

Animal Exhibitor /Trainer – (Renewal or Transitional) - Part A costs include the following					
Fee calculation and review		Team leader 15 hours @ £57.82/ 60			
Complete statutory return and update website					
Rating Appeals determination					
AH Officer @ £54.56/hr	Time (mins)	Cost (£)	Admin Officer @ 31.72/hr	Time (mins)	Cost (£)
Pre visit assessments	15		Process application Inc.;	15	
Contact with applicant	10		Data input/extraction	10	
Travel time (averaged)	30		Produce standard correspondence	5	
Site visit / Report preparation	60		Worksheet production	5	
Follow up actions required (average)	10		Generate licence	15	
Post visit evaluation inc	15		Payment processing.		
determination (Grant/refuse licence)					
Licensing officer training (proportion)	5				
Sub Total	145	131.85	Sub Total	50	26.43
Total Part A					172.74
Animal Exhibitor /Trainer – (Renewal or Transitional) Licence					
Example Part A = £172.74					

Animal Exhibitor /Trainer – (New Application) - Part A costs include the following					
Fee calculation and review		Team leader 15 hours @ £57.82/ 60		15	14.46
Complete statutory return and update website					
Rating Appeals determination					
AH Officer @ £54.56/hr	Time (mins)	Cost (£)	Admin Officer @ 31.72/hr	Time (mins)	Cost (£)
Contact with applicant	10		Process application Inc.;	15	
Travel time (averaged)	60		Data input/extraction	10	
Site visit / Report preparation	45		Produce standard correspondence	5	
Follow up actions required (average)	10		Worksheet production	5	
Post visit evaluation Inc.	15		Generate licence	15	
determination (Grant/refuse licence)			Payment processing.		
Licensing officer training (proportion)	5				
Sub Total	145	131.85	Sub Total	50	26.43
			Total Part A		172.74
Animal Exhibitor /Trainer – (New Application) Licence					
Example Part A = 172.74					

Animal Exhibitor /Trainer – Variation of Licence (Major)				
Team leader £57.82	Time (mins)	Cost (£)		
Request in writing – acknowledged and considered. Decision as to whether to agree to revisit – communication with operator.	20			
Sub total	20	19.27	Sub total	
AH Officer @ £54.56/hr	Time (mins)	Cost (£)	Admin Officer @ 31.72/hr	Time (mins)
Travel time (averaged)	60		Process application inc;	
Site visit / Report preparation	30		Data input/extraction	15
Post visit evaluation	15		Produce correspondence	10
Consider if suspend/revoke/vary action required.	15		Worksheet production	5
			Generate licence	5
			Payment processing.	15
Sub Total	120	109.12	Sub Total	50
Animal Exhibitor /Trainer – Variation of Licence (Major)			Total cost	36.43
				164.82

Home Dog Boarding – (Renewal or Transitional) - Part A costs include the following				
Fee calculation and review		Team leader 15 hours @ £57.82/ 60		
Complete statutory return and update website		15 mins		
Rating Appeals determination		£14.46		
AH Officer @ £54.56/hr	Time (mins)	Cost (£)	Admin Officer @ 31.72/hr	Time (mins)
Pre visit assessments	15			
Contact with applicant	10		Process application Inc.;	
Travel time (averaged)	60		Data input/extraction	10
Site visit / Report preparation	30		Produce standard correspondence	10
Follow up actions required (average)	10		Worksheet production	5
Post visit evaluation Inc. risk/star rating	15		Input risk/star ratings	5
and determination (Grant/refuse licence)			Generate licence	5
Licensing officer training (proportion)	5		Payment processing.	15
Sub Total	145	131.85	Sub Total	50
			Total Part A	26.43
				172.74
Part B costs include the following				
AH Officer @ £54.56/hr	Time (mins)	Cost (£)	Admin Officer @ 31.72/hr	Time (mins)
Mid term site visit Inc. and report of visit	60			
Travel time (averaged)	30		Input to Database	10
Post visit evaluation Inc. risk/star rating and			Worksheet production	5
Consider if suspend/revoke/vary action required.	15		Scanning/printing	5
Communication with operator	15		Input risk/star ratings	5
Proportion of the costs associated with;			Payments processing	10
Service requests, premises complaints etc.				
Enforcement action (excluding recoverable court costs)				
Sub Total	120	109.12	Sub total	35
			Total Part B	18.50
				127.62
Overall cost of Home Dog Boarding – (Renewal or Transitional) Licence				
Example Part A plus Part B = £300.36				

Home Dog Boarding – (New Application) - Part A costs include the following					
Fee calculation and review		Team leader 15 hours @ £57.82/ 60		15	14.46
Complete statutory return and update website					
Rating Appeals determination					
AH Officer @ £54.56/hr	Time (mins)	Cost (£)	Admin Officer @ 31.72/hr	Time (mins)	Cost (£)
Contact with applicant	10		Process application inc;	10	
Travel time (averaged)	60		Data input/extraction	10	
Site visit / Report preparation	45		Produce standard correspondence	5	
Follow up actions required (average)	10		Worksheet production	5	
Post visit evaluation inc risk/star rating and determination (Grant/refuse licence)	15		Input risk/star ratings	5	
Licensing officer training (proportion)	5		Generate licence	15	
Sub Total	145	131.85	Payment processing.		
			Sub Total	50	26.43
			Total Part A		172.74
Part B costs Grant Fee					
AH Officer @ £54.56/hr	Time (mins)	Cost (£)	Admin Officer @ 31.72/hr	Time (mins)	Cost (£)
Mid term site visit inc: report of visit	60		Input to Database	10	
Travel time (averaged)	60		Worksheet production	5	
Post visit evaluation inc risk/star rating and			Scanning/printing	5	
Consider if suspend/revoke/vary action required.	15		Input risk/star ratings	5	
Communication with operator	15		Payments processing	10	
Proportion of the costs associated with;					
Service requests, premises complaints etc.					
Enforcement action (excluding recoverable court costs)					
Sub Total	120	109.12	Sub total	35	18.50
			Total Part B		127.62
Overall cost of Home Dog Boarding – (New Application) Licence					
Example Part A plus Part B = £300.36					

