



Reference Number: 101004710989

Response provided under: Freedom of Information Act 2000

Request & Response:

Request in bold:

Response in plain text:

We are therefore making a Freedom of Information request with regard to The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 relating to fee setting for licences issued for 'Selling animals as pets' under Schedule 3 of the Regulations. Your council should have full fee setting information that goes annually to your licensing committee to agree them. We request:

1. **A breakdown of the cost information you used to calculate your fees.** We based our fees on the estimated time taken to process an application and the estimated time taken to inspect a premises based on the number of animals / size of premises / type of premises. This then gives us the base cost for each application in order to reach a decision on whether a licence will be issued or not.
2. **Sight of the calculations you used for setting your fees.**
Please see attached document.
3. **Details of the additional costs relating to licences issued for periods of two and three years that are not already calculated in the year 1 costs.** If it is decided to approve an application we then need to collect the licence fee. The licence fee allows for 1 mid-term licence check as required in the statutory guidance and which is calculated based on the estimated time to conduct the inspection taking into account the number of animals / size of premises / type of premises. Officers in the licensing team are also tasked with ad-hoc work throughout the year such as sending Government returns, dealing with general enquiries (including FOIs) and complaints etc. That being the case we have added a fee per year to recover the cost of this work.

As an example, an application for a licence for the activity of a pet shop dealing in fish only would mean an initial application fee of £140 to process, inspect and determine the application. This represents £80 for the application and £60 for the inspection and an inspection report. If the application is then to be issued then a licence fee is payable of £60 for the mid-term licence inspection and £60 admin fee per year to deal with general enquiries, dealing with

complaints, government returns etc. Therefore, a premises selling fish would have paid £215 previously per annum. Under the new fees for the new regime this would be £260 for one year instead of £215, £320 for 2 year instead of £430 and £380 for a 3 year instead of £645.

4. **In setting your fees were you aware of the fee setting guidance document: *Animal Welfare Licence Fees – a practical guide to fee setting*?** We were aware that a draft guide was being written.
5. **Did you use this guidance to calculate your fees?** We were aware that draft guidance was being written but at the time that we set the fees we were not aware of any formal publication. In setting the fees we therefore had regard to the publication - Open for business: LGA guidance on locally set licence fees – which we have regard to when setting all our licensing fees.

Information provided by: Neighbourhoods & Public Protection

Date of response: 10.12.19

PERFORMING ANIMALS

Previous / Current			New Fees					
One-off charge for registration	APR 17	APR 18	Licence Duration	1 Year	2 Year	3 Year	Vary	Re – Inspection
Performing Animals	£138	£165	Application Fee	N/A	N/A	£120	£120	N/A
			Licence Fee			£160		
			Total			£270		

ANIMAL BOARDING

Previous / Current			New Fees					
	APR 17	APR 18	Licence Duration	1 Year	2 Year	3 Year	Vary	Re – Inspection
Animal Boarding (0 – 5 Animals) T=15m I=30m R=30m	£162	£190	Application Fee Licence Fee Total	£130 £110 £240	£130 £170 £300	£130 £230 £360	£130	£40
Animal Boarding (6 – 25 Animals) T=15m I=45m R=30m	£171	£215	Application Fee Licence Fee Total	£140 £120 £260	£140 £180 £320	£140 £240 £380	£140	£60
Animal Boarding (26 – 50 Animals) T=15m I=60m R= 30m	£171	£240	Application Fee Licence Fee Total	£150 £130 £280	£150 £190 £340	£150 £250 £400	£150	£70
Animal Boarding (50+ Animals) T=15m I=90m R=30m	£171	£265	Application Fee Licence Fee Total	£170 £150 £320	£170 £210 £380	£170 £270 £440	£170	£90

T = Travel. I = Inspection. R = Report.

DOG BREEDING

Previous / Current			New Fees (Plus Vet Fee on Grant and re-inspection)					
	APR 17	APR 18	Licence Duration	1 Year	2 Year	3 Year	Vary	Re – Inspection
Dog Breeding (0 – 5 Animals) 15m 30m 30m	£171	£190	Application Fee Licence Fee Total	£130 £110 £240	£130 £170 £300	£130 £230 £360	£130	£40
Dog Breeding (6 – 25 Animals) 15m 45m 30m	£171	£215	Application Fee Licence Fee Total	£140 £120 £260	£140 £180 £320	£140 £240 £380	£140	£60
Dog Breeding (25+ Animals) 15m 60m 30m	£171	£240	Application Fee Licence Fee Total	£150 £130 £280	£150 £190 £340	£150 £250 £400	£150	£70
Dog Breeding – If applying for Animal Boarding at the same time – Add	£107	£120	Dog Breeding – If applying for Animal Boarding at the same time – Add	£120	£120	£120	N/A	
Dog Breeding – Variation	N/A	50% of grant fee						

PET SHOPS

Previous / Current			New Fees					
	APR 17	APR 18	Licence Duration	1 Year	2 Year	3 Year	Vary	Re – Inspection
Pet Shops (Standard i.e. High Street Premises / Fish only) 15m 45m 30m	£139	£215	Application Fee Licence Fee Total	£140 £120 £260	£140 £180 £320	£140 £240 £380	£140	£60
Pet Shops (Large i.e. retail park / garden centre) 15m 60m 30m	£139	£240	Application Fee Licence Fee Total	£150 £130 £280	£150 £190 £340	£150 £250 £400	£150	£70
Pet Shops with Dangerous Wild Animals – Additional fee per species	N/A	£50	Pet Shops with Dangerous Wild Animals – Additional fee per species	£50	£50	£50	£50 if applicable	
Pet Shop – Variation	N/A	50% of grant fee						

RIDING ESTABLISHMENTS

Previous / Current			New Fees (Plus Vet Fees for grant, renewal, annual inspection and re-inspections)					
	APR 17	APR 18	Licence Duration	1 Year	2 Year	3 Year	Vary	Re – Inspection
Riding Establishments (0 – 5 Animals) 15m 45m 30m	£171	£215	Application Fee Licence Fee Annual Inspection Total	£140 £120 £260	£140 £180 £ 40 £360	£140 £240 £ 80 £460	£140	£60
Riding Establishments (6 – 25 Animals) 15m 60m 30m	£171	£240	Application Fee Licence Fee Annual Inspection Total	£150 £130 £280	£150 £190 £ 50 £390	£150 £250 £100 £500	£150	£70
Riding Establishments (26 + Animals) 15m 90m 30m	£171	£265	Application Fee Licence Fee Annual Inspection Total	£170 £150 £320	£170 £210 £ 70 £450	£170 £270 £140 £580	£170	£90
Riding Establishments - Variation	N/A	50% of grant fee						

Other Fees:-

£18 Copy of licence posted (already the current fee for this)

£9 copy of licence emailed (already the current fee for this)

£5 charge for each instalment payment where agreed

£20 (incl. VAT) per attendee at briefing sessions for operators

Footnote:

These fees have been set having regard to LGA guidance on locally set licence fees published 13 June 2017