

**CYNGOR SIR POWYS COUNTY COUNCIL.**

**PLANNING, RIGHTS OF WAY AND TAXI LICENSING COMMITTEE**

**Date 2<sup>nd</sup> February 2023**

**REPORT AUTHOR: Gavin Jones, Animal Health Team Manager**

**REPORT TITLE: Animal Establishment Licensing Fees Review**

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**REPORT FOR: Decision**

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**1. Purpose**

- 1.1 The Committee is requested to consider the approval of revised fees for the licensing of animal establishments to commence from April 2023 as set out in Appendix 1 to report.
- 1.2 During the period of 1<sup>st</sup> April 2022 - 31<sup>st</sup> March 2023 the following number of animal establishment licences have or will be renewed:

Dog Breeders	31
Animal Boarding Establishments	15
Home Boarders	23
Riding Establishments	17
Pet Shops	9
Dangerous Wild Animals (renewal every 2 yrs)	1
Zoo`s (renewal every 4 or 6 years)	2

- 1.3 During the period of 1<sup>st</sup> April 2023 - 31<sup>st</sup> March 2024 the following number of animal establishment licences are anticipated for renewal:

Dog Breeders	31
Animal Boarding Establishments	15
Home Boarders	23
Riding Establishments	17
Pet Shops	9
Dangerous Wild Animals	0
Zoo`s (renewal every 4 or 6 years)	0

**2. Background**

- 2.1 Animal Licensing fees are reviewed annually, and the proposed fees have been set in line with the Local Government Association (LGA) guidance on locally set licence fees. Details can be found using the following link:

<https://local.gov.uk/open-business-lga-guidance-locally-set-licence-fees>

2.2 The revised licence costs, as detailed in Appendix 1 have been determined detailing all aspects of the licencing regime with appropriate officer costings having been provided by our accountants. Those costings include the following:

- the cost of processing an individual licence i.e. the actual officer time from application stage through to the issuing of a licence, either an initial or renewed licence.
- it separates the licencing process into three categories in line with the LGA Guidance, namely application cost, granting cost and renewal cost.
- the cost of administering the licencing regime locally including training, equipment, administrative, inspection, and travelling costs.

Any associated veterinary costs are excluded from the licence fees as these are invoiced to the licensee and recovered in full.

2.3 For reference only it is useful to see fees currently charged by other authorities, these are provided at appendix 2. It must be remembered that it is difficult to make direct comparisons as fees calculated will be specific to local staffing and on-costs.

2.4 Licensees` have been consulted about the proposed licence fees, the consultation letters were sent between 15<sup>th</sup> and 17<sup>th</sup> November 2022 via either email or post with licensee`s given the opportunity to comment on the same by 30<sup>th</sup> November 2022. I have attached for information, a copy of the consultation letter and associated attachments that were sent to licensees at Appendix 3. No responses to the consultation letter were received within the allotted time, one response was received on 11<sup>th</sup> January 2023 a copy of which is attached at Appendix 4 for information.

a. The licensing of animal establishments is required under the following legislation:-

- Animal Welfare (Breeding of Dogs) (Wales) Regulations 2014;
- The Animal Boarding Establishments Act 1963;
- The Riding Establishments Act 1964;
- The Animal Welfare (Licensing of Activities Involving Animals) (Wales) Regulations 2021;
- The Dangerous Wild Animals Act 1976; and
- The Zoo Licensing Act 1981.

The Local Government Association “Open for business” guidance on locally set licence fees provides guidance to council`s on understanding the full breadth of issues that should be considered when setting local licence fees in order to meet legal obligations and provide the necessary reassurances to local business. It is an accepted principle in relation to these schemes that those who benefit from the system (e.g. licence holders) should cover the cost

of it. Locally set fees are a vital means of ensuring both that full costs can be recovered by each and every council, reducing the risk of a subsidy from local taxpayers, and that businesses do not pay more than they should.