Requested Home Dog Boarding – Start Rating Reassessment				
Team leader £57.82	Time (mins)	Cost (£)		
Request In writing – acknowledged and considered. Decision as to whether to agree to revisit – communication with operator.	20			
Sub total	20	19.27	Sub total	
AH Officer @ £54.56/hr	Time (mins)	Cost (£)	Admin Officer @ 31.72/hr	Time (mins)
Travel time (averaged)	60		Process application inc;	
Site visit / Report preparation	30		Data input/extraction	10
Post visit evaluation inc risk/star rating and	15		Produce correspondence	10
Consider if suspend/revoke/vary action required.	15		Worksheet production	5
			Input risk/star ratings	5
			Generate licence	5
			Payment processing.	15
Sub Total	120	109.12	Sub Total	50
Overall cost of Home Dog Boarding – Start Rating Reassessment			Total cost	
				36.43
				164.82

Requested Home Dog Boarding – Variation of Licence (Major)				
Team leader £57.82	Time (mins)	Cost (£)		
Request in writing – acknowledged and considered. Decision as to whether to agree to revisit – communication with operator.	20			
Sub total	20	19.27	Sub total	
AH Officer @ £54.56/hr	Time (mins)	Cost (£)	Admin Officer @ 31.72/hr	Cost (£)
Travel time (averaged)	60		Process application inc;	
Site visit / Report preparation	30		Data input/extraction	10
Post visit evaluation inc risk/star rating and	15		Produce correspondence	10
Consider If suspend/revoke/vary action required.	15		Worksheet production	5
			Input risk/star ratings	5
			Generate licence	5
			Payment processing.	15
Sub Total	120	109.12	Sub Total	36.43
Overall cost of Home Dog Boarding – Start Rating Reassessment			Total cost	164.82

Pet Sales – (Renewal or Transitional) - Part A costs include the following					
Fee calculation and review			Team leader 15 hours @ £57.82/ 60		
Complete statutory return and update website					
Rating Appeals determination					
AH Officer @ £54.56/hr	Time (mins)	Cost (£)	Admin Officer @ 31.72/hr	Time (mins)	Cost (£)
Pre visit assessments	15		Process application Inc.;	10	
Contact with applicant	10		Data input/extraction	10	
Travel time (averaged)	60		Produce standard correspondence	5	
Site visit / Report preparation	60		Worksheet production	5	
Follow up actions required (average)	10		Input risk/star ratings	5	
Post visit evaluation Inc. risk/star rating and determination (Grant/refuse licence)	15		Generate licence	15	
Licensing officer training (proportion)	5		Payment processing.		
Sub Total	175	159.13	Sub Total	50	26.43
			Total Part A		
Part B costs include the following					
AH Officer @ £54.56/hr	Time (mins)	Cost (£)	Admin Officer @ 31.72/hr	Time (mins)	Cost (£)
Mid term site visit Inc. report of visit	60		Input to Database	10	
Travel time (averaged)	60		Worksheet production	5	
Post visit evaluation Inc. risk/star rating and			Scanning/printing	5	
Consider if suspend/revoke/vary action required.	15		Input risk/star ratings	5	
Communication with operator	15		Payments processing	10	
Proportion of the costs associated with;					
Service requests, premises complaints etc.					
Enforcement action (excluding recoverable court costs)					
Sub Total	150	136.40	Sub total	35	18.50
			Total Part B		
Pet Sales – (Renewal or Transitional) Licence					
Example Part A plus Part B = £354.92					

Pet Sales – (New Application) - Part A costs include the following					
Fee calculation and review		Team leader 15 hours @ £57.82/ 60		15	14.46
Complete statutory return and update website					
Rating Appeals determination					
AH Officer @ £54.56/hr	Time (mins)	Cost (£)	Admin Officer @ 31.72/hr	Time (mins)	Cost (£)
Contact with applicant	10		Process application Inc.;	10	
Travel time (averaged)	60		Data input/extraction	10	
Site visit / Report preparation	105		Produce standard correspondence	5	
Follow up actions required (average)	10		Worksheet production	5	
Post visit evaluation Inc. risk/star rating and determination (Grant/refuse licence)	15		Input risk/star ratings	5	
Licensing officer training (proportion)	5		Generate licence	15	
Sub Total	175	159.13	Sub Total	50	26.43
		Total Part A		200.02	
Part B costs Grant Fee					
AH Officer @ £54.56/hr	Time (mins)	Cost (£)	Admin Officer @ 31.72/hr	Time (mins)	Cost (£)
Mid term site visit Inc. report of visit	60		Input to Database	10	
Travel time (averaged)	60		Worksheet production	5	
Post visit evaluation Inc. risk/star rating and Consider if suspend/revoke/vary action required.	15		Scanning/printing	5	
Communication with operator	15		Input risk/star ratings	5	
Proportion of the costs associated with; Service requests, premises complaints etc. Enforcement action (excluding recoverable court costs)			Payments processing	10	
Sub Total	150	136.40	Sub total	35	18.50
		Total Part B		154.90	
Pet Sales – (New Application) Licence Example Part A plus part B = £354.92					

