

**Please could you provide a breakdown as to the fee for the DSA fleet driver trainer (Cat B) badge fee (currently £120)? I would like to know how this fee is made up/spent and why VAT is applicable (VAT is chargeable when a business is making a profit in the furtherance of business).**

The fleet driver trainer badge fee aims to cover the cost to DSA of administering and maintaining the candidate's registration during the four year period, which includes:

- salary costs of the staff, including the Register Manager, who are involved in the consideration of registration applications
- production of the laminated certificate and provision of the windscreen wallet
- other administration costs including costs of systems support, general management etc
- contact details displayed in the public list, available from the Fleet section on request

Under the Freedom of Information Act, we are only required to supply recorded information. The only element of the above fee which we hold a recorded estimate is for the costs of maintaining an entry on the register which was estimated at almost £20 per year in 2011-12.

We are registered for VAT and are, accordingly, required to charge VAT on all relevant services. VAT is chargeable on all non-statutory services and the fleet driver trainer register falls into this category.

Please note that Government bodies are registered for VAT to ensure they are treated no differently to other organisations for non-statutory services. The charging of VAT is not dependant on whether an entity is making profit or not, only on the type of service provided.

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