### **3. Advice**

- 3.1 Fees need to be reviewed periodically to ensure that full cost recovery is achieved and include staffing costs, on costs, cost of equipment, cost of staff training which increase on an annual basis. If fees are not reviewed then the fees may not achieve full cost recovery. The fees proposed in Appendix 1 have been suggested to ensure the licencing regime is, as far as is possible cost neutral to the Authority and are therefore recommended for approval. Members are invited to approve the revised fees

### **4. Resource Implications**

- 4.1 The adoption of the revised fees will result in an increase of licencing income. Based on the current licenced premises (as detailed in paragraph 1.2 above) the income received would be increased by £4442pa. However, as neither the Dangerous Wild Animal (DWA) or Zoo licences are due renewal in 2023/24 the income will in effect be reduced by £1408 compared to the previous year. This is a recurring fluctuation as DWA licences are bi-annual renewals and Zoo licences are renewed on either a 4 or 6 year cycle. The reduced fee income can be managed within the service budget through a combination of increased income and costs reductions in other areas.
- 4.2 These fees are classed as non-business which are outside the scope of the VAT Act 1994.
- 4.3 The Head of Finance (Section 151 Officer) notes the content of the report and commented as follows: - "The fees have been reviewed in line with guidance and ensures the recovery of costs. The reduced income can be managed by the service with their existing budget so the proposal can be supported".

### **5. Legal implications**

- 5.1 Legal: The report appears to be in line with the approach recommended by the Local Government Association and is therefore supported.
- 5.2 The Head of Services and the (Monitoring Officer) has commented as follows: " I note the legal comment and have nothing to add to the report".

### **6. Data Protection**

- 6.1 Personal data will be processed in relation to each initial licence application and licence renewal. The Data Protection Officer comments are:- "The proposal has no new data protection issues".

**7. Comment from local member(s)**

7.1 N/A.

**8. Impact Assessment**

8.1 An impact Assessment is not required.

**9. Recommendation**

9.1 That the proposed licence fees set out in Appendix 1 to the report be approved and implemented with effect from 1<sup>st</sup> April 2023.

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Email: [gavin.jones@powys.gov.uk](mailto:gavin.jones@powys.gov.uk)

Head of Service: Gwilym Davies

Corporate Director: Nigel Brinn

## Appendix 1

### LICENCE FEES – 2023/24 INITIAL APPLICATION

Licence Type	Application £	Grant £	Total Cost £	Annual Equivalent	Previous fee	Difference +
Home Boarder/Day Care	211	79	290	290	254	36
Commercial Kennels/Cattery	239	79	318	318	279	39
Dog Breeder – Cat 1	392	79	471	471	411	60
Dog Breeder – Cat 2	439	90	529	529	460	69
Dog Breeder – Cat 3	471	101	572	572	499	73
Dangerous Wild Animal	217	491	708	354	622	86
Pet Shop	339	90	429	429	375	54
Riding Establishment – Cat 1	317	90	407	407	356	51
Riding Establishment Cat Cat 2	360	98	458	458	400	58
Zoo – 4 Years	580	1393	1973	494	1717	256

### RENEWAL OF LICENCE

Licence Type	Renewal £	Annual Equivalent £	Previous Fee	Difference +
Home Boarder/Day Care	213	213	186	27
Commercial Kennels/Cattery	288	288	253	35
Dog Breeder – Cat 1	374	374	328	46
Dog Breeder – Cat 2	429	429	375	54
Dog Breeder – Cat 3	483	483	421	62
Dangerous Wild Animal	656	656	575	81
Pet Shop	322	322	282	40
Riding Establishment – Cat 1	375	375	328	47
Riding Establishment - Cat 2	419	419	366	53
Zoo – 6 Years	2597	433	2341	256

### Advisory Inspection

£112 for maximum of 2 hours, £55 per hour or part thereof thereafter.

