

Licensing of activities involving animals: fees and charges

1 April 2024

Licensable activity	Fee new	Fee renewal	Payment of fee	Notes for applicants
Lower Tier activities: Day care for dogs (5 or less dogs) Home boarding for dogs Keeping or training animals for exhibition	£406.70	£358.30	Primary Fee payable on application £301.56. Secondary Fee payable on granting the licence £105.14 Renewal Primary Fee on application £261.29. Secondary Fee payable on granting the licence - £97.01	The duration of the licence can be 1,2 or 3 years. This will be dependent on the risk score and star rating given to the business at the time of the initial inspection. Every animal welfare business will receive at least one unannounced inspection during the licence period. Veterinary inspections where required are charged separately. The number of veterinary inspections will be dependent on the species and veterinary officer's recommendations.
Higher Tier activities: Large Day Care Centre for dogs (In excess of 5 dogs) Dog breeding Kennels for dogs Boarding for cats Hiring out horses Selling animals as pets	£480.80	£423.90	Primary Fee payable on application £355.80 Secondary Fee payable on granting the licence £125.00 Renewal Primary Fee on application £298.73 Secondary Fee payable on granting the licence £125.17	The duration of the licence can be 1,2 or 3 years. This will be dependent on the risk score and star rating given to the business at the time of the initial inspection. Every animal welfare business will receive at least one unannounced inspection during the licence period. Veterinary inspections where required are charged separately. The number of veterinary inspections will be dependent



Elmbridge
Borough Council

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				on the species and veterinary officer's recommendations.
Where additional activity is added (for example dog breeding and also kennelling) and where	£48.80	N/A	Greatest applicable tier fee plus £48.80 per additional licensable activity *	N/A
Compliance visits (where greater than one visit is required in licensable period) Lower Tier	£105.10	N/A	N/A	N/A
Compliance visits (where greater than one visit is required in licensable period) Higher Tier	£135.50	N/A	N/A	N/A
Re-rating visit	£166.90	N/A	The fee includes: processing the payment, review of the evidence provided by the operator, undertaking the revisit, issuing and administration.	N/A
Variation	£166.90	N/A	The fee includes: processing the payment, review of the evidence provided by the operator, undertaking the revisit, issuing and administration.	N/A
Transfer	£53.40	N/A	N/A	N/A
Copy of licence	£32.00	N/A	N/A	N/A

Explanatory notes

Fees are divided into 2 elements: the primary fee is payable on application and the secondary fee is payable on granting the licence.

The primary fee is all those costs associated with determining the licence application and includes administration costs and the cost of processing any associated documentation and undertaking the initial inspection. These are recoverable along with the application.

The secondary fee includes recoverable reasonably expected enforcement costs, including one interim compliance visit during the licence period. These are recoverable once the licence is granted. The licence will not be issued until the secondary fee is received.

The new legislation introduces new processes such as appeals, variations and revocations. It also allows operators to request some visits such as variations, re-score visits, and appeals. Such visits costs are recoverable.