

# RENEWAL

## ANIMAL BOARDING LICENCE - PROCESSES - HOME BOARDERS/DAY CARE

	Process Step	Admin, Time	Officer, Time	Manager, Time
	<b>Primary Inspection - Intial Application/Renewal</b>			
1	Review who is due for re-licensing, update M3	0.25		
2	Send standard letter for renewal	0.33		
3	Update officer that renewal sent.	0.10		
4	Informed renewal sent/review		0.10	
5	Completed renewal/application form received along with associated payment - M3 updated, copy scanned to M3, application fee banked and renewal passed to officer	0.50		
6	Completed application form received from admin - checked and cross referenced to file/M3		0.50	
7	Arrange Primary Inspection to premises - write to Licensee informing of inspection date.		0.50	
8	Travel to/from premises for primary inspection		0.75	
9	Primary Inspection undertaken.		0.33	
10	Complete Inspection Report and Visit sheets, scan same to M3.		1.50	
11	Advise admin to re-new licence		0.17	
12	Process renewal application form - generate hard copy of licence.	0.50		
13	Generate covering letter to sent to licensee with renewed licence	0.25		
14	Pass covering letter and hard copy of licence to officer for checking and signature	0.17		
15	Covering letter and hard copy of licence received - checked, signed and returned to admin for processing and dispatch.		0.25	
16	Signed copy of letter and licence received from officer - copies scanned to M3 and originals dispatced by post to licensee.	0.33		
17	Contingency to allow for none payments, amendments, chase up etc.	0.75	0.50	
	<b>Annual Welfare Inspection</b>			
18	Check M3 to determine if premise due inspection		0.10	

13	Generate covering letter to sent to licensee with renewed licence	0.25		
14	Pass covering letter and hard copy of licence to officer for checking and signature	0.17		
15	Covering letter and hard copy of licence received - checked, signed and returned to admin for processing and dispatch.		0.25	
16	Signed copy of letter and licence received from officer - copies scanned to M3 and originals dispatched by post to licensee.	0.33		
17	Contingency to allow for none payments, amendments, chase up etc.	0.75	0.50	
	<b>Annual Welfare Inspection</b>			
18	Check M3 to determine if premise due inspection		0.10	
19	Check premise history/prepare for inspection		0.25	
20	Travel to/from premises		0.75	
21	Undertake welfare inspection		0.50	
22	Complete inspection sheet, scan to M3 and pass to admin		0.50	
23	Completed inspection sheet received from officer and data entry onto M3.	0.17		
24	Annual review/provision of advice and guidance			0.50
	<b>Totals</b>	<b>3.35</b>	<b>7.87</b>	<b>0.50</b>

Costs	Hourly rate	Cost £
Training and Equipment Cost		<b>35.00</b>
Admin	18.80	62.98
Officer	24.07	189.43
Manager	29.87	14.935
<b>Total Annual Cost of Licence</b>		<b>302.35</b>

**DOG BREEDER - INITIAL LICENCE APPLICATION**

APPLICATION PROCESSES - 1 - 10 dogs

	Process Step	Admin, Time	Officer, Time	Manager, Time
<b>Primary Inspection - Intial Application/Renewal</b>				
1	Completed application form received along with associated payment - M3 updated, copy scanned to M3, application fee banked and renewal passed to officer	0.50		
2	Completed application form received from admin - checked and cross referenced to file/M3		0.50	
3	Arrange Primary Inspection to premises - write to Licensee informing of inspection date.		0.50	
4	Travel to/from premises for primary inspection		0.75	
5	Primary Inspection undertaken.		2.00	
6	Complete Inspection Report and Visit sheets, scan same to M3.		1.50	
7	Advise admin to grant/refuse licence		0.17	
8	Process application form - generate hard copy of licence/refusal letter.	0.50		
9	Pass letter and if applicable hard copy of licence to officer for checking and signature	0.17		
10	Letter and if applicable hard copy of licence received - checked, signed and returned to admin for processing and dispatch.		0.25	
11	Signed copy of letter and if applicable licence received from officer - copies scanned to M3 and originals dispatched by post to licensee.	0.33		
12	Contingency to allow for non-payments, ammendments, chase up's etc.	0.25	0.25	
<b>Totals</b>		<b>1.75</b>	<b>5.92</b>	<b>0.00</b>