Pet Sales – Start Rating Reassessment				
Team leader £57.82				
Request in writing – acknowledged and considered. Decision as to whether to agree to revisit – communication with operator.	Time (mins) 20	Cost (£)		
Sub total	20	19.27	Sub total	
AH Officer @ £54.56/hr	Time (mins)	Cost (£)	Admin Officer @ 31.72/hr	Time (mins) Cost (£)
Travel time (averaged)	60		Process application inc;	
Site visit / Report preparation	60		Data input/extraction	10
Post visit evaluation inc risk/star rating and	15		Produce standard correspondence	10
Consider if suspend/revoke/vary action required.	15		Worksheet production	5
			Input risk/star ratings	5
			Generate licence	5
			Payment processing.	15
Sub Total	150	136.40	Sub Total	50
Pet Sales – Start Rating Reassessment			Total cost	36.43
				192.10

Pet Sales – Variation of Licence (Major)

Team leader £57.82				
Request in writing – acknowledged and considered. Decision as to whether to agree to revisit – communication with operator.	20	£28.91		
Sub total	20	19.27	Sub total	
AH Officer @ £54.56/hr	Time (mins)	Cost (£)	Admin Officer @ 31.72/hr	Time (mins)
Travel time (averaged)	60		Process application inc;	
Site visit / Report preparation	90		Data input/extraction	10
Post visit evaluation inc risk/star rating and	15		Produce standard correspondence	10
Consider if suspend/revoke/vary action required.	15		Worksheet production	5
			Input risk/star ratings	5
			Generate licence	5
			Payment processing.	15
Sub Total	150	136.40	Sub Total	50
Pet Sales – Variation of Licence (Major)			Total cost	36.43
				292.10

Horse Riding Establishment (10 horses or less) – (Renewal or Transitional) - Part A costs include the following					
Fee calculation and review		Team leader 15 hours @ £57.82/ 60		15 mins	£14.46
Complete statutory return and update website					
Rating Appeals determination					
AH Officer @ £54.56/hr	Time (mins)	Cost (£)	Admin Officer @ 31.72/hr	Time (mins)	Cost (£)
Pre visit assessments	15		Process application inc;	10	
Contact with applicant	10		Data input/extraction	10	
Travel time (averaged)	60		Produce standard correspondence	5	
Site visit / Report preparation	90		Worksheet production	5	
Follow up actions required (average)	10		Input risk/star ratings	5	
Post visit evaluation inc risk/star rating and determination (Grant/refuse licence)	15		Generate licence	15	
Licensing officer training (proportion)	5		Payment processing.		
Sub Total	205	186.41	Sub Total	50	26.43
			Total Part A		227.30
Part B costs include the following					
AH Officer @ £54.56/hr	Time (mins)	Cost (£)	Admin Officer @ 31.72/hr	Time (mins)	Cost (£)
Mld term site visit inc and report of visit	60		Input to Database	10	
Travel time (averaged)	90		Worksheet production	5	
Post visit evaluation inc risk/star rating and			Scanning/printing	5	
Consider if suspend/revoke/vary action required.	15		Input risk/star ratings	5	
Communication with operator	15		Payments processing	10	
Proportion of the costs associated with;					
Service requests, premises complaints etc.					
Enforcement action (excluding recoverable court costs)					
Sub Total	180	163.68	Sub total	35	18.50
			Total Part B		182.18
Horse Riding Establishment (10 horses or less) – (Renewal or Transitional) Licence Example Part A plus part B = £409.48					

Horse Riding Establishment (10 horses or less) – (New Application) - Part A costs include the following					
Fee calculation and review		Team leader 15 hours @ £57.82/ 60		15	14.46
Complete statutory return and update website					
Rating Appeals determination					
AH Officer @ £54.56/hr	Time (mins)	Cost (£)	Admin Officer @ 31.72/hr	Time (mins)	Cost (£)
Contact with applicant	10		Process application inc;	10	
Travel time (averaged)	60		Data input/extraction	10	
Site visit / Report preparation	105		Produce standard correspondence	5	
Follow up actions required (average)	10		Worksheet production	5	
Post visit evaluation inc risk/star rating	15		Input risk/star ratings	5	
and determination (Grant/refuse licence)			Generate licence	15	
Licensing officer training (proportion)	5		Payment processing.		
Sub Total	205	186.41	Sub Total	50	26.43
			Total Part A		227.30
Part B costs Grant Fee					
AH Officer @ £54.56/hr	Time (mins)	Cost (£)	Admin Officer @ 31.72/hr	Time (mins)	Cost (£)
Mid term site visit inc and report of visit	60		Input to Database	10	
Travel time (averaged)	90		Worksheet production	5	
Post visit evaluation inc risk/star rating and			Scanning/printing	5	
Consider if suspend/revoke/vary action required.	15		Input risk/star ratings	5	
Communication with operator	15		Payments processing	10	
Proportion of the costs associated with;					
Service requests, premises complaints etc.					
Enforcement action (excluding recoverable court costs)					
Sub Total	180	163.68	Sub total	35	18.50
			Total Part B		182.18
Horse Riding Establishment (10 horses or less) – (New Application) Licence					
Example Part A plus part B = £409.48					

