

Data Protection Officer
Freedom of Information
NW Leicestershire District Council
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Leicestershire
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Telephone: 01530 454763

FREEDOM OF INFORMATION REQUEST 1030

I write further to your email dated 04 December 2019.

Your request has been dealt with under the terms of the Freedom of Information Act 2000, explained on our [freedom of information](#) page.

Your request:

We are therefore making a Freedom of Information request with regard to The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 relating to fee setting for licences issued for 'Selling animals as pets' under Schedule 3 of the Regulations. Your council should have full fee setting information that goes annually to your licensing committee to agree them. We request:

1. A breakdown of the cost information you used to calculate your fees.
2. Sight of the calculations you used for setting your fees.
3. Details of the additional costs relating to licences issued for periods of two and three years that are not already calculated in the year 1 costs.
4. In setting your fees were you aware of the fee setting guidance document: *Animal Welfare Licence Fees – a practical guide to fee setting*?
5. Did you use this guidance to calculate your fees?

Our response:

1. Breakdown of costs*
2. Fee calculations*

*The attached spreadsheets provides a breakdown of the costs associated with determining an application and managing a 1, 2 and 3 year licence. There are 2 parts to the fee, part 1 the application fee and part 2 the licence fee. The processes have been timed and an all inclusive hourly rate used (incorporates full employment costs and service management costs (full cost recovery).

3. Additional costs relating to 2 and 3 year licences. The cost of a 1 year licence (part 2) is £68. The cost of a 2 and 3 year licence is £99 and £130. The £31 difference relates to the cost associated with ensuring compliance during the term of the licence. 45 minutes of time has been estimated per year, which may be spent investigating complaints or carrying out revisits in the event that issues were found at the one programmed inspection.
4. We were aware of the fee setting guidance document.
5. We used the guidance document when setting our fees. The guidance has been followed. Businesses with longer licences benefit financially.

The supply of information in response to a freedom of information request does not confer the right to re-use the information. UK copyright law allows information supplied for the purposes of private study and non-commercial research to be used without permission. Information supplied can also be re-used for the purposes of news reporting except for in the case of photographs.

GOING FORWARD

If you are dissatisfied with the information supplied please feel free to contact me on the number above for any queries in relation to this response. Please note that in responding to further enquiries I can only comment on the information contained within this correspondence and cannot provide any further information that may pertain to an additional FOIA request.

Please remember to quote the Authority's four digit reference number given at the top of this email in any future communications.

If you remain dissatisfied following the conclusion of the above informal review, you have the right to ask for an internal review. A request for a review whether formal or informal should be submitted within two calendar months of the date of receipt of the response to your original letter and should be sent to DPO@NWLeicestershire.gov.uk or the address above.

Further details on our appeals and complaints procedure can be found on our website [here](#).

If you remain dissatisfied following the conclusion of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at accessicoinformation@ico.org.uk.