

ACTIVITY	Role	Hourly rate	minutes	Time	Staff Cost	How calculated
Prior to application	Admin	14.74	0.25	45	11.25	Hourly rate of staff member (inc. NI/Pension etc.) divided to minute rate and multiplied by time spent.
Application	Officer	27.7	0.461667	10	4.62	
	Admin	14.74	0.25	20	5.00	
	Admin	14.74	0.25	0	0.00	Cost of DBS included in DBS fee £20.00
	Admin	14.74	0.25	10	2.50	
	Admin	14.74	0.25	15	3.75	
	Admin	14.74	0.25	25	6.25	
	Admin	14.74	0.25	25	6.25	
	Admin	14.74	0.25	25	6.25	
	Admin	14.74	0.25	2	0.50	
	Admin	14.74	0.25	1	0.25	
	Admin	14.74	0.25	1	0.25	
	Admin	14.74	0.25	30	7.50	
	Admin	14.74	0.25	20	5.00	
	Admin	14.74	0.25	10	2.50	
	Admin	14.74	0.25	10	2.50	
	Admin	14.74	0.25	10	2.50	
	Admin	14.74	0.25	10	2.50	
	Admin	14.74	0.25	10	2.50	
	Officer	27.7	0.461667	10	4.62	
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	Officer	27.7	0.461667	10	4.62	
	Officer	27.7	0.461667	15	6.93	Assume 1 in 8 of 945 drivers affected. Officer time an hour.
	Officer	27.7	0.461667	10	4.62	10 minutes spread on to all drivers.
	Admin	14.74	0.25	10	2.50	
	Admin	14.74	0.25	10	2.50	
	Admin	14.74	0.25	10	2.50	
	Admin	14.74	0.25	10	2.50	
	Admin	14.74	0.25	5	1.25	
	Admin	14.74	0.25	10	2.50	
	Admin	14.74	0.25	10	2.50	
	Admin	14.74	0.25	10	2.50	
	Admin	27.7	0.461667	10	4.62	
	Admin	14.74	0.25	3	0.75	
Committee					10.00	assume 1% of all drivers necessary = 9.4 drivers. Cost of committee £1,000
computer software					4.87	£4,604 budget. Divided by 3 (operators/drivers/vehicles/) then divided by number of drivers 945
facilities					16.04	15499 Divided by 3 (operators/drivers/vehicles/) then divided by number of drivers x 3 years .
IT					16.00	£15,121 Divided by 3 (operators/drivers/vehicles/) then divided by number of drivers x 3 years .
Hr					6.36	£6046 Divided by 3 (operators/drivers/vehicles/) then divided by number of drivers x 3 years .
Legal					18.00	£17,534 Divided by 3 (operators/drivers/vehicles/) then divided by number of drivers x 3 years .
Print					2.10	£2034 Divided by 3 (operators/drivers/vehicles/) then divided by number of drivers x 3 years .
Furniture, equipment and materials etc.					18.00	17599 Divided by 3 (operators/drivers/vehicles/) then divided by number of drivers x 3 years .
local print					1.90	1,800 Divided by 3 (operators/drivers/vehicles/) then divided by number of drivers x 3 years .
Materials					10.00	Cost with current supplier.
New APPLICATION fee					£	<b>219.65</b>
Renewal Fee					£	209.65
						<b>(DEDUCT New APPLICATION ONLY ITEMS)</b>