



Member Report

Review of licence fees

Report to: Regulatory Committee
Report from: Stephen Brown
Portfolio: Growth Enterprise and Environment
Report date: 1 May 2024
Decision type: Committee

1.0 Summary of report

1.1 The report presents a proposal for the review of fees and charges in relation to applications for pavement licences and animal welfare licences.

2.0 Recommendation

2.1 The report recommends that the proposed fees and charges in relation to applications for pavement licences and animal welfare licences are approved.

3.0 Background

3.1 The council may charge reasonable fees to recover the costs associated with applications and licences in accordance with the following provisions:

- Section 2 of the Business and Planning Act 2020
- Regulation 13 of The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018
- Section 15 of the Zoo Licensing Act 1981

3.2 Licence fees should be calculated on a cost-recovery basis in order for the associated costs of the service to be met by businesses benefiting from the licensed activity. If licence fees do not recover the costs of providing the licensing service, any deficits in the account will need to be covered from council general funds.

3.3 In relation to pavement licences, the council can charge up to a maximum amount of £500 for new applications and £350 for renewal applications but the general cost-recovery principles still apply.

3.4 The calculations for the proposed fees are included at Appendix 1 for pavement licences and Appendix 2 for animal welfare licences. The initial tables in each appendix, which are highlighted in orange, contain costs that are not directly related to the processing of applications. The subsequent tables, highlighted in blue, contain the calculations for processing applications.

4.0 Proposed fee review

- 4.1 The cost of the service is determined by several factors including staff salaries, accommodation, utilities, IT support, legal costs, software, insurance, printing and postage. The licence fee for each application is then dependent on several other factors including, where applicable, the time spent on administration, inspections, complaints, compliance checks, committees and consultations.
- 4.2 The table below shows the fees which are currently in force as well as the fees which are being proposed with the percentage value of the increase. It should be noted that the animal welfare fees have not changed since 2018 and the zoo fees have not changed since 2014.

Licence type	Current	Proposed	Increase
Pavement licence new (2 years)	-	£344	-
Pavement licence renewal (2 years)	-	£315	-
Animal welfare licence (1 year)	£220	£239	8.6%
Animal welfare licence (2 years)	£270	£313	15.9%
Animal welfare licence (3 years)	£320	£388	21.2%
Animal welfare licence variation	£60	£74	23.3%
Animal welfare licence re-rating	£90	£105	16.6%
Zoo licence (4 years)	£200	£273	36.5%
Zoo licence (6 years)	£200	£382	91%

5.0 Council priorities

- 5.1 The council is committed to ensuring that the organisation is strong and sustainable.
- 5.2 A regular review of licence fees is essential to ensure that the licensing regime is adequately resourced to deliver its public protection functions.

6.0 Impact assessment

- 6.1 If licence fees do not recover the costs of providing the licensing service, any deficits in the account will need to be covered from council general funds.

7.0 Appendices

Appendix 1 – Pavement licence calculations
Appendix 2 – Animal licence calculations

8.0 Contact officer

Stephen Brown
Licensing Manager
stephen.brown@redcar-cleveland.gov.uk
01287 612402

Appendix 1 – Pavement licence calculations

Annual Activities	Total Hours				
	LM	LO	SLA	EO	LA
Policy setting (every 3 years)	6.0	1.0	1.0	0.0	0.0
Fee setting	2.0	0.0	0.0	0.0	0.0
Research, reading, training, meetings, etc.	2.0	0.0	0.0	0.0	0.0
Service requests (8x per year)	1.0	2.0	0.0	16.0	0.0
Drafting procedures and guidance documents and web development	2.0	0.0	0.0	0.0	0.0
Information requests and general enquiries	2.0	2.0	0.0	0.0	0.0
Total hours per officer	15	5	1	16	0
Total cost per officer	£675.15	£176.44	£28.27	£435.83	£0.00
Total officer costs per year	£1,315.69				
Specific costs	0				
Active licences	10				
Total annual cost per year per licence	£131.57				

