

Licensing Committee

16 June 2016

Is the final decision on the recommendations in this report to be made at this meeting?

No

Animal Establishment Fees 2016/2017

Final Decision-Maker	Licensing Committee
Lead Head of Service	John Littlemore, Head of Housing and Community Services
Lead Officer/Report Author	Claire Perry, Licensing Partnership Manager
Classification	Non-exempt
Wards affected	All

This report makes the following recommendation:

1. That the Licensing Committee approve the fee levels as set out in paragraph 2.7 of the report for implementation on 4 July 2016.

This report relates to the following Five Year Plan Key Objectives:

- A Great Place

It is proposed to set fees which enable the authority to be self-financing with respect to this service.

Timetable

Meeting	Date
Licensing Committee	16 June 2016

Animal Establishment Fees 2016/2017

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 The authority is required to review the fees set for the administration and compliance check of the Animal Establishment Licensing. This ensures the Council complies with its statutory duty and that the licensing of Animal Establishments is self-financing, in accordance with the Council's Financial Strategy.
 - 1.2 A fees model, similar to the one used to first set the Gambling Act fees in 2007 was used to determine the proposed fees for 2016 onwards.
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2. INTRODUCTION AND BACKGROUND

- 2.1 The Animal Establishment Licensing service is required to be self-financing and the proposed increases to fees will ensure this is maintained.
- 2.2 Where possible careful monitoring of income and expenditure has been carried out over the current financial year and the income from licence fees and associated costs, together with expenditure, has been in accordance with the objectives laid out in the budget plan and the inflation rate.
- 2.3 A fees model, similar to the one used to first set the Gambling Act fees in 2007, was used to calculate the proposed fees and charges. The fees have been calculated by examining the time it takes to carry out the various tasks in processing the application and who in the authority is likely to carry them out. The hourly rates of staff are fed in to a spread sheet (originally produced by the national support body for local authority regulators, LACORS, to calculate the Gambling Act fees) to calculate costs for each type of activity.
- 2.4 The type of tasks involved in animal establishment licensing applications include: assistance to the applicant, checking of an application upon receipt, compliance checks and processing the application. Once processed, types of tasks include: preparation and issuing of the licence and updating the records/register. Training of Officers and Members has also been included, as well as the cost of consumables.
- 2.5 It has been a number of years since the fees have been reviewed and any increase has been made.
- 2.6 Following a request from a riding establishment the cost of the veterinary surgeon's fees, which were previously included in the fees, have been removed and establishments will be invoiced separately by the Environmental Enforcement team.
- 2.7 Proposed Animal Establishment fees from 4 July 2016 are:

	Fees from 2012 - 2016	Fees from 4 th July 2016
Animal Boarding		
Cats only		
Up to 30	£115.00	£175
31 - 60	£265.00	£290
Dogs only		
Up to 50	£330.00	£340
51 - 100	£510.00	£430
Cats and Dogs		
Up to 50	£265.00	£285
51 - 90	£395.00	£410
91 - 125	£510.00	£555
126+	£605.00	£605
Performing Animals	£150.00	£160
Dangerous Wild Animals	£435.00	£440
Zoo	£550.00 (plus deposit of £2,150)	£555 (plus deposit of £2,150)
Breeding of Dogs		
Up to 5 bitches	£265.00	£275
6 - 10	£395.00	£405
11 - 15	£510.00	£530 for 11+ bitches
16 - 20	£645.00	N/A
Pet Shops		
Initial licence	£395.00	£400
For additional licences, charge higher fee first	£80.00	£85
Horse Riding Establishments		
Up to and including 10 horses	£530.00	£310 (excl. Vet's fees)
11 horses and above	£750.00	£415 (excl. Vet's fees)

3. AVAILABLE OPTIONS

- 3.1 The fees and charges need to be reviewed to ensure that they are set at appropriate levels to recover the costs associated with providing the service. Having reviewed the income and expenditure the options available are:
- 3.2 To propose no changes or reductions to the existing fees. This would mean there would be a shortfall in income against the budget set for the function.

- 3.3 To approve the fees as set at in paragraph 2.7.
- 3.4 To propose, where possible and appropriate, fees higher than the cost of delivering the service. However, if the Council were subject to Judicial Review it would not be in a position to justify the fees that have been set.

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 4.1 To approve the fees set out in paragraph 2.7 to ensure that the fee income reflects the cost of providing the service.

5. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 5.1 The fees will be charged with respect to new, existing and renewal applications from 4 July 2016 and published on our website.

6. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off (name of officer and date)
Impact on Corporate Priorities	No implications have been identified	[Head of Service or Manager]
Risk Management	No implications have been identified	[Head of Service or Manager]
Finance and other resources	It is necessary for the Council to deliver a balanced budget and cover the costs of providing this service.	[Section 151 Officer & Finance Team]
Staffing	No implications have been identified	[Head of Service]
Legal	Legal implications are set out in the body of the report.	Jayne Bolas, Solicitor Team Leader(Contentious)
Equality Impact Needs Assessment	No implications have been identified	[Policy & Information Manager]
Environmental/Sustainable Development	No implications have been identified	[Head of Service or Manager]
Community Safety	No implications have been identified	[Head of Service or Manager]
Human Rights Act	No implications have been identified	[Head of Service or Manager]
Procurement	No implications have been identified	[Head of Service &

		Section 151 Officer]
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7. REPORT APPENDICES

None

8. BACKGROUND PAPERS

None