Horse Riding Establishment (10 horses or less) – Start Rating Reassessment				
Team leader £57.82	Time (mins)	Cost (£)		
Request in writing – acknowledged and considered. Decision as to whether to agree to revisit – 20 communication with operator.	20	19.27		
Sub total			Sub total	
AH Officer @ £54.56/hr	Time (mins)	Cost (£)	Admin Officer @ 31.72/hr	Time (mins)
Travel time (averaged)	60		Process application inc;	
Site visit / Report preparation	90		Data input/extraction	10
Post visit evaluation inc risk/star rating and	15		Produce correspondence	10
Consider if suspend/revoke/vary action required.	15		Worksheet production	5
			Input risk/star ratings	5
			Generate licence	5
			Payment processing.	15
Sub Total	180	163.68	Sub Total	50
Horse Riding Establishment (10 horses or less) – Start Rating Reassessment			Total cost	
				209.38

Horse Riding Establishment (less than 15 horses) – Variation of Licence (Major)				
Team leader £57.82	Time (mins)	Cost (£)		
Request in writing – acknowledged and considered. Decision as to whether to agree to revisit – communication with operator.	20			
Sub total	20	19.27	Sub total	
AH Officer @ £54.56/hr	Time (mins)	Cost (£)	Admin Officer @ 31.72/hr	Time (mins)
Travel time (averaged)	60		Process application inc;	
Site visit / Report preparation	90		Data input/extraction	10
Post visit evaluation inc risk/star rating and	15		Produce correspondence	10
Consider if suspend/revoke/vary action required.	15		Worksheet production	5
			Input risk/star ratings	5
			Generate licence	5
			Payment processing.	15
Sub Total	180	163.68	Sub Total	50
Horse Riding Establishment (less than 15 horses) – Variation of Licence (Major)	Total cost			26.43
				209.38

Horse Riding Establishment (more than 10 horses) – (Renewal or Transitional) - Part A costs include the following					
Fee calculation and review Complete statutory return and update website Rating Appeals determination AH Officer @ £54.56/hr			Team leader 15 hours @ £57.82/ 60		
	Time (mins)	Cost (£)	Admin Officer @ 31.72/hr	Time (mins)	Cost (£)
Pre visit assessments	15		Process application inc;	10	
Contact with applicant	10		Data input/extraction	10	
Travel time (averaged)	60		Produce standard correspondence	5	
Site visit / Report preparation	120		Worksheet production	5	
Follow up actions required (average)	10		Input risk/star ratings	5	
Post visit evaluation inc risk/star rating and determination (Grant/refuse licence)	15		Generate licence	15	
Licensing officer training (proportion)	5		Payment processing.		
Sub Total	235	213.69	Sub Total	50	26.43
			Total Part A		
Part B costs include the following					
AH Officer @ £54.56/hr			Admin Officer @ 31.72/hr	Time (mins)	Cost (£)
Mid term site visit inc and report of visit			Input to Database	10	
Travel time (averaged)	60		Worksheet production	5	
Post visit evaluation inc risk/star rating and	105		Scanning/printing	5	
Consider if suspend/revoke/vary action required.	15		Input risk/star ratings	5	
Communication with operator	15		Payments processing	10	
Proportion of the costs associated with;					
Service requests, premises complaints etc.					
Enforcement action (excluding recoverable court costs)					
Sub Total	195	177.32	Sub total	35	18.50
			Total Part B		
Horse Riding Establishment (more than 10 horses) - (Renewal or Transitional) Licence Example Part A plus part B = £450.40					

Horse Riding Establishment (more than 10 horses) – (New Application) – Part A costs include the following					
Fee calculation and review		Team leader 15 hours @ £57.82/ 60		15	14.46
Complete statutory return and update website					
Rating Appeals determination					
AH Officer @ £54.56/hr	Time (mins)	Cost (£)	Admin Officer @ 31.72/hr	Time (mins)	Cost (£)
Contact with applicant	10		Process application inc;	10	
Travel time (averaged)	60		Data Input/extraction	10	
Site visit / Report preparation	120		Produce standard correspondence	5	
Follow up actions required (average)	10		Worksheet production	5	
Post visit evaluation inc risk/star rating	15		Input risk/star ratings	5	
and determination (Grant/refuse licence)			Generate licence	15	
Licensing officer training (proportion)	5		Payment processing.		
Sub Total	235	213.69	Sub Total	50	26.43
			Total Part A		254.58
Part B costs Grant Fee					
AH Officer @ £54.56/hr	Time (mins)	Cost (£)	Admin Officer @ 31.72/hr	Time (mins)	Cost (£)
Mid term site visit inc and report of visit	60		Input to Database	10	
Travel time (averaged)	105		Worksheet production	5	
Post visit evaluation inc risk/star rating and			Scanning/printing	5	
Consider if suspend/revoke/vary action required.	15		Input risk/star ratings	5	
Communication with operator	15		Payments processing	10	
Proportion of the costs associated with;					
Service requests, premises complaints etc.					
Enforcement action (excluding recoverable court costs)					
Sub Total	195	177.32	Sub total	35	18.50
			Total Part B		195.82
Horse Riding Establishment (more than 10 horses) – (New Application) Licence					
Example Part A plus part B = £450.40					

Horse Riding Establishment (more than 10 horses) – Start Rating Reassessment

Team leader £57.82		Time (mins)	Cost (£)			
Request in writing – acknowledged and considered. Decision as to whether to agree to revisit – communication with operator.		20				
Sub total		20	19.27	Sub total		
AH Officer @ £54.56/hr		Time (mins)	Cost (£)	Admin Officer @ 31.72/hr	Time (mins)	Cost (£)
Travel time (averaged) Site visit / Report preparation Post visit evaluation inc risk/star rating and Consider if suspend/revoke/vary action required.		60		Process application inc; Data input/extraction	10	
		120		Produce standard correspondence	10	
		15		Worksheet production	5	
		15		Input risk/star ratings	5	
				Generate licence Payment processing.	5 15	
Sub Total		210	190.96	Sub Total	50	26.43
Horse Riding Establishment (more than 10 horses) – Start Rating Reassessment				Total cost		236.66

