

**Licensing of Activities Involving Animals Fees and Charges from  
October 1 2018**

Fees and charges apply to Application and Renewal

<b>Licence Activity Type(s)</b>	<b>Application / Fee</b>	<b>Grant Fee</b>	<b>Additional Costs to Applicant</b>	<b>Total Fee</b>
Animal Boarding and Pet Shops	£167.50	£135.00	N/A	<b>£302.50</b>
Keeping Animals for Exhibition	£152.50	£135.00	N/A	<b>£287.50</b>
Breeding and Riding	£212.50	£165.00	Vet Inspections fees on application and throughout duration of licence £53.60 - DBS fee for each employee (free for volunteer)	<b>£377.50</b>
Combination of activities	Equal to the highest activity fee	Equal to the highest activity fee	Vets fees where required (as above)	<b>Equal to the highest activity fee</b>
Variation to licence/re-evaluation of rating. Animal Boarding, Pet Shop and Keeping Animals for Exhibition	£52.50	N/A	£45.00 for verification inspection	<b>£97.50</b>
Variation to licence/re-evaluation of rating. Breeding and Riding Activities	£52.50	N/A	Vets Inspection Fees	<b>£52.50 (plus Vets fees)</b>
Variation to reduce the licensable activities or numbers of animals	£52.50	N/A	N/A	<b>£52.50</b>
Transfer due to death of licensee	£52.50	N/A	N/A	<b>£52.50</b>
Copy of Licence	N/A	N/A	£10.50	<b>£10.50</b>

**Application Fee (New/Renewal Licence)**

<b>Application Processing (All licences)</b>	<b>Time (minutes)</b>	<b>Hourly Rate (£)</b>	<b>Total (£)</b>
Open and examine application documentation and any associated paperwork. Check to ensure that details are correct and correct fee attached.	60	30.00	<b>30.00</b>
Enter application on to the system (including scanning and arrange visit)	35		<b>17.50</b>
Finance receive payment of fee, process payment and issue receipt	45		<b>22.50</b>
		<b>Total</b>	<b>70.00</b>

<b>Application Inspection</b>	<b>Animal Activity</b>	<b>Time (minutes)</b>	<b>Hourly rate (£)</b>	<b>Total (£)</b>	
Inspection of the site (including Travel)	Animal Boarding/ Pet shops	120	30.00	<b>97.50</b>	
Preparation of report & risk rating		60			
Review report		15			
Inspection of the site (including Travel)	Breeding / Riding	180		30.00	<b>142.50</b>
Preparation of report & risk rating		60			
Review report and Vet report		45			
Inspection of the site (including Travel)	Keeping Animals for Exhibition	90	30.00		<b>82.50</b>
Preparation of report & risk rating		60			
Review report		15			

**Grant Fee (New/Renewal Licence)**

<b>Grant of New Licence</b>	<b>Animal Activity</b>	<b>Time (minutes)</b>	<b>Hourly rate (£)</b>	<b>Total (£)</b>	
Prepare licence documents / Update database register and public register  Check and sign certificates / licence as necessary, and serve by post  Reasonable anticipated costs of compliance / enforcement / SoS returns	Animal Boarding/ Pet shops	30  15  225	30.00	<b>135.00</b>	
Prepare licence documents / Update database register and public register  Check and sign certificates / licence as necessary, and serve by post  Reasonable anticipated costs of compliance / enforcement / SoS returns	Breeding / Riding	30  15  285			<b>165.00</b>
Prepare licence documents / Update database register and public register  Check and sign certificates / licence as necessary, and serve by post  Reasonable anticipated costs of compliance / enforcement / SoS returns	Keeping Animals for Exhibition	30  15  225			

**Combined Total fees for animal activity licence applications**

<b>Animal Activity</b>	<b>Total Fee</b>
Animal Boarding / Pet Shops	<b>£302.50</b>
Breeding / Riding	<b>£377.50</b>
Keeping Animals for Exhibition	<b>£287.50</b>

## Variations and Re-evaluation

Variations and Re-evaluation	Time (minutes)	Hourly rate (£)	Fee (£)
Examine amended application documents and associated paperwork. Check to ensure details are correct and correct fee is attached	30	30.00	15.00
Check site history for any outstanding issues	15		7.50
Make decision as to whether amendments are appropriate	15		7.50
Prepare new license documents	15		7.50
Check, sign and post new documents	15		7.50
Update database and public register	15		7.50
		<b>Total</b>	<b>52.50</b>

## Verification Inspections

The Council will carry out a verification inspection upon receipt of a variation, amendment application. The following fees will apply.

Site Inspection Fees	Animal Activity	Time (minutes)	Hourly rate (£)	Total (£)
Verification inspection	Animal Boarding/ Pet shops / Keeping Animals for Exhibition	90	30.00	<b>45.00</b>

## Licence transfer fee (death of a licence holder)

Transfer	Time (minutes)	Hourly rate (£)	Total (£)
Check from is correct including correct fee.	15	30.00	7.50
Check site history and any outstanding issues.	15		7.50
Examine request documentation and make decision.	30		15.00
Prepare new licence documents.	15		7.50
Check, sign and post new documents.	15		7.50
Update database and public register.	15		7.50
		<b>Total</b>	<b>52.50</b>

Link to current fees and charges; <https://www.north-norfolk.gov.uk/media/4028/tdliab18-animal-fees1819.pdf>