

FEES FOR NEW ANIMAL REGIME															
For the purpose of calculating fees the following criteria was applied: <ul style="list-style-type: none"> • Each task involved in the process; • 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 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															
Tasks - PART A	Divide by no. licences	Time (hrs/mins)	Time (decimal)	Job role	Salary inc oncosts	Sub Total	Total inc divided costs	Hiring horses	Breeding grant	Exhibiting animals	Home boarder	Non-Home Boarder	Dog day care	Pet sales	Breeding renewal
Preparation work															
Delegating authority to staff and veterinarians 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)	87	37 hrs	37	CPSO	52.04	1925.5									
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

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							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
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
									Hiring horses	Breeding grant	Exhibiting animals	Home Boarder	Non-Home Boarder	Dog day care	Pet sales
Additional veterinary fees for licence grant breeding and riding establishments															
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	200					

								Riding Establishment	Breeding						
Tasks - PART B	Divide by no. licences	Time (hrs/mins)	Time (decimal)	Job role	Salary inc oncosts	Sub Total	Total inc divided costs	1 year	2 year	3 year					
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	5.24	5.24	5.24	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	1.6	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															
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																
Specialist equipment - none																	
PART B FEE - ALL										178.67	183.17	187.67					
										1 year	2 year	3 year					
Variation applications	Divide by no. licences	Time (hrs/mins)	Time (decimal)	Job role	Salary inc	oncosts	Total										
Tasks																	
Consideration of application form, including plan etc., process fee	NO	15 mins	0.25	LCO	31.45		7.86										
Record on Lalpac and M3	NO	30 mins	0.5	LCO	31.45		15.72										
Consultation with licensing officer surrounding application	NO	10 mins	0.16	LO	46.77		7.48										
TOTAL							31.06										
Arrange inspection if required	NO	10 mins	0.16	LCO	31.45		5.03										
Inspection by Council Officer including associated travel time when required (average 3.5 hrs)	NO	3hrs 30 mins	3.5	LO	46.77		163.69										
TOTAL							168.72										
Additional fee for veterinary inspection where appropriate																	

