

<b>FEES FOR ZOO LICENSING</b>								
For the purpose of calculating fees the following criteria was applied: <ul style="list-style-type: none"> <li>• Each task involved in the process;</li> <li>• The average amount of time taken to complete each task; and</li> <li>• The job role of the officer completing the task.</li> <li>• The 'On-costs' (Salary of post holder + any additional costs incurred by the employer as a result of employing a person in that position)</li> </ul>								
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.								
<b>Predicted number of licensed zoos 2019/20 for which divided figures based upon - totals 3</b>								
Ilfracombe Aquarium								
Combe Martin Wildlife and Dinosaur Park								
Exmoor Zoo								
New applications - 0								
<b>Tasks - PART A</b>	<b>Divide by no. licences</b>	<b>Time (hrs/mins)</b>	<b>Time (decimal)</b>	<b>Job role</b>	<b>Salary inc oncosts</b>	<b>Sub Total</b>	<b>Total inc divided costs</b>	
<b>PART A - LICENCE GRANT (FOUR YEAR LICENCE)</b>								
Raise M3 worksheet	NO	10 mins	0.16	LCO	31.45		5.03	
Consideration of intention to apply for a zoo licence application form and check of applicant's publication of intent	NO	20 mins	0.33	LO	46.77		15.43	
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	
<b>TOTAL</b>							<b>646.59</b>	
<b>Plus veterinary fee, invoiced according to true costs</b>								
<b>PART A - LICENCE RENEWAL (SIX YEAR LICENCE)</b>	<b>Divide by no. licences</b>	<b>Time (hrs/mins)</b>	<b>Time (decimal)</b>	<b>Job role</b>	<b>Salary inc oncosts</b>	<b>Sub Total</b>	<b>Total inc divided costs</b>	
<b>Preparation work</b>								
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	
Make arrangements for a S9A inspection with approved inspectors. COMBINED INSPECTION TO REDUCE COSTS THEREFORE THE FOLLOWING COVERED ON GRANT PART B FEE								
Raise order for vet fee (multiple vets)								
Inspection time by LA officer								
Travel time to inspection by LA Officer (average 60 minutes)								
Consideration of veterinary inspector's report								
Sending report to applicant within one month of receipt for comment								
Consideration of consultation response/liaison re completed works to satisfy conditions etc.								
Draft of licence and conditions	NO	1 hour	1.00	LO	46.77		46.77	
"	NO	1 hour	1.00	LCO	31.45		31.45	
Issue licence and conditions	NO	10 mins	0.16	LCO	31.45		5.03	
Update register (automated)	NO	0.00	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	
<b>TOTAL</b>							<b>286.51</b>	
<b>Tasks - PART B GRANT (FOUR YEARS) for zoos with and without dispensation under S14(1)</b>	<b>Divide by no. licences</b>	<b>Time (hrs/mins)</b>	<b>Time (decimal)</b>	<b>Job role</b>	<b>Salary inc oncosts</b>	<b>Sub Total</b>	<b>Total inc divided costs</b>	<b>Zoo with S14(1)b dispensation</b>

<b>Compliance, complaints and ongoing administration costs - licensed premises</b>								
Informal inspections (each year there is not a licence/periodic inspection, therefore two inspections @ 3hours) per licence, including travel and write up. For zoo with S14(b) informal inspections due in any calender year in which no inspection is made under S9A, 10 or 11, therefore calculation based upon four inspections @3 hours.	NO	6 hours	6.00	LO	46.77		280.62	561.24
<b>Year one periodical inspection as follows:</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	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
<b>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:</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	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
<b>TOTAL</b>							<b>1117.63</b>	<b>561.24</b>
<b>Plus veterinary fee, invoiced according to true costs</b>								
<b>PART B FEE</b>								
<b>Enforcement - unlicensed premises</b>								
Investigation of unlicensed premises - undertaken extremely infrequently therefore exclude as question reasonableness	0.00	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	0.00	
Prosecutions EXCLUDED - Will recover via costs application to magistrates	0.00	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	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	
<b>PART B ADDITIONAL- ANNUAL TOTAL</b>							<b>£0.00</b>	
<b>Tasks - PART B RENEWAL (SIX YEARS) for zoos with and without a Section 14(1)(b) dispensation</b>	<b>Divide by no. licences</b>	<b>Time (hrs/mins)</b>	<b>Time (decimal)</b>	<b>Job role</b>	<b>Salary inc oncosts</b>	<b>Sub Total</b>	<b>Total inc divided costs</b>	<b>s14(1)b dispensation</b>
<b>Compliance, complaints and ongoing administration costs - licensed premises</b>								
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 calender 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



<b>APPLICATION TO TRANSFER A LICENCE</b>	<b>Divide by no.</b>	<b>Time</b>	<b>Time</b>	<b>Job role</b>	<b>Salary inc</b>	<b>Sub Total</b>	<b>Total inc</b>	
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	
<b>TOTAL</b>							<b>220.42</b>	
<b>Plus veterinary fees, invoiced according to true costs</b>								
<b>NEW FEES PROPOSED</b>	<b>PART A</b>	<b>PART B</b>	<b>TOTAL A &amp; B</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							
ISSUE OF DIRECTIONS	Invoiced pro rata at £46.77 per hour for local authority officer, plus any vets fees according							

SPECIAL INSPECTION (SECTION 11)	Invoiced pro rata at £46.77 per hour for local authority officer, plus any vets fees according							
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