

Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018

Fees Assumptions 2018/19

SELLING ANIMALS AS PETS

- A. Hourly Licensing Officer (LO) Rate: £34.69**
- B. Hourly Head of Service (HoS) Rate: £53.61**
- C. Hourly Director of Public Realm (DPR) Rate: £74.43**
- D. Fixed fee for inspection & report writing elements: £220 (multiplied as applicable as set out below)**
- E. Fixed fee for re-inspection: £110 (multiplied as applicable as set out below)**

Application for New Licence

Part A: Application Fee elements

Initial enquiry and send forms - **£5.80** (LO 10 mins.)

Receipt application, check forms & enquiries of applicant - **£17.40** (LO 30 mins.)

Load application details onto IT database - **£11.60** (LO 20 mins.)

IO conduct inspection* of application premises and provide inspection report (to include suggested Star Rating) - **£220** (fixed fee) multiplied as applicable*

*Where an inspection is conducted where the application seeks two or more distinct activities, distinct application fees will accordingly apply. For example, should there be an application for dog boarding and cat boarding at the same premises, two inspection fees of £220 would be levied. If however the application sought home dog boarding and dog day care at the same premises, only one inspection fee of £220 would be levied. Prospective applicants are recommended to check with Council's licensing team prior to submitting their application regarding the appropriate fee in such circumstances.

Consider IO report, including assessment of Star Rating and where applicable consider previous compliance history and make decision on application – **£26.70** (HoS 30 mins.)

Draft licence with appropriate conditions and Star Rating and send to applicant or draft reasons for refusal of application and send to applicant with details of appeal process - **£17.40** (LO 30 mins.)

Part A fee = £299 (rounded)

Part B: Grant/Enforcement fee elements:

Conduct minimum of one unannounced inspection/compliance* visit during term of licence – frequency dependent on premises Star Rating**, as follows:

- 1 Star 1 Year Licence – one inspection within 12 months **£110** (fixed fee)
- 2 Star 1 Year Licence – one inspection within 12 months **£110** (fixed fee)
- 3 Star 2 Year Licence – one inspection within 24 months **£110** (fixed fee)
- 4 Star 2 Year Licence – one inspection within 24 months **£110** (fixed fee)
- 5 Star 3 Year Licence – one inspection within 36 months **£110** (fixed fee)

All of the above = £110 multiplied as applicable where there are two or more distinct licensable activities

**Note - guidance indicates that it is not possible for an applicant for a new license to be awarded a 5 star rating due to lack of previous evidence of compliance and adherence to animal welfare requirements. Accordingly, this does not apply to applications from persons who held a licence under the previous animal welfare legislation with an expiry date of 31 December 2018.

Licence renewal reminder notification process – **£5.80** (LO 10 mins).

Additional Miscellaneous Costs Included

Staff training (relevant Level 3 qualification training course provided by accredited trainer at £990 – two officers to be sent), City of London Animal Welfare Contract basic annual fee (£1200), provision for officer response to service requests (“SR’s”) and investigation of complaints relating to licensed premises – assumption of 12 SR’s/Complaints per year across all premises at fixed inspection rate of £110 – total divided by 50 premises (number of current licensed premises) = **£4500/50 = £90**

Complaints about unlicensed operators – assumption of 12 service requests(SR’s)/complaints per year across all forms of licensable activity – £626.40 (LO 12 x 90 mins. per investigation including premises visit) 626.40 divided by 50 = **£12.52**

There are currently 50 licensed animal welfare premises and we make the assumption that all will renew and make application under the new Regulations. All will require a risk based assessment inspection and will be given a star rating. We make the assumption that 10% of these premises will be ultimately dissatisfied with their star rating and will submit appeals to the First Tier Tribunal. It is difficult to properly assess the full costs to the Council of such an appeal at this stage but in the first instance, there will be the receipt of an appeal notice to consider, load onto IT database and liaise with legal services colleagues - (HoS 5 x 30 mins.) = £134 divided by 50 = **£2.68**

Fees review and setting including drafting reports and preparing documentation for decision maker –

£864 (HoS x 14.4 hours/864 minutes) = 864 divided by 50 = **£17.28**

£111.64.43 (DPR x 1.5 hours/90 minutes) = 111.64 divided by 50 = **£2.23**

Compliance with Regulation 29 requirements: Collating, providing and uploading information for Secretary of State – £145 (LO 50 licences at 5 minutes per licence) = 145 divided by 50 = **£2.90**

Part B fee = £244 (rounded)

Total fee if licence granted = £543

Optional elements:

Appeal against Star Rating given at initial application stage:

Receive request for re inspection for re rating purposes, including loading details of request onto IT database - **£11.60** (LO 20 mins.)

Consider* content of appeal and either replace Star Rating already given or uphold original Star Rating - **£74.43** (DPR 60 mins., includes consideration of inspection report)

*Consideration of Star Rating will in most circumstances also require a re - inspection of the premises, the cost of which to be borne by the applicant

Re inspection fee due to appeal against Star Rating – as above, if an applicant is not satisfied with the Star Rating given following an Inspection Report, a further inspection will be carried out*. The applicant will be charged the fee for this inspection – which will be **£220** (fixed fee) multiplied as applicable dependent on the number of distinct licensable activities it is proposed to provide. Prospective applicants are recommended to check with Council's licensing team prior to submitting their application regarding the appropriate fee in such circumstances.

Following Star Rating appeal consideration*, re draft licence with appropriate conditions and updated Star Rating and send to applicant with details of appeal process - **£17.40** (LO 30 mins.)

*If Star Rating has increased for any distinct licensable activity, the re inspection fee (£220 or a multiple thereof as applicable) will be returned. If Star Rating has stayed same or decreased for any distinct licensable activity, fee will be retained. However, if improvements have been made to the licensed premises between the original inspection and the re inspection, in order to achieve a higher rating, the inspection fee will not be refunded.

Request for Variation:

Where a licence holder requests a variation to their already issued licence, this will entail an inspection visit to the premises.

Receipt and consideration of request for re-inspection, consideration of reasons for re-inspection - **£11.60** (LO 20 mins.)

Conduct re inspection with fee payable prior to the inspection visit being conducted - £220 or £110 (both fixed cost) – the fee will be dependent on the nature of the variation sought but will be either **£110 or £220**, multiplied as applicable according to the number of distinct licensable activities. License holders are advised to contact the Council Licensing Team to discuss relevant fee prior to submitting a variation

Issuing updated licence or sending letter refusing variation request following inspection - **£17.40** (LO 30 mins.)

Re-inspection:

Where an unannounced inspection is made during the term of a licence, if non-compliance with terms of the licence is found and a further inspection after a given time period is required to check on the progress of improvement works, the cost of that further inspection will fall to the licence holder – **£110 or £220** (fixed fee) dependent on the nature of the non compliance and multiplied as applicable according to the number of distinct licensable activities provided at the premises

Request for re-inspection during term of licence for re rating of Star Rating purposes:

Where a licence holder requests a re inspection of their premises during the term of their licence for the purpose of re assessing the premises Star Rating, an inspection may be required*.

*Licence holders should be aware that re inspection for re rating purposes could lead to a lower rating being awarded rather than an increase in rating.

Receive request for re inspection for re rating purposes, make enquiries of applicant and load details of request onto IT database - **£17.40** (LO 30 mins.)

Consider request for re inspection for purposes of re rating of Star Rating - **£26.70** (HoS 30 mins.)

Request declined, draft & send refusal letter to licence holder - **£26.70** (HoS 30 mins.)

If request accepted, IO conduct inspection of licensed premises and provide inspection report (to include suggested Star Rating) - **£220** (fixed fee) multiplied as applicable according to the number of distinct licensable activities provided at the premises

Consider IO report, including assessment of Star Rating and where applicable consider previous compliance history and make decision on application – **£26.70** (HoS 30 mins.)

