FEES FOR NEW ANIMAL REGIME															
For the purpose of calculating fees the following															
criteria was applied:															
Each task involved in the process;															
• The average amount of time taken to complete										2					
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															
adjust fees accordingly which may go up or down.															
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															
Hiring horses 17															
Exhibiting animals 10															
									1		the start of the st			1.7-1.1-1.1-1	-
	Divide	h white may		177		1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1		1. 2.53.9	10.97		1005	17.755		P Store	Breedin
Tasks - PART A	by no.		Time		Salary		Total inc			Exhibiti	101 - 11 - 12 - 14	Non-	Dog		g
	licences	Time (hrs/mins)	(decim	role	inc oncosts	Sub	divided costs	Hiring horses	Breedin g grant		boarde	Boarder	day	Pet sales	renewa
Preparation work		(1115/111115)	aij	TOIE	Uncosts	Total	CUSIS	norses	6 Grant	ammais		Boarder	care	Sales	
Delegating authority to staff and veterinarians											and the state	V V		an war if an	
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
	5/				1		1		1						
Update LALPAC (exclude as query necessity)		37 hrs		CPSO	52.04	_				1.	12 1				P. Califa
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	5 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	0.7
Update 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	1.0
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											Sec. 1	- include			
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	5.5
Training														1211	59.E
Training fee one member of staff on regime												1.000		NSAT AN	
(Plymouth CC) actual cost	87					45	0.51	0.51	0.51	0.51	0.51	0.51	0.51	0.51	0.
Training fee two members of staff on regime												12	1.1		
(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
"		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.
11	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											Con-Scale	Lever 1		13/21-51	
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.
Administrative time for arranging inspection of riding establishment ONLY	NO	10 mins	0.167		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

		T 1										and the second s	- Y /		Contraction of the
Inspection time (home boarder)	NO	30 mins	0.5	LO	46.77	23.38					23.38	1			
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				-		1 mar	1001	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							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	Breedin g renewa I
Additional veterinary fees for licence grant	interpretation (10)		-	1.				-							
breeding and riding establishments	Sec. 1 and	Sugar States	Sugar	in the		Sumaline .	a second	Sale IC.							
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							

		Li -						Riding Establis	Breedin					
								hment	g					
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	n.			5 
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		LCO	31.45					5.24		1	1	<u> </u>
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	1.6	2.4				
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								100.05	100.00	100.00				
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				n. K
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				

NO														
			-				178.67	183.17	187.67					
									-					
							1 year	2 year	3 year					1
			1.1		1.1									
			Jop	inc	Silver 1									
licences	(hrs/mins)	al)	role	oncosts	Total									
1.1.1					8									
											×			
NO	15 mins	0.25	LCO	31.45	7.86									
NO	30 mins	0.5	LCO	31.45	15.72									
NO	10 mins	0.16	LO	46.77	7.48									
					31.06									
						0.05								
NO	10 mins	0.16	LCO	31.45	5.03									
	3hrs 30													
NO	mins	3.5	LO	46.77	163.69									
					168.72									
	Divide by no. licences NO NO NO	Divide Time   by no. Time   licences (hrs/mins)   NO 15 mins   NO 30 mins   NO 10 mins   NO 10 mins   NO 30 mins	Divide Time   by no. Time   licences (hrs/mins)   al)   NO 15 mins   NO 30 mins   NO 10 mins   NO 10 mins   NO 10 mins   0.16   3hrs 30	Divide by no. licencesTime (hrs/mins)Time (decim al)NO15 mins0.25 LCONO10 mins0.16 LONO10 mins0.16 LONO10 mins0.16 LCO	Image: second systemImage: second systemImage: second systemImage: second systemDivide by no. licencesTime (hrs/mins)Time (decim al)Job roleSalary inc oncostsNO15 mins0.25LCO31.45NO15 mins0.5LCO31.45NO10 mins0.16LO46.77NO10 mins0.16LCO31.45NO10 mins0.16LCO31.45	Image: NoImage: No	Divide by no. licencesTime (decim al)Salary nob inc oncostsTotalNO15 mins0.25LCO31.457.86NO30 mins0.5LCO31.4515.72NO10 mins0.16LO46.777.48NO10 mins0.16LCO31.455.03NO10 mins0.16LCO31.455.03	Image: Note of the synch of the synche of the synch of the synch of the synch of the synch of the s	Image: second	Image: series of the	Image: series of the	Image: system of the	Image: series of the	Image: series of the