### Duplicate Licence

£22

## RENEWAL OF LICENCE INCOME COMPARISON

Licence Type	2022/23	No.	£	2023/24	No.	£
Home Boarder/Day Care	186	23	4278	213	23	4899
Commercial Kennels/Cattery	253	15	3795	288	15	4320
Dog Breeder – Cat 1	328	21	6888	374	21	7854
Dog Breeder – Cat 2	375	9	3375	429	9	3861
Dog Breeder – Cat 3	421	1	421	483	1	483
Dangerous Wild Animal	575	1	575	656	0	656
Pet Shop	282	9	2538	322	9	2898
Riding Establishment – Cat 1	328	12	3936	375	12	4500
Riding Establishment - Cat 2	366	5	1830	419	5	2095
Zoo – 6 Years	2341	2	4682	2597	2	5194
			<b>32318</b>			<b>36760</b>
						<b>4442</b>

## PROJECTED RENEWAL INCOME 2023/24

Licence Type	2023/24	No.	£
Home Boarder/Day Care	213	23	4899
Commercial Kennels/Cattery	288	15	4320
Dog Breeder – Cat 1	374	21	7854
Dog Breeder – Cat 2	429	9	3861
Dog Breeder – Cat 3	483	1	483
Dangerous Wild Animal	656	0	0
Pet Shop	322	9	2898
Riding Establishment – Cat 1	375	12	4500
Riding Establishment - Cat 2	419	5	2095
Zoo – 6 Years	2597	0	0
			<b>30910</b>
			<b>1408</b>

## APPENDIX 2

Authority	Dog Breeders	Animal Boarding Establishments	Home Boarders	Riding Establishments	Animal Activities Licence (Pet Shops)	Dangerous Wild Animals	Zoos
Caerphilly	144 - 226	245	153	343	244	-	1172
Cardiff	331	308	109	505	353	516	1105
Carmarthenshire	272 - 778	241 - 256	147 - 252	192 - 418	428	1043	-
Conway	130	224	-	192	130	130	748
Bridgend	217	217	132	294	217	425	1112
Denbighshire	150	150	-	180	150	180	720
Flintshire	-	143	103	139	139	-	158
Merthyr Tydfil	279	285	247	200	247 - 266	345	-
Newport	131	158 - 210	158	138 - 181	131	604	1153
Pembrokeshire	565 - 647	554 - 643	512 - 560	446 - 852	582	565	4732 - 6255
Powys	374 - 572	288 - 318	213 - 290	375 - 458	322 - 429	656 - 708	1973 - 2341
Rhondda Cynon Taff	114	146	146	198	146	333	Variable
Swansea	138	182	96	182	158	667	936 - 3209
Torfaen	236 - 357	205 - 338	-	401 - 497	254 - 370	331 - 554	1208 - 1996
Vale of Glamorgan	217	217	132	294	-	-	1112
Wrexham	-	351	351	295 - 395	351	-	Variable

Lowest Cost	
Highest Cost	

\*Correct as of 15 November 2022



**Gwilym Davies**  
**Head of Property, Planning & Public Protection**  
**Pennaeth Eiddo, Cynllunio a Diogelu'r Cyhoedd**

*Gwasanaeth Safonau Masnach*  
Trading Standards Service  
*Neuadd Brycheiniog*  
*Ffordd Cambrian / Cambrian Way*  
*Aberhonddu / Brecon*  
Powys LD3 7HR

The Licensee

*Ffôn / Tel :* 01597 826031  
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*E-bost / E-mail :* [safonau.masnach@powys.gov.uk](mailto:safonau.masnach@powys.gov.uk)  
[trading.standards@powys.gov.uk](mailto:trading.standards@powys.gov.uk)

*Eich cyf / Your ref :*  
*Ein cyf / Our ref :* PP/TS  
*Dyddiad / Date :* 15<sup>th</sup> November 2022

*Os yn galw gofynnwch am /*  
If calling please ask for : Gavin Jones

Dear

## **LICENCED ANIMAL ESTABLISHMENTS – ANNUAL REVIEW OF FEES**

I write to inform you that as part of the Council's annual review of the Animal Health, Welfare & Licensing Fees I have recalculated the newly proposed licensing fees for the 2023-24 financial year. As you are aware from the last review, there is a requirement on Local Authorities to recover the full cost of administrating the animal licencing function. The setting of the revised licence fees is in line with the Local Government Association (LGA) guidance on locally set licence fees. Details can be found using the following link: <https://local.gov.uk/open-business-lga-guidance-locally-set-licence-fees>

The revised licence costs, as shown in the attached document have been determined by identifying all aspects of the licencing regime with appropriate officer costings attached to the same. Those costings include the following:

- the cost of processing an individual licence i.e. the actual officer time from application stage through to the issuing of a licence, either an initial or renewed licence.
- it separates the licencing process into three categories in line with the LGA Guidance, namely application cost, granting cost and renewal cost.
- the cost of administering the licencing regime locally including training, equipment, administration, inspection, and travelling costs.

