FEES FOR NEW ANIMAL REGIME														Γ	
For the purpose of calculating fees the following															
criteria was applied:															
• Each task involved in the process;			1.1	1											
The average amount of time taken to complete															
each task; and															
• The job role of the officer completing the task.															
• The 'On-costs' (Salary of post holder + any															
additional costs incurred by the employer as a result															
of employing a person in that position)															
		-													
A Local Authority cannot make a profit from the															
proceeds raised and therefore the Local Authority															
will need to engage in a regular review cycle and															
assess annual revenue against the costs accrued and														1	
adjust fees accordingly which may go up or down.															
and the second s															
Predicted number of licenced premises for which															
divided figures based upon - totals 87															
Dog Breeding 16															
Cat Boarding 6															
Home Boarding 16															
Non Home Boarding 8															
Day care for dogs 6															
Pet sales 8														6	
Hiring horses 17															
Exhibiting animals 10															
	Divide		Time		Salary		Total inc			Exhibiti	Home	Non-	Dog		Breedin
Tasks - PART A	by no. licences	Time (hrs/mins)	(decim	Job role	inc	Sub Total	divided costs	Hiring horses	Breedin g grant		boarde		day	Pet sales	renewa I
Preparation work															
Delegating authority to staff and veterinarians											77.3	V 1977			
under the regime	87	1 hr	1	PPM	69.59	69.59	0.79	0.79	0.79	0.79	0.79	0.79	0.79	0.79	0.79
Update LALPAC (exclude as query necessity)		37 hrs		CPSO	52.04					, · .	100				
Update standard letters	87	2 hrs	2	SLL	50.67	101.34	1.16	1.16	1.16	1.16	1.16	1.16	1.16	1.16	1.16

	87	2 hrs		LCO	31.45	62.9	0.72	0.72	0.72	0.72	0.72	0.72	0.72	0.72	0.72
Jpdate website	87	3 hrs	3	LCO	31.45	94.35	1.08	1.08	1.08	1.08	1.08	1.08	1.08	1.08	1.08
Update standard inspection templates	87	2 hrs	2	LO	46.77	93.54	1.07	1.07	1.07	1.07	1.07	1.07	1.07	1.07	1.0
Calculation of fees (democatic, member service time, financial services time inc in oncosts)	87	7 hrs	7	PPM	69.59	487.13	5.59	5.59	5.59	5.59	5.59	5.59	5.59	5.59	5.59
Training											100				
Training fee one member of staff on regime											1				
(Plymouth CC) actual cost	87					45	0.51	0.51	0.51	0.51	0.51	0.51	0.51	0.51	0.5
Training fee two members of staff on regime															
(Yeovil) actual cost	87					348.75	4	4	4	4	4	4	4	4	
Training three officers as above (time taken)	87	5 hrs 30	5.5	SLL	50.67	278.68	3.2	3.2	3.2	3.2	3.2	3.2	3.2	3.2	3.
1	87	5 hrs 30	5.5	LO	46.77	257.23	2.95	2.95	2.95	2.95	2.95	2.95	2.95	2.95	2.9
и	87	5 hrs 30	5.5	LCO	31.45	172.81	1.98	1.98	1.98	1.98	1.98	1.98	1.98	1.98	1.9
Licensing Process GRANT AND RENEWAL											0154				
Initial communication with applicants advice, discussion surrounding any suggested amends and submission of information (possibly deemed as Part B/ query inclusion in pre-application advice service so exclude as query necessity)	NO	30 mins	0.5	LCO	31.45	15.72									
Acceptance and initial processing of application, ensuring fitness and propriety, checking completeness. Processing of fee.	NO	15 mins	0.25	LCO	31.45	7.86	7.86	7.86	7.86	7.86	7.86	7.86	7.86	7.86	7.
Input on Lalpac, creation of M3 worksheet	NO	15 mins	0.25	LCO	31.45	7.86	7.86	7.86	7.86	7.86	7.86	7.86	7.86	7.86	7.8
Administrative time for arranging inspection of riding establishment ONLY	NO	10 mins	0.167	LCO	31.45	5.24		5.24							
Administrative time for arranging inspection of dog breeding grant visit ONLY	NO	10 mins	0.167	LCO	31.45	5.24			5.24						
Administrative time for arranging inspection with ND inspector for remaining activities (EXCLUDE RIDING AND BREEDING GRANT)	NO	10 mins	0.167	LCO	31.45	5.24	5.24			5.24	5.24	5.24	5.24	5.24	5.
Average travel time for inspection by council officer (close proximity 20 mins return, medium 40 mins return, longer distance 60 minutes return).	NO	40 mins	0.66	LO	46.77	30.86	30.86	30.86	30.86	30.86	30.86	30.86	30.86	30.86	30.

