

Annex B- Details of Information being Collected for each type of Licence.

Time Recording

Licence Type	Activity	DR	PB	FS
		Officer A £xx/Hour	Officer B £yy/Hour	Officer C £yy/Hour
Driver	Receipt of Application			
	Recording of Application on Uniform			
	Checking Supporting Documents			
	Contact with Applicant			
	Processing Licence			
	Issuing Licence			
Vehicle	Receipt of Application			
	Recording of Application on Uniform			
	Checking Supporting Documents			
	Contact with Applicant			
	Processing Licence			
	Issuing Licence			
Operator	Receipt of Application			
	Recording of Application on Uniform			
	Checking Supporting Documents			
	Contact with Applicant			
	Processing Licence			
	Issuing Licence			
	Knowledge Test			50
	Communication			40
	Policy development			240
	On costs			
Third Party costs				

Note: time to be recorded in multiples of 5 minutes.

5 minutes = 1/12 hour

HL	TP
Officer D	Officer D
£yy/Hour	£yy/Hour