Horse Riding Establishment (more than 10 horses) – Variation of Licence (Major)				
Team leader £57.82				
Request in writing – acknowledged and considered. Decision as to whether to agree to revisit – communication with operator.	20	£28.91		
Sub total	20	19.27	Sub total	
AH Officer @ £54.56/hr	Time (mins)	Cost (£)	Admin Officer @ 31.72/hr	Time (mins)
Travel time (averaged)	60		Process application inc;	
Site visit / Report preparation	120		Data input/extraction	10
Post visit evaluation inc risk/star rating and	15		Produce correspondence	10
Consider if suspend/revoke/vary action required.	15		Worksheet production	5
			Input risk/star ratings	5
			Generate licence	5
			Payment processing.	15
Sub Total	210	190.96	Sub Total	50
Horse Riding Establishment (more than 10 horses) – Variation of Licence (Major)	Total cost		Total cost	236.66

Dog Breeding (1 to 10 litters) – (Renewal or Transitional) - Part A costs include the following				
Fee calculation and review		Team leader 15 hours @ £57.82/ 60		15 mins
Complete statutory return and update website				
Rating Appeals determination				
AH Officer @ £54.56/hr	Time (mins)	Cost (£)	Admin Officer @ 31.72/hr	Time (mins)
Pre visit assessments	15			
Contact with applicant	10		Process application inc;	
Travel time (averaged)	60		Data input/extraction	10
Site visit / Report preparation	90		Produce standard correspondence	10
Follow up actions required (average)	10		Worksheet production	5
Post visit evaluation inc risk/star rating	15		Input risk/star ratings	5
and determination (Grant/refuse licence)			Generate licence	5
Licensing officer training (proportion)	5		Payment processing.	15
Sub Total	205	186.41	Sub Total	50
			Total Part A	227.30
Part B costs include the following				
AH Officer @ £54.56/hr	Time (mins)	Cost (£)	Admin Officer @ 31.72/hr	Time (mins)
Mid term site visit inc and report of visit	60			
Travel time (averaged)	90		Input to Database	10
Post visit evaluation inc risk/star rating and			Worksheet production	5
Consider if suspend/revoke/vary action required.	15		Scanning/printing	5
Communication with operator	15		Input risk/star ratings	5
Proportion of the costs associated with;			Payments processing	10
Service requests, premises complaints etc.				
Enforcement action (excluding recoverable court costs)				
Sub Total	180	163.68	Sub total	35
			Total Part B	182.18
Dog Breeding (1 to 10 litters) – (Renewal or Transitional) Licence				
Example Part A plus part B = £409.48				

Dog Breeding (1 to 10 litters) – (New Application) – Part A costs include the following					
Fee calculation and review		Team leader 15 hours @ £57.82/ 60		15	14.46
Complete statutory return and update website					
Rating Appeals determination					
AH Officer @ £54.56/hr	Time (mins)	Cost (£)	Admin Officer @ 31.72/hr	Time (mins)	Cost (£)
Contact with applicant	10		Process application inc;	10	
Travel time (averaged)	60		Data input/extraction	10	
Site visit / Report preparation	105		Produce standard correspondence	5	
Follow up actions required (average)	10		Worksheet production	5	
Post visit evaluation inc risk/star rating and determination (Grant/refuse licence)	15		Input risk/star ratings	5	
Licensing officer training (proportion)	5		Generate licence	15	
Sub Total	205	186.41	Payment processing.	50	26.43
			Sub Total		227.30
			Total Part A		
Part B costs Grant Fee					
AH Officer @ £54.56/hr	Time (mins)	Cost (£)	Admin Officer @ 31.72/hr	Time (mins)	Cost (£)
Mid term site visit inc and report of visit	60		Input to Database	10	
Travel time (averaged)	90		Worksheet production	5	
Post visit evaluation inc risk/star rating and			Scanning/printing	5	
Consider if suspend/revoke/vary action required.	15		Input risk/star ratings	5	
Communication with operator	15		Payments processing	10	
Proportion of the costs associated with;					
Service requests, premises complaints etc.					
Enforcement action (excluding recoverable court costs)					
Sub Total	180	163.68	Sub total	35	18.50
			Total Part B		182.18
Dog Breeding (1 to 10 litters) – (New Application) Licence					
Example Part A plus part B = £409.48					

Dog Breeding (1 to 10 bitches) – Start Rating Reassessment				
Team leader £57.82	Time (mins)	Cost (£)		
Request in writing – acknowledged and considered. Decision as to whether to agree to revisit – communication with operator.	20			
Sub total	20	19.27	Sub total	
AH Officer @ £54.56/hr	Time (mins)	Cost (£)	Admin Officer @ 31.72/hr	Time (mins)
Travel time (averaged)	60		Process application inc;	
Site visit / Report preparation	90		Data input/extraction	10
Post visit evaluation inc risk/star rating and	15		Produce correspondence	10
Consider if suspend/revoke/vary action required.	15		Worksheet production	5
			Input risk/star ratings	5
			Generate licence	5
			Payment processing.	15
Sub Total	180	163.68	Sub Total	50
Dog Breeding (1 to 10 bitches) – Start Rating Reassessment			Total cost	209.38

Dog Breeding (1 to 10 bitches) – Variation of Licence (Major)