Inspection time (home boarder)	NO	30 mins	0.5	LO	46.77	23.38					23.38				
Inspection time (non-home boarder)	NO	90 mins	1.5	LO	46.77	70.15						70.15			
Inspection time (pet sales)	NO	90 mins	1.5	LO	46.77	70.15								70.15	
Inspection time (exhibiting animals)	NO	30 mins	0.5	LO	46.77	23.38				23.38					
Inspection time (breeding renewal)	NO	90 mins	1.5	LO	46.77	70.15									70.15
Inspection time dog day care	NO	60 mins	1	LO	46.77	46.77				1			46.77		
Inspection time (riding establishment)	NO	150 mins	2.5	LO	46.77	116.92		116.92							
Inspection time (breeding grant)	NO	130 mins	2.3	LO	46.77	93.54			107.5						
Outstanding issues follow up/write up inspection report (EXCLUDE RIDING AND DOG BREEDING GRANT)	NO	45 mins	0.75	LO	46.77	35.07	35.07			35.07	35.07	35.07	35.07	35.07	35.07
Decision surrounding star rating and prepare associated letter EXCLUDE ANIMAL EXHIBITION	NO	45 mins	0.75	LO	46.77	35.07	35.07	35.07	35.07		35.07	35.07	35.07	35.07	35.07
Issue licence	NO	40 mins	0.66	LCO	31.45	20.75	20.75	20.75	20.75	20.75	20.75	20.75	20.75	20.75	20.75
PART A FEE for a licence between 1-3 years								247.61	238.19	154.07	189.14	235.91	212.53	235.91	235.91
								Hiring horses	Breedin g grant	Exhibiti ng animals	Boarde	Non- Home Boarder	Dog day care	Pet sales	Breeding g renewa
Additional veterinary fees for licence grant breeding and riding establishments								N AN ACC							
Veterinary surgeon to visit dog breeder on initial inspection (includes travel) ONLY average cost	NO								200						
Veterinary surgeon to visit horse riding establishment (includes travel) ONLY average cost	NO							250 250							

					Т	1		Riding						r
		1						Establis	Breedin					
								hment	g			ļ		
									0		-			
Tasks - PART B	Divide by no. licences	Time (hrs/mins)	Time (decim al)	Job role	Salary inc oncosts	Sub Total	Total inc divided costs	1 year	2 year	3 year		11		
Compliance, complaints and ongoing administration costs - licensed premises														
Three month renewal reminder letter	NO	10 mins	0.167	LCO	31.45	5.24	5.24	5.24	5.24	5.24				
Creation of worksheet	NO	10 mins	0.17	LCO	31.45			5.24						
Estimate 2 complaints per annum with regard licensed premises, 3 hours per complaint (9 hours over three year licence)	YES	9hrs	9	LO	46.77	420.93	4.83	0.8						
1 and 2 Star (and all new applicants for which there is no compliance history), 1 year licence - 1 unannounced visit in 12 month period (average 3.5 hours of prep, combined travel, visit and write up), 3 and 4 star rated activity, 2 year licence, 1 unannounced visit in 24 month period, (average 3.5 hours), 5 star rated activity, 3 year licence, 1 unannounced visit in 36 month period (average 3.5 hours)	NO	3 hrs 30 mins	3.5	LO	46.77	163.69	163.95	163 69	163 69	163.69				
Enforcement - unlicensed premises							200.00	200.05	200.00	103.03				
Estimate 15 enquiries from unlicensed premises per annum- giving advice, research, writing letters, 30 mins per enquiry (22.5 hours over three years)	YES	22hrs 30 mins	22.5	LO	46.77	1052.3	12.09	2	4	6				
2 inspections of unlicensed premises per annum, average 5 hours per inspection including travel and write up (15 hours over three years)	YES	10 hrs	10	LO	46.77	701.55	8.06	1.35	2.7	4.05				
Prosecutions EXCLUDED - Will recover via costs application to magistrates Miscellaneous														
Annual returns to the SOS on the number of licences, and fees granted or received and potentially information surrounding star ratings given (6 hrs over three years)	YES	6 hrs	6	LCO	31.45	188.7	2.16	0.35	0.7	1.05				

Appeals in respect of star ratings and decisions of												
licensing authority - EXCLUDED	NO						1					
Specialist equipment - none												
PART B FEE - ALL							178.67	183.17	187.67			
							1 year	2 year	2 year			
					8 - 15 00		1 year	Z year	3 year			
	Divide		Time		Salary							
	by no.	Time	(decim	loh	inc	64 1						
Variation applications		(hrs/mins)		role	oncosts	Total						
Tasks	licences	(1115/111115)	aij	Tole	Uncosts	TOtal	 _					
Consideration of application form, including plan												
	NO	15 mins	0.25	100	31.45	7.86						
etc., process fee	NO	30 mins		LCO	31.45	15.72	 -					
Record on Lalpac and M3	NO	30 mins	0.5	LCO	31.45	15.72	 			 		
Consultation with licensing officer surrounding	No.	10	0.16		46.77	7.40						
application	NO	10 mins	0.16	LO	46.77							
TOTAL						31.06					 	
Arrange inspection if required	NO	10 mins	0.16	LCO	31.45	5.03						
								ľ				
Inspection by Council Officer including associated	W08.50	3hrs 30						1				
travel time when required (average 3.5 hrs)	NO	mins	3.5	LO	46.77	163.69						
TOTAL						168.72						
Additional fee for veterinary inspection where												
appropriate												