Draft updated licence with appropriate conditions and Star Rating and send to licence holder including setting out reasons for any adverse re rating - **£17.40** (LO 30 mins.)

If appeal made against Star Rating given, consider* content of appeal and either replace Star Rating already given and re issue licence or uphold original Star Rating and write to licence holder with details of decision - **£74.43** (DPR 60 mins., includes consideration of inspection report).

*Consideration of Star Rating will in most circumstances require a re- inspection of the premises, the cost of which to be borne by the applicant

Re inspection fee due to appeal against Star Rating* – if an applicant is not satisfied with the Star Rating given following an Inspection Report, a further inspection will be carried out. The applicant will be charged the fee for this inspection – which will be **£220** (fixed fee) multiplied as applicable according to the number of distinct licensable activities provided at the premises

*If Star Rating has increased for any distinct licensable activity, the re inspection fee (£220 or a multiple thereof as applicable) will be returned. If Star Rating has stayed same or decreased for any distinct licensable activity, fee will be retained. However, if improvements have been made to the licensed premises between the original inspection and the re inspection, in order to achieve a higher rating, the inspection fee will not be refunded.

Replacement/Additional Copy of License:

A licence holder may request a copy of their licence at a fixed fee of **£10.50**

Please note – hourly officer rates and fixed inspection fee rates will be subject to review and possible amendment as part of a future fees review.

Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018

Fees Assumptions 2018/19

PROVISION OF BOARDING FOR CATS (Cattery) OR DOGS (Kennels)

- A. Hourly Licensing Officer (LO) Rate: £34.69**
- B. Hourly Head of Service (HoS) Rate: £53.61**
- C. Hourly Director of Public Realm (DPR) Rate: £74.43**
- D. Fixed fee for inspection & report writing elements: £220 (multiplied as applicable as set out below)**
- E. Fixed fee for re-inspection: £110 (multiplied as applicable as set out below)**

Application for New Licence

Part A: Application Fee elements

Initial enquiry and send forms - **£5.80** (LO 10 mins.)

Receipt application, check forms & enquiries of applicant - **£17.40** (LO 30 mins.)

Load application details onto IT database - **£11.60** (LO 20 mins.)

IO conduct inspection* of application premises and provide inspection report (to include suggested Star Rating) - **£220** (fixed fee) multiplied as applicable*

*Where an inspection is conducted where the application seeks two or more distinct activities, distinct application fees will accordingly apply. For example, should there be an application for dog boarding and cat boarding at the same premises, two inspection fees of £220 would be levied. If however the application sought home dog boarding and dog day care at the same premises, only one inspection fee of £220 would be levied. Prospective applicants are recommended to check with Council's licensing team prior to submitting their application regarding the appropriate fee in such circumstances.

Consider IO report, including assessment of Star Rating and where applicable consider previous compliance history and make decision on application – **£26.70** (HoS 30 mins.)

Draft licence with appropriate conditions and Star Rating and send to applicant or draft reasons for refusal of application and send to applicant with details of appeal process - **£17.40** (LO 30 mins.)

Part A fee = £299 (rounded)

Part B: Grant/Enforcement fee elements:

Conduct minimum of one unannounced inspection/compliance* visit during term of licence – frequency dependent on premises Star Rating**, as follows:

- 1 Star 1 Year Licence – one inspection within 12 months **£110** (fixed fee)
- 2 Star 1 Year Licence – one inspection within 12 months **£110** (fixed fee)
- 3 Star 2 Year Licence – one inspection within 24 months **£110** (fixed fee)
- 4 Star 2 Year Licence – one inspection within 24 months **£110** (fixed fee)
- 5 Star 3 Year Licence – one inspection within 36 months **£110** (fixed fee)

All of the above = £110 multiplied as applicable where there are two or more distinct licensable activities

**Note - guidance indicates that it is not possible for an applicant for a new license to be awarded a 5 star rating due to lack of previous evidence of compliance and adherence to animal welfare requirements. Accordingly, this does not apply to applications from persons who held a licence under the previous animal welfare legislation with an expiry date of 31 December 2018.

Licence renewal reminder notification process – **£5.80** (LO 10 mins).

Additional Miscellaneous Costs Included

Staff training (relevant Level 3 qualification training course provided by accredited trainer at £990 – two officers to be sent), City of London Animal Welfare Contract basic annual fee (£1200), provision for officer response to service requests (“SR’s”) and investigation of complaints relating to licensed premises – assumption of 12 SR’s/Complaints per year across all premises at fixed inspection rate of £110 – total divided by 50 premises (number of current licensed premises) = **£4500/50 = £90**

Complaints about unlicensed operators – assumption of 12 service requests(SR’s)/complaints per year across all forms of licensable activity – £626.40 (LO 12 x 90 mins. per investigation including premises visit) 626.40 divided by 50 = **£12.52**

There are currently 50 licensed animal welfare premises and we make the assumption that all will renew and make application under the new Regulations. All will require a risk based assessment inspection and will be given a star rating. We make the assumption that 10% of these premises will be ultimately dissatisfied with their star rating and will submit appeals to the First Tier Tribunal. It is difficult to properly assess the full costs to the Council of such an appeal at this stage but in the first instance, there will be the receipt of an appeal notice to consider, load onto IT database and liaise with legal services colleagues - (HoS 5 x 30 mins.) = £134 divided by 50 = **£2.68**

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Compliance with Regulation 29 requirements: Collating, providing and uploading information for Secretary of State – £145 (LO 50 licences at 5 minutes per licence) = 145 divided by 50 = **£2.90**

Part B fee = £244 (rounded)

Total fee if licence granted = **£543**

Optional elements:

Appeal against Star Rating given at initial application stage:

Receive request for re inspection for re rating purposes, including loading details of request onto IT database - **£11.60** (LO 20 mins.)

Consider* content of appeal and either replace Star Rating already given or uphold original Star Rating - **£74.43** (DPR 60 mins., includes consideration of inspection report)

*Consideration of Star Rating will in most circumstances also require a re - inspection of the premises, the cost of which to be borne by the applicant

Re inspection fee due to appeal against Star Rating – as above, if an applicant is not satisfied with the Star Rating given following an Inspection Report, a further inspection will be carried out*. The applicant will be charged the fee for this inspection – which will be **£220** (fixed fee) multiplied as applicable dependent on the number of distinct licensable activities it is proposed to provide. Prospective applicants are recommended to check with Council's licensing team prior to submitting their application regarding the appropriate fee in such circumstances.

Following Star Rating appeal consideration*, re draft licence with appropriate conditions and updated Star Rating and send to applicant with details of appeal process - **£17.40** (LO 30 mins.)

*If Star Rating has increased for any distinct licensable activity, the re inspection fee (£220 or a multiple thereof as applicable) will be returned. If Star Rating has stayed same or decreased for any distinct licensable activity, fee will be retained. However, if improvements have been made to the licensed premises between the original inspection and the re inspection, in order to achieve a higher rating, the inspection fee will not be refunded.

Request for Variation:

Where a licence holder requests a variation to their already issued licence, this will entail an inspection visit to the premises.

Receipt and consideration of request for re-inspection, consideration of reasons for re-inspection - **£11.60** (LO 20 mins.)

Conduct re inspection with fee payable prior to the inspection visit being conducted - £220 or £110 (both fixed cost) – the fee will be dependent on the nature of the variation sought but will be either **£110 or £220**, multiplied as applicable according to the number of distinct licensable activities. License holders are advised to contact the Council Licensing Team to discuss relevant fee prior to submitting a variation

Issuing updated licence or sending letter refusing variation request following inspection - **£17.40** (LO 30 mins.)

