

CYNGOR SIR POWYS COUNTY COUNCIL.

PLANNING, RIGHTS OF WAY AND TAXI LICENSING COMMITTEE

Date 25 April 2024

REPORT AUTHOR: Gavin Jones, Animal Health Team Manager

REPORT TITLE: Animal Establishment Licensing Fees Review

REPORT FOR: Decision

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 2024 as set out in Appendix 1 to report.

1.2 The following is a comparison of licensing income received/due for the FY2023/24 and the projected licensing income for the FY2024/25 based on the proposed new licensing fees. You will note that the projected income is slightly lower, this is due to the yearly fluctuations in numbers of premises licensed:

Licence Type	FY2023/24 No.	Rate	Total	FY2024/25 No.	Rate	Total	+/-
Home Boarder/Day Care	26	213	5538	30	215	6450	912
Commercial Boarder	17	288	4896	16	291	4656	-240
Dog Breeder - Cat 1	22	374	8228	17	378	6426	-1802
Dog Breeder - Cat 2	8	429	3432	9	434	3906	474
Dog Breeder - Cat 3	1	483	483	2	489	978	495
Dangerous Wild Animal	0	656	0	1	663	663	663
Pet Shop	7	322	2254	5	326	1630	-624
Riding Establishment - Cat 1	11	375	4125	11	379	4169	44
Riding Establishment - Cat 2	6	419	2514	6	423	2538	24
Zoo - 6 yr	0	2597	0	0	2682	0	0
			31470			31416	-54

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. The accountant has advised that newly calculated hourly rate for officers (inclusive of all associated on costs) is lower than the current inflationary rate as a result of savings having been made on the Services overhead costings. The licensing 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 on 3rd January 2024 via either email or post with licensee`s given the opportunity to comment on the same by 19th January 2024. I have attached for information, a copy of the consultation letter and associated attachments that were sent to licensees at Appendix 3. No formal responses to the consultation letter were received, only 3 acknowledgements of receipt of the letter via email.

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 all of 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 would have seen an increase of £333 in licencing income had the number of licensee`s remained the same as in the previous year. However, due to a reduction in the number of licensee`s the actual projected income will decrease by £54 in the next FY.
- 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 The report appears to be in line with the approach recommended by the Local Government Association and is therefore supported by the Public Protection Solicitor.
- 5.2 The Head of Services and the (Monitoring Officer) has commented as follows: “ I note the legal comment and support the recommendation”.

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 1st April 2024.

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Head of Service: Gwilym Davies

Chief Officer: Matt Perry

Appendix 1

PROPOSED LICENCE FEES - 2024/25

Initial Application

Licence Type	Application £	Grant £	Total Cost £	Annual Equivalent £	Previous Fee £	Difference +/- £
Home Boarder/Day Care	213	80	293	293	290	3
Commercial Kennels/Cattery	241	80	321	321	318	3
Dog Breeder - Cat 1	396	80	476	476	471	5
Dog Breeder - Cat 2	444	91	535	535	529	6
Dog Breeder - Cat 3	477	102	579	579	572	7
Dangerous Wild Animal	220	148	715	358	354	4
Pet Shop	343	91	434	434	429	5
Riding Establishment - Cat 1	321	91	412	412	407	5
Riding Establishment - Cat 2	365	99	464	464	458	6
Zoo - 4 Years	587	1408	1995	499	494	5

RENEWAL OF LICENCE

Licence Type	Renewal £	Annual Equivalent £	Previous Fee £	Difference +/- £
Home Boarder/Day Care	215	215	213	2
Commercial Kennels/Cattery	291	291	288	3
Dog Breeder - Cat 1	378	378	374	4
Dog Breeder - Cat 2	434	434	429	5
Dog Breeder - Cat 3	489	489	483	6
Dangerous Wild Animal	663	332	656	7
Pet Shop	326	326	322	4
Riding Establishment - Cat 1	379	379	375	4
Riding Establishment - Cat 2	423	423	419	4
Zoo - 6 Years	2682	447	2597	85

Advisory Visit

£114 for a maximum of 2 hours, £56 per hour or part hour thereafter.

Duplicate Licence

£25

APPENDIX 2

Authority	Dog Breeders	Animal Boarding Establishments	Home Boarders	Riding Establishments	Animal Activities Licence (Pet Shops)	Dangerous Wild Animals	Zoos
Caerphilly	239 - 336	228 - 245	160 - 190	354	256 - 258	730	893 - 1180
Cardiff	Not Published	-	-	-	-	-	-
Carmarthenshire	Not Published	-	-	-	-	-	-
Conway	234	224	224	211	183	155	1622
Bridgend	236	240	145	320	236	462	1200
Denbighshire	250	200	200	250	380	270	900 - 1100
Flintshire	Not Published	-	-	-	-	-	-
Merthyr Tydfil	279	285	247	200	247 - 266	345	Not Published
Newport	136	164 - 218	164	142 - 188	136	628	1199
Pembrokeshire	659 - 754	645 - 749	597 - 654	520 - 993	679	659	5513 - 7289
Powys	378 - 489	291	215	379 - 423	326	663	2682
Rhondda Cynon Taff	120	153	153	208	153	350	Variable
Swansea	159	210	111	210	182	767	3690
Torfaen	281 - 423	230 - 372	230 - 372	387 - 482	281 - 395	319 - 541	967 - 1624
Vale of Glamorgan	236	240	145	320	Not Published	Not Published	1200
Wrexham	Not Published	386 - 439	Not Published	295 - 395	351	Not Published	No set fee

Lowest Cost	
Highest Cost	

*Correct as of 31 January 2024



Gwilym Davies
Head of Property, Planning & Public Protection
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Eich cyf / Your ref :
Ein cyf / Our ref : PP/TS
Dyddiad / Date : 3rd January 2024

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 2024-25 financial year. I am also pleased to advise that the proposed increase is less than inflation, which has been possible due to a reduction in the Service's overhead costs. 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 Friday 19th January 2024.

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

Encl

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To build a stronger, fairer, greener Powys

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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. Sylwch y gallwch ddarllen rhagor o wybodaeth ar Ddiogelu Data a Phreifatrwydd trwy fynd i: <https://cy.powys.gov.uk/preifatrwydd>

In order to deliver the Trading Standards Service, it is necessary to process personal data in accordance with the relevant legislation. Information held will be retained in accordance with the legislation and the Councils retention schedule. If you have any concerns regarding the use of your personal data please contact the Data Protection Officer by email at Information.Compliance@powys.gov.uk. Please note that further information on the Data Protection and Privacy can be found at the following address: <http://www.powys.gov.uk/privacy>

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