

## Appendix E

We are reviewing our PH/HC licence fees. Please can you complete the table below.

**Do not** include time spent on the following :

1. Plying Exercises
2. Investigating complaints in relation to licensed drivers.
3. Investigating alleged driver offences/breaches of driver licence conditions including preparing legal files.
4. Responding to FoI/DPA requests in relation to drivers, vehicles or operators.

**Do** include time spent on the following :

1. All administration of driver/vehicle and operator licences including reminder letters regarding expiry dates of licences, medicals, CRBs, insurance, compliance tests etc.
2. Answering telephone/written enquiries from applicants and licence holders about driver/vehicle and operator licences.
3. Driver Awareness Training
4. Inspection of vehicles/operator premises.
5. Enforcement exercises involving inspection of vehicles/operators records and systems
6. Issue of improvement and/or suspension notices
7. Investigation of offences and breach of conditions in relation to vehicle and operator licences.
8. Preparation of legal files in relation to vehicles/operators.

**Name of Officer** .....

Type of Licence	Average Hours per Week/Month (please specify per week or month)
PH/Dual/HC Driver	
HC/PH Vehicle	
PH Operator	