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**TITLE: REVIEW OF ANIMAL LICENSING FEES.**

Committee: Licensing

Date: 9<sup>th</sup> March, 2011

Author: Principal Environmental Health Officer (Commercial)

[K294]

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1.0 ISSUE

1.1 To propose revised licence fees for the Council's statutory animal licensing function.

2.0 RECOMMENDATION(S)

2.1 That Members approve the proposed fees and charges.

3.0 BACKGROUND/OPTIONS

3.1 Animal Licensing is a statutory function, covered by a number of different statutes prescribing the licensing, administrative process and conditions to be attached to animal licences.

3.2 The Council licences and issues a number of animal licences on an annual basis (Appendix 1)

3.3 The initial and renewal application process for many of the animal licences requires a visit to be made to the premises to determine the application.

3.4 Many of the premises also require an 'in year' visit to assess compliance with licence conditions, in addition to visits to investigate complaints or allegations about a licensed premises.

3.5 Such visits involve travelling time, investigation time and then relevant follow up action, such as the compilation of informal warning notices, or the gathering of evidence for Simple Cautions or prosecutions.

3.6 The administrative process involved in sending out annual renewal applications, chasing up late applications and creating and issuing licences, as well as maintaining files and computer records also forms part of the animal licensing process.

3.7 Several premises within the District have a history of non compliance with licence conditions, and as such, result in more time being spent on inspection, following up complaints and investigations, and in several cases, gathering relevant evidence for legal action.

- 3.8 A review of the administrative and officer time connected to the different types of animal licence issued by the Council has been calculated.
- 3.9 At present the Council requires the applicant (where relevant) to arrange for a veterinary inspector to carry out an inspection and submit a report prior to a licence being issued or renewed. This cost is borne by the applicant. It is proposed that the Council review this current practice over the next year, with a proposal to authorise a veterinary inspector to carry out the inspection on licence application and renewal stage where required by legislation.
- 3.10 The proposed licence fees are set out at Appendix 2

#### 4.0 ARGUMENTS/CONCLUSIONS

- 4.1 It is important that the level of licence fee reflects the officer and admin time spent in the renewal, application, issuing and in year activity associated with a licence.
- 4.2 For brand new applications for animal licensed premises, a higher fee has been set to account for the more detailed inspection required to offer initial advice and information and where necessary, a further inspection prior to the granting of a licence.
- 4.3 The currently licensed premises will therefore be subject to the proposed revised renewal fee, rather than the higher proposed fees for brand new premises.

#### 5.0 FINANCIAL IMPLICATIONS

- 5.1 There are no associated costs in connection with this report.

#### 6.0 APPENDICES

- 6.1 Appendix 1 – Number and type of animal licences issued on an annual basis by the Council

Appendix 2- Chart to show current and proposed fees.

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**Background Documents****Location****Contact Officer**

Breeding of Dogs Act 1973  
(as amended)  
Pet Animals Act 1951  
Animal Boarding  
Establishments Act 1963  
Dangerous Wild Animals  
Act 1976  
Riding Establishments Act  
1964

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## Numbers of Licences issued by the Council by Licence Type

## Appendix 1

<b>Licence Type</b>	<b>Number of licences Issued</b>
Dog Breeding Licences	7
Home boarding Licences	1
Pet Shop Licences	4
Dangerous Wild Animal Licences	1
Riding Establishment Licences	5
Cat Boarding Licences	5
Dog Boarding Licences	2
Cat and Dog Boarding Licences	8 (16)

Chart to show current and proposed animal licensing fees

Appendix 2.

Licence type	Current fee	Proposed fee for brand new establishments	Proposed fee for renewal applications	Brand New application	Renewal application
<b>Dog Breeding</b>	£71 + vet	£170 +vet	£130 + vet	1. Initial inspection 2 hrs Inspection letter 1 hr Issue licence 1 hr  £102.45  2. In year inspection  Inspection 1.5 hrs Letter 1 hr  £67.77	1. Inspection 1.5 hrs Issue licence 1 hr  £61.78  2. In year inspection  Inspection 1.5 hrs Letter 1 hr  £67.77
<b>Pet Shops</b>	£83	£156	£90	1. Initial inspection 1.5 hrs Inspection letter 1 hr Issue licence 1 hrs £88.89  2. In year inspection Inspection 1.5 hrs Letter 1.0 hrs  £67.77	1. Inspection 1.5 hrs Issue licence 1 hr £61.78  2. In year inspection Inspection 1.5 hrs Letter 1.0 hrs  £67.77

Chart to show current and proposed animal licensing fees

Appendix 2.

Licence type	Current fee	Proposed fee for brand new establishments	Proposed fee for renewal applications	Brand New application	Renewal application
<b>Animal Boarding</b>	£130 dog & Cat £83 if dog or cat	£156	£130 dog and cat £83 if just dog or cat	1. Initial inspection 1.5 hrs Inspection letter 1 hr Issue licence 1.0 hr  £88.89  2. In year Inspection  Inspection 1.5 hrs Letter 1 hr  £67.77	1. Inspection 1.5 hrs Issue licence 1 hr  £61.78  2. In year Inspection Inspection 1.5 hrs Letter 1 hrs  £67.77
<b>Dangerous Wild Animals</b>	£142 + vet	£156 + vet	£142+vet	1. Initial inspection 1.5 hrs Inspection letter- 1 hr Issue licence 1 hr £88.89  2. In year Inspection Inspection 1.5 hrs Letter- 1 hr  £67.77	1. Inspection 1.5 hrs Issue licence 1 hr £61.78  2. In year Inspection Inspection 1.5 hrs Letter- 1 hr  £67.77

Chart to show current and proposed animal licensing fees

Appendix 2.

Licence type	Current fee	Proposed fee for brand new establishments	Proposed fee for renewal applications	Brand New application	Renewal application
<b>Home boarding</b>	£89	£156	£130	1. Initial inspection 1.5 hrs Inspection letter 1 hr Issue licence 1 hr  £88.89  2. In year Inspection  Inspection 1.5 hrs Letter 1 hour £67.77	1. Inspection 1.5 hrs Issue licence 1 hr  £61.78  2. In year Inspection  Inspection 1.5 hrs Letter 1 hour £67.77
<b>Riding Establishments</b>	£142 + vet	£184	£157 +vet	1. Initial inspection 2 hrs Inspection letter 1 hr Issue licence 1.0  £102.45  2. In year Inspection Inspection 2 hrs Letter 1 hour  £81.33	1. Inspection 2 hrs Issue licence 1 hr  £75.34  2. In year Inspection Inspection 2 hrs Letter 1 hour  £81.33