Re-inspection:

Where an unannounced inspection is made during the term of a licence, if non-compliance with terms of the licence is found and a further inspection after a given time period is required to check on the progress of improvement works, the cost of that further inspection will fall to the licence holder – **£110 or £220** (fixed fee) dependent on the nature of the non compliance and multiplied as applicable according to the number of distinct licensable activities provided at the premises

Request for re-inspection during term of licence for re rating of Star Rating purposes:

Where a licence holder requests a re inspection of their premises during the term of their licence for the purpose of re assessing the premises Star Rating, an inspection may be required*.

*Licence holders should be aware that re inspection for re rating purposes could lead to a lower rating being awarded rather than an increase in rating.

Receive request for re inspection for re rating purposes, make enquiries of applicant and load details of request onto IT database - **£17.40** (LO 30 mins.)

Consider request for re inspection for purposes of re rating of Star Rating - **£26.70** (HoS 30 mins.)

Request declined, draft & send refusal letter to licence holder - **£26.70** (HoS 30 mins.)

If request accepted, IO conduct inspection of licensed premises and provide inspection report (to include suggested Star Rating) - **£220** (fixed fee) multiplied as applicable according to the number of distinct licensable activities provided at the premises

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Draft updated licence with appropriate conditions and Star Rating and send to licence holder including setting out reasons for any adverse re rating - **£17.40** (LO 30 mins.)

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Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018

Fees Assumptions 2018/19

Home Dog Boarding/Dog Day Care – SIX (6) DOGS & UNDER

- A. Hourly Licensing Officer (LO) Rate: £34.69**
- B. Hourly Head of Service (HoS) Rate: £53.61**
- C. Hourly Director of Public Realm (DPR) Rate: £74.43**
- D. Fixed fee for inspection & report writing elements: £76 (plus any other applicable inspection fees as set out below)**
- E. Fixed fee for re-inspection: £76 (plus any other applicable inspection fees as set out below)**

Application for New Licence

Part A: Application Fee elements

Initial enquiry and send forms - **£5.80** (LO 10 mins.)

Receipt application, check forms & enquiries of applicant - **£17.40** (LO 30 mins.)

Load application details onto IT database - **£11.60** (LO 20 mins.)

IO conduct inspection* of application premises and provide inspection report (to include suggested Star Rating) - **£76** (fixed fee) plus any other applicable inspection fees*

*Where an inspection is conducted where the application seeks two or more distinct activities, distinct application fees will accordingly apply. For example, should there be an application for dog day care and selling animals as pets at the same premises, two inspection fees of £76 & £220 would be levied. If however the application sought home dog boarding and dog day care at the same premises, only one inspection fee of £76 would be levied. Prospective applicants are recommended to check with Council's licensing team prior to submitting their application regarding the appropriate fee in such circumstances.

Consider IO report, including assessment of Star Rating and where applicable consider previous compliance history and make decision on application – **£26.70** (HoS 30 mins.)

Draft licence with appropriate conditions and Star Rating and send to applicant or draft reasons for refusal of application and send to applicant with details of appeal process - **£17.40** (LO 30 mins.)

Part A fee = £155 (rounded)

Part B: Grant/Enforcement fee elements:

Conduct minimum of one unannounced inspection/compliance* visit during term of licence – frequency dependent on premises Star Rating**, as follows:

- 1 Star 1 Year Licence – one inspection within 12 months **£76** (fixed fee)
- 2 Star 1 Year Licence – one inspection within 12 months **£76** (fixed fee)
- 3 Star 2 Year Licence – one inspection within 24 months **£76** (fixed fee)
- 4 Star 2 Year Licence – one inspection within 24 months **£76** (fixed fee)
- 5 Star 3 Year Licence – one inspection within 36 months **£76**(fixed fee)

*All of the above = £76 plus other relevant inspection fee where there are two or more distinct licensable activities

**Note - guidance indicates that it is not possible for an applicant for a new license to be awarded a 5 star rating due to lack of previous evidence of compliance and adherence to animal welfare requirements. Accordingly, this does not apply to applications from persons who held a licence under the previous animal welfare legislation with an expiry date of 31 December 2018.

Licence renewal reminder notification process – **£5.80** (LO 10 mins).

Additional Miscellaneous Costs Included

Staff training (relevant Level 3 qualification training course provided by accredited trainer at £990 – two officers to be sent), City of London Animal Welfare Contract basic annual fee (£1200), provision for officer response to service requests (“SR’s”) and investigation of complaints relating to licensed premises – assumption of 12 SR’s/Complaints per year across all premises at fixed inspection rate of £110 – total divided by 50 premises (number of current licensed premises) = **£4500/50 = £90**

Complaints about unlicensed operators – assumption of 12 service requests(SR’s)/complaints per year across all forms of licensable activity – £626.40 (LO 12 x 90 mins. per investigation including premises visit) 626.40 divided by 50 = **£12.52**

There are currently 50 licensed animal welfare premises and we make the assumption that all will renew and make application under the new Regulations. All will require a risk based assessment inspection and will be given a star rating. We make the assumption that 10% of these premises will be ultimately dissatisfied with their star rating and will submit appeals to the First Tier Tribunal. It is difficult to properly assess the full costs to the Council of such an appeal at this stage but in the first instance, there will be the receipt of an appeal notice to consider, load onto IT database and liaise with legal services colleagues - (HoS 5 x 30 mins.) = £134 divided by 50 = **£2.68**

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£111.64.43 (DPR x 1.5 hours/90 minutes) = 111.64 divided by 50 = **£2.23**

Compliance with Regulation 29 requirements: Collating, providing and uploading information for Secretary of State – £145 (LO 50 licences at 5 minutes per licence) = 145 divided by 50 = **£2.90**

Part B fee = £210 (rounded)

Total fee if licence granted = **£365**

Optional elements:

Appeal against Star Rating given at initial application stage:

Receive request for re inspection for re rating purposes, including loading details of request onto IT database - **£11.60** (LO 20 mins.)

Consider* content of appeal and either replace Star Rating already given or uphold original Star Rating - **£74.43** (DPR 60 mins., includes consideration of inspection report)

*Consideration of Star Rating will in most circumstances also require a re - inspection of the premises, the cost of which to be borne by the applicant

Re inspection fee due to appeal against Star Rating – as above, if an applicant is not satisfied with the Star Rating given following an Inspection Report, a further inspection will be carried out*. The applicant will be charged the fee for this inspection – which will be **£76** (fixed fee) plus any other relevant inspection fee where there are two or more licensable activities it is proposed to provide. Prospective applicants are recommended to check with Council's licensing team prior to submitting their application regarding the appropriate fee in such circumstances.

Following Star Rating appeal consideration*, re draft licence with appropriate conditions and updated Star Rating and send to applicant with details of appeal process - **£17.40** (LO 30 mins.)

*If Star Rating has increased for any distinct licensable activity, the re inspection fee (£76 and any other inspection fee, as applicable) will be returned. If Star Rating has stayed same or decreased for any distinct licensable activity, fee will be retained. However, if improvements have been made to the licensed premises between the original inspection and the re inspection, in order to achieve a higher rating, the inspection fee will not be refunded.

Request for Variation:

Where a licence holder requests a variation to their already issued licence, this will entail an inspection visit to the premises.

Receipt and consideration of request for re-inspection, consideration of reasons for re-inspection - **£11.60** (LO 20 mins.)

Conduct re inspection with fee payable prior to the inspection visit being conducted - **£76** (fixed cost).

Issuing updated licence or sending letter refusing variation request following inspection - **£17.40** (LO 30 mins.)

