

Miscellaneous Licensing Fee Construction Overview

Construction of Fees - Licensing of Activities Involving Animals Regulations 2018

The Animal Welfare regulation 2018 gives provision for Local Authorities to locally set fees in order to recover the costs of administering and enforcing licensing activities involving animals. The LGA have provided guidance for the above, regard has also been given to Guidance for Business on the Provision of Services Regulations when setting AW fees. Following the conclusion of Westminster V Hemming the fee for enforcement can be charged but not as part of the initial application fee, therefore the fees have been split into a fee on initial application and then an additional fee payable on the granting of the licence to cover enforcement costs.

Fees have been calculated for new licences, renewals, licence replacement, variations (increase in number of animals) and transfers (change of ownership). When setting fees the following have been taken into consideration - Applications costs, compliance/enforcement costs, licence setting/review process, staffing costs, equipment and other on costs, advice, member approval and publication. Vet fees will be set by the individual vets and the customer will be invoiced separately

Fees will be calculated based on officer time, a figure has been provided from the finance department for each officer which includes pension and National insurance contributions and holiday entitlement as well as on costs which include IT, photocopying, heating lighting ect (see breakdown on fees tab). The annual procurement fee has also been included which will be split equally across all new and renewal licences.

The cost of each licence has been split into the following elements - Application processing Administration (part A) payable on application, Enforcement and Monitoring compliance, (part b payable on grant) each element is then split down into a series of activities against which a time allocation is given and the appropriate proportion of the hourly rate is then applied and totalled to give an overall cost for each element. In the case of administration and enforcement this total cost is then split across the number of applications received (administration) and the number of relevant licences .

Elements

Application Processing (part A)	Time taken to process application from receipt of initial enquiry to issue of licence
Administration (part A)	Time allocated to maintenance of procedures training, fee setting, service complaints etc.
Monitoring Compliance (part B)	Time allocated to supervision of the licence including mid term inspection, enforcement, compliance checks