Team leader £57.82		Time (mins)	Cost (£)			
Request in writing – acknowledged and considered. Decision as to whether to agree to revisit – communication with operator.		20				
Sub total		20	19.27	Sub total		
AH Officer @ £54.56/hr		Time (mins)	Cost (£)	Admin Officer @ 31.72/hr	Time (mins)	Cost (£)
Travel time (averaged)		60		Process application inc;		
Site visit / Report preparation		90		Data input/extraction	10	
Post visit evaluation inc risk/star rating and		15		Produce correspondence	10	
Consider if suspend/revoke/vary action required.		15		Worksheet production	5	
				Input risk/star ratings	5	
				Generate licence	5	
				Payment processing.	15	
Sub Total		180	163.68	Sub Total	50	26.43
Dog Breeding (1 to 10 bitches) – Variation of Licence (Major)				Total cost		209.38

Dog Breeding (11 or more bitches) – (Renewal or Transitional) - Part A costs include the following					
Fee calculation and review Complete statutory return and update website Rating Appeals determination			Team leader 15 hours @ £57.82/ 60		15 mins
AH Officer @ £54.56/hr		Time (mins)	Cost (£)	Admin Officer @ 31.72/hr	Time (mins)
Pre visit assessments		15		Process application inc;	
Contact with applicant		10		Data input/extraction	10
Travel time (averaged)		60		Produce standard correspondence	10
Site visit / Report preparation		120		Worksheet production	5
Follow up actions required (average)		10		Input risk/star ratings	5
Post visit evaluation inc risk/star rating and determination (Grant/refuse licence)		15		Generate licence	5
Licensing officer training (proportion)		5		Payment processing.	15
Sub Total		235	213.69	Sub Total	50
				Total Part A	26.43
					254.58
Part B costs include the following					
AH Officer @ £54.56/hr		Time (mins)	Cost (£)	Admin Officer @ 31.72/hr	Time (mins)
Mid term site visit inc and report of visit		60		Input to Database	10
Travel time (averaged)		105		Worksheet production	5
Post visit evaluation inc risk/star rating and Consider if suspend/revoke/vary action required.		15		Scanning/printing	5
Communication with operator		15		Input risk/star ratings	5
Proportion of the costs associated with;				Payments processing	10
Service requests, premises complaints etc.					
Enforcement action (excluding recoverable court costs)					
Sub Total		195	177.32	Sub total	35
				Total Part B	18.50
					195.82
Dog Breeding (11 or more bitches) – (Renewal or Transitional) Licence					
Example Part A plus part B = £450.40					

Dog Breeding (11 or more bitches) – (New Application) - Part A costs include the following					
Fee calculation and review			Team leader 15 hours @ £57.82/ 60		
Complete statutory return and update website					
Rating Appeals determination					
AH Officer @ £54.56/hr		Time (mins)	Cost (£)	Admin Officer @ 31.72/hr	Time (mins)
Contact with applicant		10		Process application inc;	10
Travel time (averaged)		60		Data input/extraction	10
Site visit / Report preparation		120		Produce standard correspondence	5
Follow up actions required (average)		10		Worksheet production	5
Post visit evaluation inc risk/star rating		15		Input risk/star ratings	5
and determination (Grant/refuse licence)				Generate licence	15
Licensing officer training (proportion)		5		Payment processing.	
Sub Total		235	213.69	Sub Total	50
			26.43		
			254.58		
Part B costs Grant Fee					
AH Officer @ £54.56/hr		Time (mins)	Cost (£)	Admin Officer @ 31.72/hr	Time (mins)
Mid term site visit inc and report of visit		60		Input to Database	10
Travel time (averaged)		105		Worksheet production	5
Post visit evaluation inc risk/star rating and				Scanning/printing	5
Consider if suspend/revoke/vary action required.		15		Input risk/star ratings	5
Communication with operator		15		Payments processing	10
Proportion of the costs associated with;					
Service requests, premises complaints etc.					
Enforcement action (excluding recoverable court costs)					
Sub Total		195	177.32	Sub total	35
			18.50		
			195.82		
Dog Breeding (11 or more bitches) – (New Application) Licence					
Example Part A plus part B = £450.40					

Dog Breeding (11 or more bitches) – Start Rating Reassessment				
Team leader £57.82	Time (mins)	Cost (£)		
Request in writing – acknowledged and considered. Decision as to whether to agree to revisit – communication with operator.	20			
Sub total	20	19.27	Sub total	
AH Officer @ £54.56/hr	Time (mins)	Cost (£)	Admin Officer @ 31.72/hr	Time (mins)
Travel time (averaged)	60		Process application inc;	
Site visit / Report preparation	120		Data input/extraction	10
Post visit evaluation inc risk/star rating and	15		Produce correspondence	10
Consider if suspend/revoke/vary action required.	15		Worksheet production	5
			Input risk/star ratings	5
			Generate licence	5
			Payment processing.	15
Sub Total	210	190.96	Sub Total	50
Dog Breeding (11 or more bitches) – Start Rating Reassessment			Total cost	236.66
				26.43

Dog Breeding (11 or more bitches) – Variation of Licence (Major)				
Team leader £57.82	Time (mins)	Cost (£)		
Request in writing – acknowledged and considered. Decision as to whether to agree to revisit – communication with operator.	20	£28.91		
Sub total	20	19.27	Sub total	
AH Officer @ £54.56/hr	Time (mins)	Cost (£)	Admin Officer @ 31.72/hr	Time (mins)
Travel time (averaged)	60		Process application inc;	
Site visit / Report preparation	120		Data input/extraction	10
Post visit evaluation inc risk/star rating and	15		Produce standard correspondence	10
Consider if suspend/revoke/vary action required.	15		Worksheet production	5
			Input risk/star ratings	5
			Generate licence	5
			Payment processing.	15
Sub Total	210	190.96	Sub Total	50
Dog Breeding (11 or more bitches) – Variation of Licence (Major)			Total cost	26.43
				236.66

