

FEEES FOR ZOO LICENSING									
For the purpose of calculating fees the following criteria was applied:									
<ul style="list-style-type: none"> • Each task involved in the process; • The average amount of time taken to complete each task; and • The job role of the officer completing the task. • The 'On-costs' (Salary of post holder + any additional costs incurred by the employer as a result of employing a person in that position) 									
A Local Authority cannot make a profit from the proceeds raised and therefore the Local Authority will need to engage in a regular review cycle and assess annual revenue against the costs accrued and adjust fees accordingly, which may go up or down.									
Predicted number of licensed zoos 2019/20 for which divided figures based upon - totals 3									
Ilfracombe Aquarium									
Combe Martin Wildlife and Dinosaur Park									
Exmoor Zoo									
New applications - 0									
Tasks - PART A									
Divide by no. licences	Time (hrs/mins)	Time (decimal)	Job role	Salary inc oncosts	Sub Total	Total inc divided costs			
NO	10 mins	0.16	LCO	31.45		5.03			
NO	20 mins	0.33	LO	46.77		15.43			
PART A - LICENCE GRANT (FOUR YEAR LICENCE)									
Raise M3 worksheet									
Consideration of intention to apply for a zoo licence application form and check of applicant's publication of intent									

Receive and process licence application/create log on LALPAC of application	NO	40 mins	0.66	LCO	31.45		20.76
Receive and process payment	NO	10 mins	0.16	LCO	31.45		5.03
Consultation with responsible authorities	NO	20 mins	0.33	LCO	31.45		10.38
Consideration of representations	NO	20 mins	0.33	LO	46.77		15.43
Request applicant to submit pre-inspection audit	NO	10 mins	0.16	LCO	31.45		5.03
Determination of fitness and propriety	NO	5 mins	0.08	LCO	31.45		2.52
Make arrangements for a S9A inspection, gaining nominations and scheduling with all approved inspectors	NO	1 hour	1.00	LCO	31.45		31.45
Raise order for vet fee (multiple vets)	NO	15 mins	0.25	LCO	31.45		7.86
Inspection time by LA officer	NO	5 hours	5.00	LO	46.77		233.85
Travel time to inspection by LA Officer (average 60 minutes)	NO	1 hour	1.00	LO	46.77		46.77
Consideration of veterinary inspector's report	NO	1 hour	1.00	LO	46.77		46.77
Sending report to applicant within one month of receipt for comment	NO	10 mins	0.16	LCO	31.45		5.03
Consideration of consultation response/liaison re completed works to satisfy conditions etc.	NO	30 mins	0.50	LO	46.77		23.39
Draft of licence and conditions	NO	2 hours	2.00	LO	46.77		93.54
"	NO	2 hours	2.00	LCO	31.45		62.90
Issue licence and conditions	NO	20 mins	0.33	LCO	31.45		10.38
Update register (automated)	NO	0.00	0.00		0.00		0.00
Send copy of licence and report to AVHLA	NO	10 mins	0.16	LCO	31.45		5.03
TOTAL							646.59
Plus veterinary fee, invoiced according to true costs							
PART A - LICENCE RENEWAL (SIX YEAR LICENCE)							
Preparation work							
Calculation of revised fees, compilation and presentation of Exec report (democratic and member service time inc in oncosts).	3	7 hrs	7.00	PPM	69.59	487.13	162.38
Provide advance notice of latest date on which application can be made (9 months prior to expiry)	NO	10 mins	0.16	LCO	31.45		5.03
Request applicant to submit pre-inspection audit	NO	10 mins	0.16	LCO	31.45		5.03
Receive and process application/create log on LALPAC of application, six months prior to expiry	NO	40 mins	0.66	LCO	31.45		20.76
Receive and process payment	NO	10 mins	0.16	LCO	31.45		5.03