Re-inspection:

Where an unannounced inspection is made during the term of a licence, if non-compliance with terms of the licence is found and a further inspection after a given time period is required to check on the progress of improvement works, the cost of that further inspection will fall to the licence holder – **£76** (fixed fee).

Request for re-inspection during term of licence for re rating of Star Rating purposes:

Where a licence holder requests a re inspection of their premises during the term of their licence for the purpose of re assessing the premises Star Rating, an inspection may be required*.

*Licence holders should be aware that re inspection for re rating purposes could lead to a lower rating being awarded rather than an increase in rating.

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Consider request for re inspection for purposes of re rating of Star Rating - **£26.70** (HoS 30 mins.)

Request declined, draft & send refusal letter to licence holder - **£26.70** (HoS 30 mins.)

If request accepted, IO conduct inspection of licensed premises and provide inspection report (to include suggested Star Rating) - **£76** (fixed fee) plus any other relevant inspection fee where there are two or more licensable activities .

Consider IO report, including assessment of Star Rating and where applicable consider previous compliance history and make decision on application – **£26.70** (HoS 30 mins.)

Draft updated licence with appropriate conditions and Star Rating and send to licence holder including setting out reasons for any adverse re rating - **£17.40** (LO 30 mins.)

If appeal made against Star Rating given, consider* content of appeal and either replace Star Rating already given and re issue licence or uphold original Star Rating and write to licence holder with details of decision - **£74.43** (DPR 60 mins., includes consideration of inspection report).

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Load application details onto IT database - **£11.60** (LO 20 mins.)

IO conduct inspection* of application premises and provide inspection report (to include suggested Star Rating) - **£110** (fixed fee) plus any other applicable inspection fees*

*Where an inspection is conducted where the application seeks two or more distinct activities, distinct application fees will accordingly apply. For example, should there be an application for dog day care (over 6 dogs) and selling animals as pets at the same premises, two inspection fees of £110 & £220 would be levied. If however the application sought home dog boarding and dog day care at the same premises, only one inspection fee of £110 would be levied. Prospective applicants are recommended to check with Council's licensing team prior to submitting their application regarding the appropriate fee in such circumstances.

Consider IO report, including assessment of Star Rating and where applicable consider previous compliance history and make decision on application – **£26.70** (HoS 30 mins.)

Draft licence with appropriate conditions and Star Rating and send to applicant or draft reasons for refusal of application and send to applicant with details of appeal process - **£17.40** (LO 30 mins.)

Part A fee = £189 (rounded)

Part B: Grant/Enforcement fee elements:

Conduct minimum of one unannounced inspection/compliance* visit during term of licence – frequency dependent on premises Star Rating**, as follows:

- 1 Star 1 Year Licence – one inspection within 12 months **£110** (fixed fee)
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- 4 Star 2 Year Licence – one inspection within 24 months **£110** (fixed fee)
- 5 Star 3 Year Licence – one inspection within 36 months **£110**(fixed fee)

*All of the above = £110 plus other relevant inspection fee where there are two or more distinct licensable activities

**Note - guidance indicates that it is not possible for an applicant for a new license to be awarded a 5 star rating due to lack of previous evidence of compliance and adherence to animal welfare requirements. Accordingly, this does not apply to applications from persons who held a licence under the previous animal welfare legislation with an expiry date of 31 December 2018.

Licence renewal reminder notification process – **£5.80** (LO 10 mins).

Additional Miscellaneous Costs Included

Staff training (relevant Level 3 qualification training course provided by accredited trainer at £990 – two officers to be sent), City of London Animal Welfare Contract basic annual fee (£1200), provision for officer response to service requests (“SR’s”) and investigation of complaints relating to licensed premises – assumption of 12 SR’s/Complaints per year across all premises at fixed inspection rate of £110 – total divided by 50 premises (number of current licensed premises) = £4500/50 = **£90**

Complaints about unlicensed operators – assumption of 12 service requests(SR’s)/complaints per year across all forms of licensable activity – £626.40 (LO 12 x 90 mins. per investigation including premises visit) 626.40 divided by 50 = **£12.52**

There are currently 50 licensed animal welfare premises and we make the assumption that all will renew and make application under the new Regulations. All will require a risk based assessment inspection and will be given a star rating. We make the assumption that 10% of these premises will be ultimately dissatisfied with their star rating and will submit appeals to the First Tier Tribunal. It is difficult to properly assess the full costs to the Council of such an appeal at this stage but in the first instance, there will be the receipt of an appeal notice to consider, load onto IT database and liaise with legal services colleagues - (HoS 5 x 30 mins.) = £134 divided by 50 = **£2.68**

Fees review and setting including drafting reports and preparing documentation for decision maker –

£864 (HoS x 14.4 hours/864 minutes) = 864 divided by 50 = **£17.28**

£111.64.43 (DPR x 1.5 hours/90 minutes) = 111.64 divided by 50 = **£2.23**

Compliance with Regulation 29 requirements: Collating, providing and uploading information for Secretary of State – £145 (LO 50 licences at 5 minutes per licence) = 145 divided by 50 = **£2.90**

Part B fee = £244 (rounded)

Total fee if licence granted = **£433**

Optional elements:

Appeal against Star Rating given at initial application stage:

Receive request for re inspection for re rating purposes, including loading details of request onto IT database - **£11.60** (LO 20 mins.)

Consider* content of appeal and either replace Star Rating already given or uphold original Star Rating - **£74.43** (DPR 60 mins., includes consideration of inspection report)

*Consideration of Star Rating will in most circumstances also require a re - inspection of the premises, the cost of which to be borne by the applicant

Re inspection fee due to appeal against Star Rating – as above, if an applicant is not satisfied with the Star Rating given following an Inspection Report, a further inspection will be carried out*. The applicant will be charged the fee for this inspection – which will be **£110** (fixed fee) plus any other relevant inspection fee where there are two or more licensable activities it is proposed to provide. Prospective applicants are recommended to check with Council's licensing team prior to submitting their application regarding the appropriate fee in such circumstances.

Following Star Rating appeal consideration*, re draft licence with appropriate conditions and updated Star Rating and send to applicant with details of appeal process - **£17.40** (LO 30 mins.)

*If Star Rating has increased for any distinct licensable activity, the re inspection fee (£110 and any other inspection fee, as applicable) will be returned. If Star Rating has stayed same or decreased for any distinct licensable activity, fee will be retained. However, if improvements have been made to the licensed premises between the original inspection and the re inspection, in order to achieve a higher rating, the inspection fee will not be refunded.

Request for Variation:

Where a licence holder requests a variation to their already issued licence, this will entail an inspection visit to the premises.

Receipt and consideration of request for re-inspection, consideration of reasons for re-inspection - **£11.60** (LO 20 mins.)

Conduct re inspection with fee payable prior to the inspection visit being conducted - **£110** (fixed cost).

Issuing updated licence or sending letter refusing variation request following inspection - **£17.40** (LO 30 mins.)

Re-inspection:

Where an unannounced inspection is made during the term of a licence, if non-compliance with terms of the licence is found and a further inspection after a given time period is required to check on the progress of improvement works, the cost of that further inspection will fall to the licence holder – **£110** (fixed fee).

Request for re-inspection during term of licence for re rating of Star Rating purposes:

Where a licence holder requests a re inspection of their premises during the term of their licence for the purpose of re assessing the premises Star Rating, an inspection may be required*.

*Licence holders should be aware that re inspection for re rating purposes could lead to a lower rating being awarded rather than an increase in rating.

Receive request for re inspection for re rating purposes, make enquiries of applicant and load details of request onto IT database - **£17.40** (LO 30 mins.)

Consider request for re inspection for purposes of re rating of Star Rating - **£26.70** (HoS 30 mins.)

