69	225.69	37.62	38.00	Non-Vatable	38.00	43.00	-5.38	-14%	25.45	12.16
Replacement Driver Badge	0.25	30.0	£ 7.50	0.75	3.00	8.68	19.92	19.92	19.92	20.00	Non-Vatable	20.00	19.00	0.92	5%	13.45	6.47
Replacement Driver Licence	0.25	30.0	£ 7.50	0.75	3.00	1.66	12.90	12.90	12.90	13.00	Non-Vatable	13.00	14.00	-1.10	-8%	7.45	5.45
Driver Licence Change of Name	0.5	30.0	£ 14.99	1.50	6.00	8.82	31.31	31.31	31.31	31.00	Non-Vatable	31.00	21.00	10.31	33%	2.64	28.67
Driver Licence Change of Address	0.5	30.0	£ 14.99	1.50	6.00	1.66	24.15	24.15	24.15	24.00	Non-Vatable	24.00	29.00	-4.85	-20%	1.91	22.24
Pair of Pouches	0.25	30.0	£ 7.50	0.00	0.00	3.69	11.19	11.19	11.19	11.00	Inclusive	11.00	12.00	-0.81	-7%	0.76	10.42
Universal Bracket	0.25	30.0	£ 7.50	0.00	0.00	9.17	16.67	16.67	16.67	17.00	Inclusive	17.00	12.00	4.67	28%	5.27	11.39
Number Plate Step Bracket	0.25	30.0	£ 7.50	0.00	0.00	18.18	25.68	25.68	25.68	26.00	Inclusive	26.00	20.40	5.28	21%	1.96	23.71