Commercial Boarding and Dog Day Care (1 to 25 cats/dogs) – (Renewal or Transitional) - Part A costs include the following					
Fee calculation and review			Team leader 15 hours @ £57.82/ 60		
Complete statutory return and update website					
Rating Appeals determination					
AH Officer @ £54.56/hr		Time (mins)	Cost (£)	Admin Officer @ 31.72/hr	Time (mins)
Pre visit assessments		15		Process application inc;	
Contact with applicant		10		Data input/extraction	10
Travel time (averaged)		60		Produce standard correspondence	10
Site visit / Report preparation		90		Worksheet production	5
Follow up actions required (average)		10		Input risk/star ratings	5
Post visit evaluation inc risk/star rating and determination (Grant/refuse licence)		15		Generate licence	5
Licensing officer training (proportion)		5		Payment processing.	15
Sub Total		205	186.41	Sub Total	50
			26.43		
			227.30		
Part B costs include the following					
AH Officer @ £54.56/hr		Time (mins)	Cost (£)	Admin Officer @ 31.72/hr	Time (mins)
Mid term site visit inc and report of visit		60		Input to Database	10
Travel time (averaged)		90		Worksheet production	5
Post visit evaluation inc risk/star rating and Consider if suspend/revoke/vary action required.		15		Scanning/printing	5
Communication with operator		15		Input risk/star ratings	5
Proportion of the costs associated with;				Payments processing	10
Service requests, premises complaints etc.					
Enforcement action (excluding recoverable court costs)					
Sub Total		180	163.68	Sub total	35
			18.50		
			182.18		
Commercial Boarding and Dog Day Care (1 to 25 cats/dogs) – (Renewal or Transitional) Licence Example Part A plus part B = £409.48					

Commercial Boarding and Dog Day Care (1 to 25 cats/dogs) – (New Application) - Part A costs include the following						
Fee calculation and review Complete statutory return and update website Rating Appeals determination			Team leader 15 hours @ £57.82/ 60		15	14.46
AH Officer @ £54.56/hr		Time (mins)	Cost (£)	Admin Officer @ 31.72/hr	Time (mins)	Cost (£)
Contact with applicant	10			Process application inc;	10	
Travel time (averaged)	60			Data input/extraction	10	
Site visit / Report preparation	105			Produce standard correspondence	5	
Follow up actions required (average)	10			Worksheet production	5	
Post visit evaluation inc risk/star rating	15			Input risk/star ratings	5	
and determination (Grant/refuse licence)				Generate licence	15	
Licensing officer training (proportion)	5			Payment processing.		
Sub Total	205		186.41	Sub Total	50	26.43
			Total Part A		227.30	
Part B costs Grant Fee						
AH Officer @ £54.56/hr		Time (mins)	Cost (£)	Admin Officer @ 31.72/hr	Time (mins)	Cost (£)
Mid term site visit inc and report of visit	60			Input to Database	10	
Travel time (averaged)	90			Worksheet production	5	
Post visit evaluation inc risk/star rating and				Scanning/printing	5	
Consider if suspend/revoke/vary action required.	15			Input risk/star ratings	5	
Communication with operator	15			Payments processing	10	
Proportion of the costs associated with;						
Service requests, premises complaints etc.						
Enforcement action (excluding recoverable court costs)						
Sub Total	180		163.68	Sub total	35	18.50
			Total Part B		182.18	
Commercial Boarding and Dog Day Care (1 to 25 cats/dogs) – (New Application) Licence						
Example Part A plus part B = £409.48						

Commercial Boarding and Dog Day Care (1 to 25 cats/dogs) – Start Rating Reassessment					
Team leader £57.82	Time (mins)	Cost (£)			
Request in writing – acknowledged and considered. Decision as to whether to agree to revisit – communication with operator.	20				
Sub total	20	19.27	Sub total		
AH Officer @ £54.56/hr	Time (mins)	Cost (£)	Admin Officer @ 31.72/hr	Time (mins)	Cost (£)
Travel time (averaged)	60		Process application inc;		
Site visit / Report preparation	90		Data input/extraction	10	
Post visit evaluation inc risk/star rating and	15		Produce correspondence	10	
Consider if suspend/revoke/vary action required.	15		Worksheet production	5	
			Input risk/star ratings	5	
			Generate licence	5	
			Payment processing.	15	
Sub Total	180	163.68	Sub Total	50	26.43
Commercial Boarding and Dog Day Care (1 to 25 cats/dogs) – Start Rating Reassessment		Start Rating	Total cost		209.38

Commercial Boarding and Dog Day Care (1 to 25 cats/dogs) – Variation of Licence (Major)				
Team leader £57.82				
Request in writing – acknowledged and considered. Decision as to whether to agree to revisit – communication with operator.	20			
Sub total	20	19.27	Sub total	
AH Officer @ £54.56/hr	Time (mins)	Cost (£)	Admin Officer @ 31.72/hr	Time (mins)
Travel time (averaged)	60		Process application inc;	
Site visit / Report preparation	90		Data input/extraction	10
Post visit evaluation Inc risk/star rating and	15		Produce standard correspondence	10
Consider if suspend/revoke/vary action required.	15		Worksheet production	5
			Input risk/star ratings	5
			Generate licence	5
			Payment processing.	15
Sub Total	180	163.68	Sub Total	50
Commercial Boarding and Dog Day Care (1 to 25 cats/dogs) – Variation of Licence (Major)	Total cost			
				36.43
				209.38