New application process	LM	LO	SLA	EO	LA
Receipting and checking application			5.00		10.00
Record application and associated information in Cx					15.00
Follow up queries re application			5.00		5.00
Commencing consultation and associated queries	2.00		5.00		
Publish and verify notice on website			5.00		
Inspection of premises (includes travel, reports, logging)				60.00	
Determination and approval	20.00	20.00			
Issue licence			10.00		
Total time per application in minutes	22.00	20.00	30.00	60.00	30.00
Total time per year in hours (reference)	29.64	26.94	40.41	80.83	40.41
Total cost (£)	£16.50	£11.76	£14.14	£27.24	£11.19
Processing fee	£81				
Annual costs (2 years)	£263				
Total cost of new licence application (2 years)	£344				

Renewal application process	LM	LO	SLA	EO	LA
Receipting and checking application			5.00		10.00
Record application and associated information in Cx					10.00
Follow up queries re application					
Commencing consultation and associated queries	2.00		5.00		
Publish and verify notice on website			5.00		
Inspection of premises (includes travel, reports, logging)				60.00	
Determination and approval	5.00				
Issue licence			10.00		
Total time per application in minutes	7.00	0.00	25.00	60.00	20.00
Total time per year in hours (reference)	9.43	0.00	33.68	80.83	26.94
Total cost (£)	£5.25	£0.00	£11.78	£27.24	£7.46
Processing fee	£52				
Annual costs (2 years)	£263				
Total cost of renewal licence application (2 years)	£315				

Appendix 2 – Animal licence calculations

Annual Activities	Total Hours				
	LM	LO	SLA	EO	LA
Policy setting (every 3 years)	6	1	1	1	1
Fee setting	8	1	0	0	0
Research, reading, training, meetings, etc.	8	2	2	10	0
Service requests (8x per year)	4	4	2	16	0
Drafting procedures and guidance documents and web development	2	0	0	0	0
Information requests and general enquiries	6	0	0	10	0
Total hours per officer	34	8	5	37	1
Total cost per officer	£1,530.34	£282.31	£141.36	£1,007.85	£22.38
Total officer costs per year	£2,984.24				
Specific costs	0				
Active licences	40				
Total annual cost per year per licence	£74.61				

Interim inspections	LM	LO	SLA	EO	LA
Inspection of premises (includes travel, reports, logging)	0	0	0	2	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
Total hours per officer	0	0	0	2	0
Total cost per officer	£0.00	£0.00	£0.00	£54.48	£0.00
Total officer costs per inspection	£54.48				

Application fee	LM	LO	SLA	EO	LA
Receipting and checking application			5.00		10.00
Record application and associated information in Cx					15.00
Inspection of premises (includes travel, reports, logging)				150.00	
Verification and approval	5.00	5.00	10.00		
Inform applicant of outcome and request fee					20.00
Processing licence fee			10.00		
Issue licence			5.00		10.00
Total time per application in minutes	5.00	5.00	30.00	150.00	55.00
Total time per year in hours (reference)	9.12	9.12	54.72	273.59	100.32
Total cost (£)	£3.75	£2.94	£14.14	£68.10	£20.51
Processing fee	£109				
Annual costs per year	£75				
Interim inspection cost	£54				
Animal welfare licence (1 year)	£239				
Animal welfare licence (2 years)	£313				
Animal welfare licence (3 years)	£388				
Zoo licence (4 years)	£273				
Zoo licence (6 years)	£382				

Variations	LM	LO	SLA	EO	LA
Receipt of application and data entry					10.00
Checking application (includes follow-up queries)				10.00	
Inspection of premises (includes travel, reports, logging)				120.00	
Verification and approval			10.00		
Issue licence			5.00		10.00
Total time per application in minutes	0.00	0.00	15.00	130.00	20.00
Total time per year in hours (reference)	0.00	0.00	27.36	237.11	36.48
Total cost (£)	£0.00	£0.00	£7.07	£59.02	£7.46
Processing fee	£74				

Re-rating applications	LM	LO	SLA	EO	LA
Receipt of application and data entry					20.00
Inspection of premises (includes travel, reports, logging)				150.00	
Verification and approval	5.00	5.00	10.00		
Inform applicant of outcome and request fee					20.00
Processing licence fee			10.00		
Issue licence			5.00		10.00
Total time per application in minutes	5.00	5.00	25.00	150.00	50.00
Total time per year in hours (reference)	9.12	9.12	45.60	273.59	91.20
Total cost (£)	£3.75	£2.94	£11.78	£68.10	£18.65
Processing fee	£105				