Request declined, draft & send refusal letter to licence holder - **£26.70** (HoS 30 mins.)

If request accepted, IO conduct inspection of licensed premises and provide inspection report (to include suggested Star Rating) - **£110** (fixed fee) plus any other relevant inspection fee where there are two or more licensable activities .

Consider IO report, including assessment of Star Rating and where applicable consider previous compliance history and make decision on application – **£26.70** (HoS 30 mins.)

Draft updated licence with appropriate conditions and Star Rating and send to licence holder including setting out reasons for any adverse re rating - **£17.40** (LO 30 mins.)

If appeal made against Star Rating given, consider* content of appeal and either replace Star Rating already given and re issue licence or uphold original Star Rating and write to licence holder with details of decision - **£74.43** (DPR 60 mins., includes consideration of inspection report).

*Consideration of Star Rating will in most circumstances require a re- inspection of the premises, the cost of which to be borne by the applicant

Re inspection fee due to appeal against Star Rating* – if an applicant is not satisfied with the Star Rating given following an Inspection Report, a further inspection will be carried out. The applicant will be charged the fee for this inspection – which will be **£110** (fixed fee) plus any other relevant inspection fee where there are two or more licensable activities at the premises.

*If Star Rating has increased for any distinct licensable activity, the re inspection fee will be returned. If Star Rating has stayed same or decreased for any distinct licensable activity, fee will be retained. However, if improvements have been made to the licensed premises between the original inspection and the re inspection, in order to achieve a higher rating, the inspection fee will not be refunded.

Replacement/Additional Copy of License:

A licence holder may request a copy of their licence at a fixed fee of **£10.50**

Please note – hourly officer rates and fixed inspection fee rates will be subject to review and possible amendment as part of a future fees review.

Animal Welfare (Licensing of Activities Involving Animals) (England)
Regulations 2018

Fees Assumptions 2018/19

DOG BREEDING

- A. Hourly Licensing Officer (LO) Rate: £34.69**
- B. Hourly Head of Service (HoS) Rate: £53.61**
- C. Hourly Director of Public Realm (DPR) Rate: £74.43**
- D. Fixed fee for inspection & report writing elements: £220 (multiplied as applicable as set out below)**
- E. Fixed fee for re-inspection: £110 (multiplied as applicable as set out below)**

Application for New Licence

Part A: Application Fee elements

Initial enquiry and send forms - **£5.80** (LO 10 mins.)

Receipt application, check forms & enquiries of applicant - **£17.40** (LO 30 mins.)

Load application details onto IT database - **£11.60** (LO 20 mins.)

IO conduct inspection* of application premises and provide inspection report (to include suggested Star Rating) - **£220** (fixed fee) multiplied as applicable*

*Where an inspection is conducted where the application seeks two or more distinct activities, distinct application fees will accordingly apply. For example, should there be an application for dog boarding and cat boarding at the same premises, two inspection fees of £220 would be levied. If however the application sought home dog boarding and dog day care at the same premises, only one inspection fee of £220 would be levied. Prospective applicants are recommended to check with Council's licensing team prior to submitting their application regarding the appropriate fee in such circumstances.

Consider IO report, including assessment of Star Rating and where applicable consider previous compliance history and make decision on application – **£26.70** (HoS 30 mins.)

Draft licence with appropriate conditions and Star Rating and send to applicant or draft reasons for refusal of application and send to applicant with details of appeal process - **£17.40** (LO 30 mins.)

Part A fee = £299 (rounded)

Part B: Grant/Enforcement fee elements:

Conduct minimum of one unannounced inspection/compliance* visit during term of licence – frequency dependent on premises Star Rating**, as follows:

- 1 Star 1 Year Licence – one inspection within 12 months **£110** (fixed fee)
- 2 Star 1 Year Licence – one inspection within 12 months **£110** (fixed fee)
- 3 Star 2 Year Licence – one inspection within 24 months **£110** (fixed fee)
- 4 Star 2 Year Licence – one inspection within 24 months **£110** (fixed fee)
- 5 Star 3 Year Licence – one inspection within 36 months **£110** (fixed fee)

All of the above = £110 multiplied as applicable where there are two or more distinct licensable activities

**Note - guidance indicates that it is not possible for an applicant for a new license to be awarded a 5 star rating due to lack of previous evidence of compliance and adherence to animal welfare requirements. Accordingly, this does not apply to applications from persons who held a licence under the previous animal welfare legislation with an expiry date of 31 December 2018.

Licence renewal reminder notification process – **£5.80** (LO 10 mins).

Additional Miscellaneous Costs Included

Staff training (relevant Level 3 qualification training course provided by accredited trainer at £990 – two officers to be sent), City of London Animal Welfare Contract basic annual fee (£1200), provision for officer response to service requests (“SR’s”) and investigation of complaints relating to licensed premises – assumption of 12 SR’s/Complaints per year across all premises at fixed inspection rate of £110 – total divided by 50 premises (number of current licensed premises) = £4500/50 = **£90**

Complaints about unlicensed operators – assumption of 12 service requests(SR’s)/complaints per year across all forms of licensable activity – £626.40 (LO 12 x 90 mins. per investigation including premises visit) 626.40 divided by 50 = **£12.52**

There are currently 50 licensed animal welfare premises and we make the assumption that all will renew and make application under the new Regulations. All will require a risk based assessment inspection and will be given a star rating. We make the assumption that 10% of these premises will be ultimately dissatisfied with their star rating and will submit appeals to the First Tier Tribunal. It is difficult to properly assess the full costs to the Council of such an appeal at this stage but in the first instance, there will be the receipt of an appeal notice to consider, load onto IT database and liaise with legal services colleagues - (HoS 5 x 30 mins.) = £134 divided by 50 = **£2.68**

Fees review and setting including drafting reports and preparing documentation for decision maker –

£864 (HoS x 14.4 hours/864 minutes) = 864 divided by 50 = **£17.28**

£111.64.43 (DPR x 1.5 hours/90 minutes) = 111.64 divided by 50 = **£2.23**

Compliance with Regulation 29 requirements: Collating, providing and uploading information for Secretary of State – £145 (LO 50 licences at 5 minutes per licence) = 145 divided by 50 = **£2.90**

Part B fee = £244 (rounded)

Total fee if licence granted = **£543**

Optional elements:

Appeal against Star Rating given at initial application stage:

Receive request for re inspection for re rating purposes, including loading details of request onto IT database - **£11.60** (LO 20 mins.)

Consider* content of appeal and either replace Star Rating already given or uphold original Star Rating - **£74.43** (DPR 60 mins., includes consideration of inspection report)

*Consideration of Star Rating will in most circumstances also require a re - inspection of the premises, the cost of which to be borne by the applicant

Re inspection fee due to appeal against Star Rating – as above, if an applicant is not satisfied with the Star Rating given following an Inspection Report, a further inspection will be carried out*. The applicant will be charged the fee for this inspection – which will be **£220** (fixed fee) multiplied as applicable dependent on the number of distinct licensable activities it is proposed to provide. Prospective applicants are recommended to check with Council's licensing team prior to submitting their application regarding the appropriate fee in such circumstances.

Following Star Rating appeal consideration*, re draft licence with appropriate conditions and updated Star Rating and send to applicant with details of appeal process - **£17.40** (LO 30 mins.)

*If Star Rating has increased for any distinct licensable activity, the re inspection fee (£220 or a multiple thereof as applicable) will be returned. If Star Rating has stayed same or decreased for any distinct licensable activity, fee will be retained. However, if improvements have been made to the licensed premises between the original inspection and the re inspection, in order to achieve a higher rating, the inspection fee will not be refunded.