Commercial Boarding and Dog Day Care (26 or more cats/dogs) – (Renewal or Transitional) – Part A costs include the following					
Fee calculation and review		Team leader 15 hours @ £57.82/ 60		15 mins	£14.46
Complete statutory return and update website					
Rating Appeals determination					
AH Officer @ £54.56/hr	Time (mins)	Cost (£)	Admin Officer @ 31.72/hr	Time (mins)	Cost (£)
Pre visit assessments	15		Process application inc;	10	
Contact with applicant	10		Data input/extraction	10	
Travel time (averaged)	60		Produce standard correspondence	5	
Site visit / Report preparation	120		Worksheet production	5	
Follow up actions required (average)	10		Input risk/star ratings	5	
Post visit evaluation inc risk/star rating and determination (Grant/refuse licence)	15		Generate licence	15	
Licensing officer training (proportion)	5		Payment processing.		
Sub Total	235	213.69	Sub Total	50	26.43
			Total Part A.		254.58
Part B costs include the following					
AH Officer @ £54.56/hr	Time (mins)	Cost (£)	Admin Officer @ 31.72/hr	Time (mins)	Cost (£)
Mid term site visit inc and report of visit	60		Input to Database	10	
Travel time (averaged)	105		Worksheet production	5	
Post visit evaluation inc risk/star rating and Consider if suspend/revoke/vary action required.	15		Scanning/printing	5	
Communication with operator	15		Input risk/star ratings	5	
Proportion of the costs associated with; Service requests, premises complaints etc.			Payments processing	10	
Enforcement action (excluding recoverable court costs)					
Sub Total	195	177.32	Sub total	35	18.50
			Total Part B		195.82
Commercial Boarding and Dog Day Care (26 or more cats/dogs) – (Renewal or Transitional) Licence Example Part A plus part B = £450.40					

Commercial Boarding and Dog Day Care (26 or more cats/dogs) – (New Application) – Part A costs include the following					
Fee calculation and review		Team leader 15 hours @ £57.82/ 60		15	14.46
Complete statutory return and update website					
Rating Appeals determination					
AH Officer @ £54.56/hr	Time (mins)	Cost (£)	Admin Officer @ 31.72/hr	Time (mins)	Cost (£)
Contact with applicant	10		Process application inc;	10	
Travel time (averaged)	60		Data input/extraction	10	
Site visit / Report preparation	120		Produce standard correspondence	5	
Follow up actions required (average)	10		Worksheet production	5	
Post visit evaluation inc risk/star rating and determination (Grant/refuse licence)	15		Input risk/star ratings	5	
Licensing officer training (proportion)	5		Generate licence	15	
Sub Total	235	213.69	Sub Total	50	26.43
			Total Part A		254.58
Part B costs Grant Fee					
AH Officer @ £54.56/hr	Time (mins)	Cost (£)	Admin Officer @ 31.72/hr	Time (mins)	Cost (£)
Mid term site visit inc and report of visit	60		Input to Database	10	
Travel time (averaged)	105		Worksheet production	5	
Post visit evaluation inc risk/star rating and Consider if suspend/revoke/vary action required.	15		Scanning/printing	5	
Communication with operator	15		Input risk/star ratings	5	
Proportion of the costs associated with; Service requests, premises complaints etc.			Payments processing	10	
Enforcement action (excluding recoverable court costs)					
Sub Total	195	177.32	Sub total	35	18.50
			Total Part B		195.82
Commercial Boarding and Dog Day Care (26 or more cats/dogs) – (New Application) Licence Example Part A plus part B = £450.40					

Commercial Boarding and Dog Day Care (26 or more cats/dogs) – Start Rating Reassessment				
Team leader £57.82	Time (mins)	Cost (£)		
Request in writing – acknowledged and considered. Decision as to whether to agree to revisit – communication with operator.	20			
Sub total	20	19.27	Sub total	
AH Officer @ £54.56/hr	Time (mins)	Cost (£)	Admin Officer @ 31.72/hr	Time (mins)
Travel time (averaged) Site visit / Report preparation Post visit evaluation inc risk/star rating and Consider if suspend/revoke/vary action required.	60		Process application inc; Data input/extraction	10
	120		Produce standard correspondence	10
	15		Worksheet production	5
	15		Input risk/star ratings	5
			Generate licence	5
			Payment processing.	15
Sub Total	210	190.96	Sub Total	50
Commercial Boarding and Dog Day Care (26 or more cats/dogs) – Start Rating Reassessment		Start Rating	Total cost	Cost (£)
				246.66

Commercial Boarding and Dog Day Care (26 or more cats/dogs) – Variation of Licence (Major)				
Team leader £57.82	Time (mins)	Cost (£)		
Request in writing – acknowledged and considered. Decision as to whether to agree to revisit – communication with operator.	20	£28.91		
Sub total	20	19.27	Sub total	
AH Officer @ £54.56/hr	Time (mins)	Cost (£)	Admin Officer @ 31.72/hr	Time (mins)
Travel time (averaged)	60		Process application inc;	
Site visit / Report preparation	120		Data input/extraction	10
Post visit evaluation inc risk/star rating and	15		Produce standard correspondence	10
Consider if suspend/revoke/vary action required.	15		Worksheet production	5
			Input risk/star ratings	5
			Generate licence	5
			Payment processing.	15
Sub Total	210	190.96	Sub Total	50
Commercial Boarding and Dog Day Care (26 or more cats/dogs) – Variation of Licence (Major)		Variation of	Total cost	36.43
				246.66