Any associated veterinary costs are excluded from the licence fees as these are invoiced to the licensee and recovered in full.



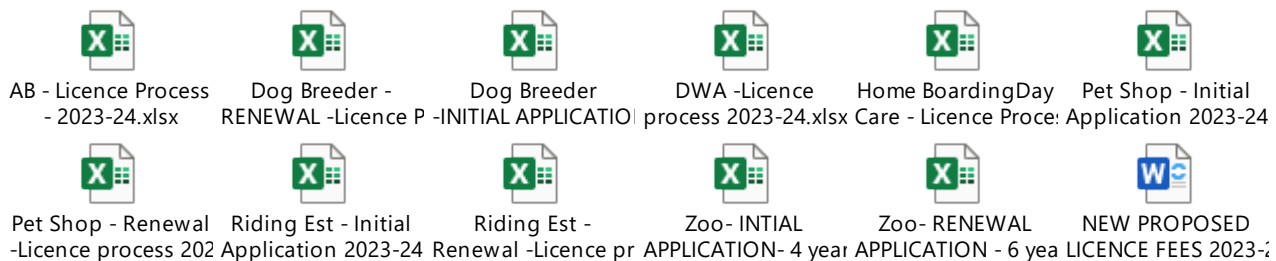
If you have any objections to, or wish to comment on the enclosed licence fees, then I would be pleased to receive your written response by no later than noon on Wednesday 30<sup>th</sup> November 2022.

Your opinions and/or comments on the attached licence costings will be included in my report that will be put before the Council's Licensing Committee for a decision on adoption or otherwise of the new licensing fees.

Yours faithfully

Gavin Jones  
Animal Health Team Manager

Encls.



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Croeso i chi gysylltu â ni yn Gymraeg. Byddwn yn ymateb yn Gymraeg, heb oedi  
You are welcome to contact us in Welsh. We will respond in Welsh, without delay



Er mwyn cyflwyno gwasanaeth Safonau Masnach, mae'n rhaid prosesu data personol yn unol â'r ddeddfwriaeth berthnasol. Bydd gwybodaeth yn cael ei gadw yn unol â'r ddeddfwriaeth a rhaglen gadw'r cyngor. Os oes gennych unrhyw bryderon am sut rydym yn defnyddio eich data personol, cysylltwch â'r Swyddog Diogelu Data trwy e-bost at [Information.Compliance@powys.gov.uk](mailto:Information.Compliance@powys.gov.uk) Sylwch y gallwch ddarllen rhagor o wybodaeth ar Ddiogelu Data a Phreifatrwydd trwy fynd i: <https://cy.powys.gov.uk/preifatrwydd>

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## Appendix 4

**From:**  
**Sent:** 11 January 2023 10:00  
**To:** Trading Standards <[trading\\_standards@powys.gov.uk](mailto:trading_standards@powys.gov.uk)>  
**Subject:** Re: Animal Licensing Fees 2023-24

dear gavin

In reply to this email, I am very disappointed to think that in these times of industry problems pushing everything else up in our businesses, that you as a gov body will also be trying to squeeze us in to more problems by increasing the fees AGAIN, this is the first time i will have received a reprieve, in these fees, as my year starts before april and i didnt qualify until now, then i read this and see they are going far higher!! what on earth makes your costs go up, my renewal is very simple, i cant keep passing cost on or i become too expensive for people to even use me, we fill in the forms when they arrive send in the payment, what is it all for ??? sorry but i just hope more people respond to this for all our sakes