

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

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
PART B ADDITIONAL- ANNUAL TOTAL												£0.00
Tasks - PART B RENEWAL (SIX YEARS) for zoos with and without a Section 14(1)(b) dispensation	Divide by no. licences	Time (hrs/mins)	Time (decimal)	Job role	Salary inc oncosts	Sub Total	Total inc divided costs	s14(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				

Consideration of consultation response/liaison re completed works to satisfy conditions etc.	NO	1 hour	1.00	LO	46.77	46.77	46.77
TOTAL						1398.25	1120.05
Plus veterinary fees, invoiced according to true costs							
APPLICATION TO TRANSFER A LICENCE							
Raise M3 worksheet	NO	10 mins	0.16	LCO	31.45	5.03	
Receive and process application/create log on LALPAC of application	NO	40 mins	0.66	LCO	31.45	20.76	
Determination of fitness and propriety	NO	5 mins	0.08	LCO	31.45	2.52	
Receive and process payment	NO	10 mins	0.16	LCO	31.45	5.03	
Inspection time by LA officer	NO	3 hours	3.00	LO	46.77	140.31	
Travel time to inspection by LA Officer (average 60 minutes)	NO	1 hour	1.00	LO	46.77	46.77	
TOTAL						220.42	
Plus veterinary fees, invoiced according to true costs							
NEW FEES PROPOSED							
	PART A	PART B	TOTAL A & B				
ZOO LICENCE GRANT APPLICATION plus vets fees	£646.59	£1,117.63	£1,764.21				
ZOO LICENCE GRANT APPLICATION, S14(1)(B) DISPENSATION plus vets fees	£646.59	£561.24	£1,207.83				
ZOO LICENCE RENEWAL APPLICATION plus vets fees	£286.51	£1,398.25	£1,684.76				
ZOO LICENCE RENEWAL APPLICATION S14(1)(B) DISPENSATION plus vets fees	£286.51	£1,120.05	£1,406.57				
ZOO LICENCE TRANSFER APPLICATION, plus vets fees where appropriate	£220.42						

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							