Request for Variation:

Where a licence holder requests a variation to their already issued licence, this will entail an inspection visit to the premises.

Receipt and consideration of request for re-inspection, consideration of reasons for re-inspection - **£11.60** (LO 20 mins.)

Conduct re inspection with fee payable prior to the inspection visit being conducted - £220 or £110 (both fixed cost) – the fee will be dependent on the nature of the variation sought but will be either **£110 or £220**, multiplied as applicable according to the number of distinct licensable activities. License holders are advised to contact the Council Licensing Team to discuss relevant fee prior to submitting a variation

Issuing updated licence or sending letter refusing variation request following inspection - **£17.40** (LO 30 mins.)

Re-inspection:

Where an unannounced inspection is made during the term of a licence, if non-compliance with terms of the licence is found and a further inspection after a given time period is required to check on the progress of improvement works, the cost of that further inspection will fall to the licence holder – **£110 or £220** (fixed fee) dependent on the nature of the non compliance and multiplied as applicable according to the number of distinct licensable activities provided at the premises

Request for re-inspection during term of licence for re rating of Star Rating purposes:

Where a licence holder requests a re inspection of their premises during the term of their licence for the purpose of re assessing the premises Star Rating, an inspection may be required*.

*Licence holders should be aware that re inspection for re rating purposes could lead to a lower rating being awarded rather than an increase in rating.

Receive request for re inspection for re rating purposes, make enquiries of applicant and load details of request onto IT database - **£17.40** (LO 30 mins.)

Consider request for re inspection for purposes of re rating of Star Rating - **£26.70** (HoS 30 mins.)

Request declined, draft & send refusal letter to licence holder - **£26.70** (HoS 30 mins.)

If request accepted, IO conduct inspection of licensed premises and provide inspection report (to include suggested Star Rating) - **£220** (fixed fee) multiplied as applicable according to the number of distinct licensable activities provided at the premises

Consider IO report, including assessment of Star Rating and where applicable consider previous compliance history and make decision on application – **£26.70** (HoS 30 mins.)

Draft updated licence with appropriate conditions and Star Rating and send to licence holder including setting out reasons for any adverse re rating - **£17.40** (LO 30 mins.)

If appeal made against Star Rating given, consider* content of appeal and either replace Star Rating already given and re issue licence or uphold original Star Rating and write to licence holder with details of decision - £74.43 (DPR 60 mins., includes consideration of inspection report).

*Consideration of Star Rating will in most circumstances require a re- inspection of the premises, the cost of which to be borne by the applicant

Re inspection fee due to appeal against Star Rating* – if an applicant is not satisfied with the Star Rating given following an Inspection Report, a further inspection will be carried out. The applicant will be charged the fee for this inspection – which will be £220 (fixed fee) multiplied as applicable according to the number of distinct licensable activities provided at the premises

*If Star Rating has increased for any distinct licensable activity, the re inspection fee (£220 or a multiple thereof as applicable) will be returned. If Star Rating has stayed same or decreased for any distinct licensable activity, fee will be retained. However, if improvements have been made to the licensed premises between the original inspection and the re inspection, in order to achieve a higher rating, the inspection fee will not be refunded.

Replacement/Additional Copy of License:

A licence holder may request a copy of their licence at a fixed fee of £10.50

Please note – hourly officer rates and fixed inspection fee rates will be subject to review and possible amendment as part of a future fees review.

Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018

Fees Assumptions 2018/19

KEEPING OR TRAINING ANIMALS FOR EXHIBITION*

***No Star Rating System – all licences issued for 3 year duration**

- A. Hourly Licensing Officer (LO) Rate: £34.69**
- B. Hourly Head of Service (HoS) Rate: £53.61**
- C. Hourly Director of Public Realm (DPR) Rate: £74.43**
- D. Fixed fee for inspection visit & report writing elements: £211**
- E. Fixed fee for On Location inspection: £110**

Application for New Licence

Part A: Application Fee elements

Initial enquiry and send forms - **£5.80** (LO 10 mins.)

Receipt application, check forms & enquiries of applicant - **£17.40** (LO 30 mins.)

Load application details onto IT database - **£11.60** (LO 20 mins.)

IO conduct inspection* of application premises and provide inspection report - **£211** (fixed fee) plus other inspection fees as applicable*

*Where an inspection is conducted where the application seeks two or more distinct activities, distinct application fees will accordingly apply. For example, should there be an application for dog boarding and cat boarding at the same premises, two inspection fees of £220 would be levied. If however the application sought home dog boarding and dog day care at the same premises, only one inspection fee of £220 would be levied. Prospective applicants are recommended to check with Council's licensing team prior to submitting their application regarding the appropriate fee in such circumstances.

Consider IO report including where applicable previous compliance history and make decision on application – **£26.70** (HoS 30 mins.)

Draft licence with appropriate conditions and send to applicant or draft reasons for refusal of application and send to applicant with details of appeal process - **£17.40** (LO 30 mins.)

Part A fee = £290 (rounded)

Part B: Grant/Enforcement fee elements:

Licence renewal reminder notification process – **£5.80** (LO 10 mins).

Additional Miscellaneous Costs Included

Staff training (relevant Level 3 qualification training course provided by accredited trainer at £990 – two officers to be sent), City of London Animal Welfare Contract basic annual fee (£1200), provision for officer response to service requests (“SR’s”) and investigation of complaints relating to licensed premises – assumption of 12 SR’s/Complaints per year across all premises at fixed inspection rate of £110 – total divided by 50 premises (number of current licensed premises) = £4500/50 = **£90**

Complaints about unlicensed operators – assumption of 12 service requests(SR’s)/complaints per year across all forms of licensable activity – £626.40 (LO 12 x 90 mins. per investigation including premises visit) 626.40 divided by 50 = **£12.52**

There are currently 50 licensed animal welfare premises and we make the assumption that all will renew and make application under the new Regulations. It is difficult to properly assess the full costs to the Council if any applicants appeal a refusal of their application but in the first instance, there will be the receipt of an appeal notice to consider, load onto IT database and liaise with legal services colleagues - (HoS 5 x 30 mins.) = £134 divided by 50 = **£2.68**

Fees review and setting including drafting reports and preparing documentation for decision maker –

£864 (HoS x 14.4 hours/864 minutes) = 864 divided by 50 = **£17.28**

£111.64.43 (DPR x 1.5 hours/90 minutes) = 111.64 divided by 50 = **£2.23**

Compliance with Regulation 29 requirements: Collating, providing and uploading information for Secretary of State – £145 (LO 50 licences at 5 minutes per licence) = 145 divided by 50 = **£2.90**

Part B fee = £134 (rounded)

Total fee if licence granted = £424

Optional elements:

Request for Variation:

Where a licence holder requests a variation to their already issued licence, this will entail an inspection visit to the premises.

Receipt and consideration of request for re-inspection, consideration of reasons for re-inspection - **£11.60** (LO 20 mins.)

Conduct re inspection with fee payable prior to the inspection visit being conducted - **£211** (fixed cost).

Issuing updated licence or sending letter refusing variation request following inspection - **£17.40** (LO 30 mins.)

Re-inspection:

Where an unannounced inspection is made during the term of a licence, if non-compliance with terms of the licence is found and a further inspection after a given time period is required to check on the progress of improvement works, the cost of that further inspection will fall to the licence holder – **£211**(fixed fee).

Replacement/Additional Copy of License:

A licence holder may request a copy of their licence at a fixed fee of **£10.50**

Please note – hourly officer rates and fixed inspection fee rates will be subject to review and possible amendment as part of a future fees review.

Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018

Fees Assumptions 2018/19

Hiring Out Horses

- A. Hourly Licensing Officer (LO) Rate: £34.69**
- B. Hourly Head of Service (HoS) Rate: £53.61**
- C. Hourly Director of Public Realm (DPR) Rate: £74.43**
- D. Fixed fee for inspection & report writing elements: Variable - as below
(plus any other applicable inspection fees as set out below)**
- E. Fixed fee for re-inspection: Variable - as below (plus any other
applicable inspection fees as set out below)**

Application for New Licence

Part A: Application Fee elements

Initial enquiry and send forms - **£5.80** (LO 10 mins.)

Receipt application, check forms & enquiries of applicant - **£17.40** (LO 30 mins.)

Load application details onto IT database - **£11.60** (LO 20 mins.)

IO conduct inspection* of application premises and provide inspection report (to include suggested Star Rating) –

30 & over horses - **£630** (fixed fee)

15-29 horses - **£490** (fixed fee)

Under 15 horses - **£315** (fixed fee)

plus any other applicable inspection fees*

*Where an inspection is conducted where the application seeks two or more distinct activities, distinct application fees will accordingly apply. For example, should there be an application for dog day care (over 6 dogs) and selling animals as pets at the same premises, two inspection fees of £110 & £220 would be levied. If however the application sought home dog boarding and dog day care at the same premises, only one inspection fee of £110 would be levied. Prospective applicants are recommended to check with Council's licensing team prior to submitting their application regarding the appropriate fee in such circumstances.

Consider IO report, including assessment of Star Rating and where applicable consider previous compliance history and make decision on application – **£26.70** (HoS 30 mins.)

Draft licence with appropriate conditions and Star Rating and send to applicant or draft reasons for refusal of application and send to applicant with details of appeal process - **£17.40** (LO 30 mins.)

Part A fee = **£79** (rounded) + requisite inspection fee listed above as per number of horses

Part B: Grant/Enforcement fee elements:

For licences for Hiring Out Horses, there is a requirement for one annual inspection by a vet, irrespective of length of licence –

Conduct annual inspection –

30 & over horses - **£630** (fixed fee)

15-29 horses - **£490** (fixed fee)

Under 15 horses - **£315** (fixed fee)

plus any other applicable inspection fees*

*All of the above plus other relevant inspection fee where there are two or more distinct licensable activities

**Note - guidance indicates that it is not possible for an applicant for a new license to be awarded a 5 star rating due to lack of previous evidence of compliance and adherence to animal welfare requirements. Accordingly, this does not apply to applications from persons who held a licence under the previous animal welfare legislation with an expiry date of 31 December 2018.

Licence renewal reminder notification process – **£5.80** (LO 10 mins).

Additional Miscellaneous Costs Included

Staff training (relevant Level 3 qualification training course provided by accredited trainer at £990 – two officers to be sent), City of London Animal Welfare Contract basic annual fee (£1200), provision for officer response to service requests (“SR’s”) and investigation of complaints relating to licensed premises – assumption of 12 SR’s/Complaints per year across all premises at fixed inspection rate of £110 – total divided by 50 premises (number of current licensed premises) = **£4500/50 = £90**

Complaints about unlicensed operators – assumption of 12 service requests(SR’s)/complaints per year across all forms of licensable activity – £626.40 (LO 12 x 90 mins. per investigation including premises visit) 626.40 divided by 50 = **£12.52**

There are currently 50 licensed animal welfare premises and we make the assumption that all will renew and make application under the new Regulations. All will require a risk based assessment inspection and will be given a star rating. We make the assumption that 10% of these premises will be ultimately dissatisfied with their star rating and will submit appeals to the First Tier Tribunal. It is difficult to properly assess the full costs to the Council of such an appeal at this stage but in the first instance, there will be the receipt of an appeal notice to consider, load onto IT database and liaise with legal services colleagues - (HoS 5 x 30 mins.) = £134 divided by 50 = **£2.68**

Fees review and setting including drafting reports and preparing documentation for decision maker –

£864 (HoS x 14.4 hours/864 minutes) = 864 divided by 50 = **£17.28**

£111.64.43 (DPR x 1.5 hours/90 minutes) = 111.64 divided by 50 = **£2.23**

Compliance with Regulation 29 requirements: Collating, providing and uploading information for Secretary of State – £145 (LO 50 licences at 5 minutes per licence) = 145 divided by 50 = **£2.90**

Part B fee = **£134** (rounded) + requisite inspection fee listed above as per number of horses and per duration of licence, as annual inspection required

Total fee if licence granted = £212.31 + requisite inspection fees (two) as set out above dependent on number of horses and dependent on length of licence, as annual vet inspection required

Optional elements:

Appeal against Star Rating given at initial application stage:

Receive request for re inspection for re rating purposes, including loading details of request onto IT database - **£11.60** (LO 20 mins.)

Consider* content of appeal and either replace Star Rating already given or uphold original Star Rating - **£74.43** (DPR 60 mins., includes consideration of inspection report)

*Consideration of Star Rating will in most circumstances also require a re - inspection of the premises, the cost of which to be borne by the applicant

Re inspection fee due to appeal against Star Rating – as above, if an applicant is not satisfied with the Star Rating given following an Inspection Report, a further inspection will be carried out*. The applicant will be charged the fee for this inspection – which will be –

30 & over horses - **£630** (fixed fee)

15-29 horses - **£490** (fixed fee)

Under 15 horses - **£315** (fixed fee)

plus any other relevant inspection fee where there are two or more licensable activities it is proposed to provide. Prospective applicants are recommended to check with Council's licensing team prior to submitting their application regarding the appropriate fee in such circumstances.

Following Star Rating appeal consideration*, re draft licence with appropriate conditions and updated Star Rating and send to applicant with details of appeal process - **£17.40** (LO 30 mins.)

*If Star Rating has increased for any distinct licensable activity, the re inspection fee will be returned. If Star Rating has stayed same or decreased for any distinct licensable activity, fee will be retained. However, if improvements have been made to the licensed premises between the original inspection and the re inspection, in order to achieve a higher rating, the inspection fee will not be refunded.

Request for Variation:

Where a licence holder requests a variation to their already issued licence, this will entail an inspection visit to the premises.

Receipt and consideration of request for re-inspection, consideration of reasons for re-inspection - **£11.60** (LO 20 mins.)

Conduct re inspection with fee payable prior to the inspection visit being conducted -
30 & over horses - **£630** (fixed fee)
15-29 horses - **£490** (fixed fee)
Under 15 horses - **£315** (fixed fee)
plus any other applicable inspection fees*

Issuing updated licence or sending letter refusing variation request following inspection - **£17.40** (LO 30 mins.)

Re-inspection:

Where an unannounced inspection is made during the term of a licence, if non-compliance with terms of the licence is found and a further inspection after a given time period is required to check on the progress of improvement works, the cost of that further inspection will fall to the licence holder –

30 & over horses - **£630** (fixed fee)
15-29 horses - **£490** (fixed fee)
Under 15 horses - **£315** (fixed fee)
plus any other applicable inspection fees*

Request for re-inspection during term of licence for re rating of Star Rating purposes:

Where a licence holder requests a re inspection of their premises during the term of their licence for the purpose of re assessing the premises Star Rating, an inspection may be required*.

*Licence holders should be aware that re inspection for re rating purposes could lead to a lower rating being awarded rather than an increase in rating.

Receive request for re inspection for re rating purposes, make enquiries of applicant and load details of request onto IT database - **£17.40** (LO 30 mins.)

Consider request for re inspection for purposes of re rating of Star Rating - **£26.70** (HoS 30 mins.)

Request declined, draft & send refusal letter to licence holder - **£26.70** (HoS 30 mins.)