Costs	Hourly rate	Cost £
Admin	14.76	25.83
Officer	19.09	113.01
Manager	27.46	0
<b>Cost of Application</b>		<b>138.84</b>

<b>Grant of Licence Cost</b>		<b>149.70</b>
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**DOG BREEDER LICENCE - APPLICATION PROCESSES - 11 - 30 dogs**

	Process Step	Admin, Time	Officer, Time	Manager, Time
<b>Primary Inspection - Intial Application/Renewal</b>				
1	Completed application form received along with associated payment - M3 updated, copy scanned to M3, application fee banked and renewal passed to officer	0.50		
2	Completed application form received from admin - checked and cross referenced to file/M3		0.50	
3	Arrange Primary Inspection to premises - write to Licensee informing of inspection date.		0.50	
4	Travel to/from premises for primary inspection		0.75	
5	Primary Inspection undertaken.		3.00	
6	Complete Inspection Report and Visit sheets, scan same to M3.		1.50	
7	Advise admin to grant/refuse licence		0.17	
8	Process application form - generate hard copy of licence/refusal letter.	0.50		
9	Pass letter and if applicable hard copy of licence to officer for checking and signature	0.17		
10	Letter and if applicable hard copy of licence received - checked, signed and returned to admin for processing and dispatch.		0.25	
11	Signed copy of letter and if applicable licence received from officer - copies scanned to M3 and originals dispatched by post to licensee.	0.33		
	<b>Totals</b>	<b>1.50</b>	<b>6.67</b>	<b>0.00</b>

Costs	Hourly rate	Cost £
Admin	18.80	28.20
Officer	24.07	160.55
Manager	29.87	0.00
<b>Total Annual Cost of Licence</b>		<b>188.75</b>

<b>Grant of Licence Cost</b>		<b>155.72</b>
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**DOG BREEDER LICENCE - APPLICATION PROCESSES - 31> dogs**

	Process Step	Admin, Time		Officer, Time		Manager, Time
<b>Primary Inspection - Intial Application/Renewal</b>						
1	Completed application form received along with associated payment - M3 updated, copy scanned to M3, application fee banked and renewal passed to officer	0.50				
2	Completed application form received from admin - checked and cross referenced to file/M3			0.50		
3	Arrange Primary Inspection to premises - write to Licensee informing of inspection date.			0.50		
4	Travel to/from premises for primary inspection			0.75		
5	Primary Inspection undertaken.			4.00		
6	Complete Inspection Report and Visit sheets, scan same to M3.			1.50		
7	Advise admin to grant/refuse licence			0.17		
8	Process application form - generate hard copy of licence/refusal letter.	0.50				
9	Pass letter and if applicable hard copy of licence to officer for checking and signature	0.17				
10	Letter and if applicable hard copy of licence received - checked, signed and returned to admin for processing and dispatch.			0.25		
11	Signed copy of letter and if applicable licence received from officer - copies scanned to M3 and originals dispatced by post to licensee.	0.33				
<b>Totals</b>		<b>1.50</b>		<b>7.67</b>		<b>0.00</b>

Costs	Hourly rate	Cost £
Admin	18.80	28.20
Officer	24.07	184.62
Manager	29.87	0
<b>Total Annual Cost of Licence</b>		<b>212.82</b>

<b>Grant of Licence Cost</b>		<b>161.74</b>
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## RENEWAL