Travel time to inspection by LA Officer (average 60 minutes)	NO	1 hour	1.00	LO	46.77			46.77	0.00
Consideration of veterinary inspector's report	NO	1 hour	1.00	LO	46.77			46.77	0.00
Sending report to applicant within one month of receipt for comment	NO	10 mins	0.16	LCO	31.45			5.03	0.00
Consideration of consultation response/liaison re completed works to satisfy conditions etc.	NO	1 hour	1.00	LO	46.77			46.77	0.00
Further inspection required no later than six months before end of year four. Plan therefore to inspect in year four so periodical can be combined with licence inspection to reduce costs(S9A(2)). As follows:									
Make arrangements for a S9A inspection, gaining nominations and scheduling with all approved inspectors	NO	1 hour	1.00	LCO	31.45			31.45	0.00
Raise order for vet fee (multiple vets)	NO	15 mins	0.25	LCO	31.45			7.86	0.00
Inspection time by LA officer	NO	5 hours	5.00	LO	46.77			233.85	0.00
Travel time to inspection by LA Officer (average 60 minutes)	NO	1 hour	1.00	LO	46.77			46.77	0.00
Consideration of veterinary inspector's report	NO	1 hour	1.00	LO	46.77			46.77	0.00
Sending report to applicant within one month of receipt for comment	NO	10 mins	0.16	LCO	31.45			5.03	0.00
Consideration of consultation response/liaison re completed works to satisfy conditions etc.	NO	1 hour	1.00	LO	46.77			46.77	0.00
TOTAL								1117.63	561.24
Plus veterinary fee, invoiced according to true costs									
PART B FEE									
Enforcement - unlicensed premises									
Investigation of unlicensed premises - undertaken extremely infrequently therefore exclude as question reasonableness	0.00	0.00	0.00	0.00	0.00			0.00	
Complaints received from public extremely infrequent therefore exclude as question reasonableness	0.00	0.00	0.00	0.00	0.00			0.00	
Prosecutions EXCLUDED - Will recover via costs application to magistrates	0.00	0.00	0.00	0.00	0.00			0.00	
Annual returns to the SOS on the number of licences, and fees granted or received - EXCLUDED	0.00	0.00	0.00	0.00	0.00			0.00	

Appeals in respect of decisions of licensing authority - EXCLUDED	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PART B ADDITIONAL- ANNUAL TOTAL													£0.00
Tasks - PART B RENEWAL (SIX YEARS) for zoos with and without a Section 14(1)(b) dispensation													
Compliance, complaints and ongoing administration costs - licensed premises													
Informal inspection (each year there is not a licence/periodic inspection) per licence, including travel and write up (3 hrs x 4 inspections). For zoo with S14(b) informal inspections are due in any calendar year in which no inspection is made under S9A, 10 or 11, therefore calculation based upon 5 x 3 hours.	NO	12 hours	12.00	LO	46.77							561.24	701.55
Periodic inspection in year three as follows:													
Make arrangements for a S9A inspection, gaining nominations and scheduling with all approved inspectors	NO	1 hour	1.00	LCO	31.45							31.45	0.00
Raise order for vet fee (multiple vets)	NO	15 mins	0.25	LCO	31.45							7.86	0.00
Inspection time by LA officer	NO	5 hours	5.00	LO	46.77							233.85	0.00
Travel time to inspection by LA Officer (average 60 minutes)	NO	1 hour	1.00	LO	46.77							46.77	0.00
Consideration of veterinary inspector's report	NO	1 hour	1.00	LO	46.77							46.77	0.00
Sending report to applicant within one month of receipt for comment	NO	10 mins	0.16	LCO	31.45							5.03	0.00
Consideration of consultation response/liaison re completed works to satisfy conditions etc.	NO	1 hour	1.00	LO	46.77							46.77	0.00
Periodic inspection no later than 6 months prior to licence expiry, as follows (include as a renewal licence inspection for S14(1)(b):													
Make arrangements for a S9A inspection, gaining nominations and scheduling with all approved inspectors	NO	1 hour	1.00	LCO	31.45							31.45	31.45
Raise order for vet fee (multiple vets)	NO	15 mins	0.25	LCO	31.45							7.86	7.86
Inspection time by LA officer	NO	5 hours	5.00	LO	46.77							233.85	233.85
Travel time to inspection by LA Officer (average 60 minutes)	NO	1 hour	1.00	LO	46.77							46.77	46.77
Consideration of veterinary inspector's report	NO	1 hour	1.00	LO	46.77							46.77	46.77
Sending report to applicant within one month of receipt for comment	NO	10 mins	0.16	LCO	31.45							5.03	5.03

EXERCISING DUTIES FOR TREATING AND DISPOSING OF ANIMALS IN ACCORDANCE WITH SECTION 16E	Invoiced pro rata at £46.77 per hour for local authority officer, plus any vets fees according to																		
ISSUE OF DIRECTIONS	Invoiced pro rata at £46.77 per hour for local authority officer, plus any vets fees																		
SPECIAL INSPECTION (SECTION 11)	Invoiced pro rata at £46.77 per hour for local authority officer, plus any vets fees according to																		