If request accepted, IO conduct inspection of licensed premises and provide inspection report (to include suggested Star Rating) –
30 & over horses - **£630** (fixed fee)

15-29 horses - **£490** (fixed fee)
Under 15 horses - **£315** (fixed fee
plus any other applicable inspection fees*

Consider IO report, including assessment of Star Rating and where applicable consider previous compliance history and make decision on application – **£26.70** (HoS 30 mins.)

Draft updated licence with appropriate conditions and Star Rating and send to licence holder including setting out reasons for any adverse re rating - **£17.40** (LO 30 mins.)

If appeal made against Star Rating given, consider* content of appeal and either replace Star Rating already given and re issue licence or uphold original Star Rating and write to licence holder with details of decision - **£74.43** (DPR 60 mins., includes consideration of inspection report).

*Consideration of Star Rating will in most circumstances require a re- inspection of the premises, the cost of which to be borne by the applicant

Re inspection fee due to appeal against Star Rating* – if an applicant is not satisfied with the Star Rating given following an Inspection Report, a further inspection will be carried out. The applicant will be charged the fee for this inspection – which will be – 30 & over horses - **£630** (fixed fee)

15-29 horses - **£490** (fixed fee)
Under 15 horses - **£315** (fixed fee
plus any other applicable inspection fees*

*If Star Rating has increased for any distinct licensable activity, the re inspection fee will be returned. If Star Rating has stayed same or decreased for any distinct licensable activity, fee will be retained. However, if improvements have been made to the licensed premises between the original inspection and the re inspection, in order to achieve a higher rating, the inspection fee will not be refunded.

Replacement/Additional Copy of License:

A licence holder may request a copy of their licence at a fixed fee of **£10.50**

Please note – hourly officer rates and fixed inspection fee rates will be subject to review and possible amendment as part of a future fees review.

Croydon Animal Welfare Regulations License fees 2018/19

New & Renewal Licence Fees	Part A		Part B		Total Renewal Fee (Part A + Part B)
	Application Fee	Grant/Enforcement Fee	Grant/Enforcement Fee		
Home Boarding for dogs 6 Dogs or less	£155	£210	£210	£365	
Home Boarding for dogs Over 6 Dogs	£189	£244	£244	£433	
Dog Day Care 6 Dogs or less	£155	£210	£210	£365	
Dog Day Care Over 6 Dogs	£189	£244	£244	£433	
Breeding Dogs	£299	£244	£244	£543	
Boarding for Dogs	£299	£244	£244	£543	
Boarding for Cats	£299	£244	£244	£543	
Selling animals as Pets	£299	£244	£244	£543	
Hiring out Horses Under 15 horses*	£394	£449	£449	£843 (one year licence)*	
Hiring out Horses Under 15-29 horses*	£569	£624	£624	£1193 (one year licence)*	
Hiring out Horses 30 & over horses*	£709	£764	£764	£1473 (one year licence)*	
*Licensed Riding Establishments are required to be inspected by a veterinary officer every year during the term of the licence. The fees shown are for a one year licence and so incorporate one further inspection fee. Accordingly, if a two year licence is granted, two further vet inspection fees will be incorporated into the licence fee and if a three year licence is granted, three further vet inspection fees will be incorporated into the licence fee					
Keeping or training animals for exhibition	£290		£134	£424	
Individual/Additional Fee Elements					
Request for additional copy of License			Application Fee		
Request for Re-inspection (re-inspection undertaken)			£10.50		
Request for Re-inspection (declined)			Variable – please contact the Licensing Team at licensing@croydon.gov.uk for permutations		
			Variable – please contact the Licensing Team at		

	licensing@croymdon.gov.uk for permutations
Appeal against Star Rating (where re-inspection required and no rating change or decrease in rating)	Variable – please contact the Licensing Team at licensing@croymdon.gov.uk for permutations
Appeal against Star Rating (where re-inspection required and rating increases)	Variable – please contact the Licensing Team at licensing@croymdon.gov.uk for permutations
Appeal against Star Rating (where no re-inspection is required)	Variable – please contact the Licensing Team at licensing@croymdon.gov.uk for permutations
Request for Transfer/Variation	Variable – please contact the Licensing Team at licensing@croymdon.gov.uk for permutations
Each Additional Licensable Activity	Variable – please contact the Licensing Team at licensing@croymdon.gov.uk for permutations

Please note – hourly officer rates and fixed inspection fee rates will be subject to review and possible amendment as part of a future fees review.

APPENDIX 3

The Animal Welfare Act 2006

The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018

The Microchipping of Dogs (England) Regulations 2015

The Docking of Working Dogs Tails (England) Regulations 2007

The Mutilations (Permitted Procedures) (England) Regulation 2007 as amended

The Welfare of Wild Animals in Travelling Circuses (England) Regulation 2012

The Welfare of Racing Greyhounds Regulations 2010

Zoo Licensing Act 1981

Dangerous Wild Animals Act 1976

The Animal Health Act 1981

The Animal Health and Welfare Act 2002

Animal By-Products (Enforcement) (England) Regulations 2013

Animal Feed (Hygiene, Sampling etc. and Enforcement) (England) Regulations 2015

Animal Health and Welfare Act 1984

Avian Influenza (Preventative Measures) (England) Regulations 2006

Cattle Identification Regulations 2007

European Communities Act 1972

Food and Environment Protection Act 1985

Food Safety and Hygiene (England) Regulations 2013

Food Safety Act 1990

Forgery and Counterfeiting Act 1981 and 1988

Fraud Act 2006

The Equine Identification (England) Regulations 2018

Official Feed and Food Controls (England) Regulations 2009

Products of Animal Origin (Disease Control) (England) Regulations 2008

Transmissible Spongiform Encephalopathies (England) Regulations 2010

Veterinary Surgeons Act 1966

Welfare of Animals at Slaughter Act 1991

Wild Mammals (Protection) Act 1996

The Animals and Animal Products (Examination for Residues and Maximum Residue Limits) (England and Scotland) Regulations 2015

Animal By-Products (Enforcement) (England) Regulations 2013

Animal By-Products (Enforcement) (England) (Amendment) Regulations 2015

Animal Feed (Hygiene, Sampling etc. and Enforcement) (England) Regulations 2015

Avian Influenza (Preventative Measures) (England) Regulations 2006

Bluetongue Regulations 2008

Cattle Identification Regulations 2007

Cattle Identification (Amendment) Regulations 2007

Cattle Identification (Amendment) Regulations 2013

Cattle Identification (Amendment) Regulations 2015

Food Safety and Hygiene (England) Regulations 2013

Official Feed and Food Controls Regulations 2009

Pigs (Records, Identification and Movement) Order 2011

Products of Animal Origin (Disease Control) (England) Regulations 2008

Registration of Establishments (Laying Hens) (England) Regulations 2003

Sheep and Goats (Records, Identification & Movement) (England) Order 2009

Sheep & Goats (Records, Identification & Movement) (England) (Amendment) Order 2016

Trade in Animals & Related Products Regulations 2011

Transport of Animals (Cleansing & Disinfection) (England) (No.3) Order 2003

Transport of Animals (Cleansing & Disinfection) (England) (No.3) (Amendment) Order 2007

Transmissible Spongiform Encephalopathies (England) Regulations 2010

Veterinary Medicines Regulations 2013

The Veterinary Medicines (Amendment) Regulations 2014

Welfare of Animals (Transport) (England) Order 2006

Welfare of Animals at Markets Order 1990

Welfare of Animals at Markets (Amendment) Order 1993

Welfare of Horses at Markets (and Other Places of Sale) Order 1990

Welfare of Animals at Time of Killing (England) Regulations 2015

Welfare of Farmed Animals (England) Regulations 2007

Welfare of Farmed Animals (England) (Amendment) Regulations 2010

Zoonoses (Monitoring) (England) Regulations 2007