### DOG BREEDER LICENCE - RENEWAL PROCESSES - 1 - 10 dogs

	Process Step	Admin, Time	Officer, Time	Manager, Time
<b>Primary Inspection - Initial Application/Renewal</b>				
1	Review who is due for re-licensing, update M3	0.25		
2	Send standard letter for renewal	0.33		
3	Update officer that renewal sent.	0.10		
4	Informed renewal sent/review		0.10	
5	Completed renewal/application form received along with associated payment - M3 updated, copy scanned to M3, application fee banked and renewal passed to officer	0.50		
6	Completed application form received from admin - checked and cross referenced to file/M3		0.50	
7	Arrange Primary Inspection to premises - write to Licensee informing of inspection date.		0.50	
8	Travel to/from premises for primary inspection		0.75	
9	Primary Inspection undertaken.		2.00	
10	Complete Inspection Report and Visit sheets, scan same to M3.		1.50	
11	Advise admin to re-new licence		0.17	
12	Process renewal application form - generate hard copy of licence.	0.50		
13	Generate covering letter to sent to licensee with renewed licence	0.25		
14	Pass covering letter and hard copy of licence to officer for checking and signature	0.17		
15	Covering letter and hard copy of licence received - checked, signed and returned to admin for processing and dispatch.		0.25	
16	Signed copy of letter and licence received from officer - copies scanned to M3 and originals dispatched by post to licensee.	0.33		
17	Contingency to allow for none payments, amendments, chase up etc.	0.75	0.50	
<b>Annual Welfare Inspection</b>				
18	Check M3 to determine if premise due inspection		0.10	
19	Check premise history/prepare for inspection		0.25	
20	Travel to/from premises		0.75	
21	Undertake welfare inspection		0.50	
22	Complete inspection sheet, scan to M3 and pass to admin		0.50	
23	Completed inspection sheet received from officer and data entry onto M3.	0.17		
24	Annual review/provision of advice and guidance			0.50
<b>Totals</b>		<b>3.35</b>	<b>8.37</b>	<b>0.50</b>

Costs	Hourly rate	Cost £
Training and Equipment Cost		35.00
Admin	18.80	62.98
Officer	24.07	201.4659
Manager	29.87	14.935
<b>Total Annual Cost of Licence</b>		<b>314.38</b>

## RENEWAL

### DOG BREEDER LICENCE - RENEWAL PROCESSES - 11 - 30 dogs

	Process Step	Admin, Time	Officer, Time	Manager, Time
<b>Primary Inspection - Initial Application/Renewal</b>				
1	Review who is due for re-licensing, update M3	0.25		
2	Send standard letter for renewal	0.33		
3	Update officer that renewal sent.	0.10		
4	Informed renewal sent/review.		0.10	
5	Completed renewal/application form received along with associated payment - M3 updated, copy scanned to M3, application fee banked and renewal passed to officer	0.50		
6	Completed application form received from admin - checked and cross referenced to file/M3.		0.50	
7	Arrange Primary Inspection to premises - write to Licensee informing of inspection date.		0.50	
8	Travel to/from premises for primary inspection.		0.75	
9	Primary Inspection undertaken.		3.00	
10	Complete inspection Report and Visit sheets, scan same to M3.		1.50	
11	Advise admin to re-new licence		0.17	
12	Process renewal application form - generate hard copy of licence.	0.50		
13	Generate covering letter to sent to licensee with renewed licence	0.25		
14	Pass covering letter and hard copy of licence to officer for checking and signature	0.17		
15	Covering letter and hard copy of licence received - checked, signed and returned to admin for processing and dispatch.		0.25	
16	Signed copy of letter and licence received from officer - copies scanned to M3 and originals dispatched by post to licensee.	0.33		
17	Contingency to allow for none payments, amendments, chase up etc.	0.75	0.50	
<b>Annual Welfare Inspection</b>				
18	Check M3 to determine if premise due inspection		0.10	
19	Check premise history/prepare for inspection		0.25	
20	Travel to/from premises		0.75	
21	Undertake welfare inspection		0.75	
22	Complete inspection sheet, scan to M3 and pass to admin		0.50	
23	Completed inspection sheet received from officer and data entry onto M3.	0.17		
24	Annual review/provision of advice and guidance			0.50
<b>Totals</b>		<b>3.35</b>	<b>9.62</b>	<b>0.50</b>

Costs	Hourly rate	Cost £
Training and Equipment Cost		35.00
Admin	18.80	62.98
Officer	24.07	231.55
Manager	29.87	14.94
<b>Total Annual Cost of Licence</b>		<b>344.47</b>

## RENEWAL

### DOG BREEDER LICENCE - RENEWAL PROCESSES - 31> dogs

	Process Step	Admin, Time	Officer, Time	Manager, Time
<b>Primary Inspection - Intial Application/Renewal</b>				
1	Review who is due for re-licensing, update M3	0.25		
2	Send standard letter for renewal	0.33		
3	Update officer that renewal sent.	0.10		
4	Informed renewal sent/review		0.10	
5	Completed renewal/application form received along with associated payment - M3 updated, copy scanned to M3, application fee banked and renewal passed to officer	0.50		
6	Completed application form received from admin - checked and cross referenced to file/M3		0.50	
7	Arrange Primary Inspection to premises - write to Licensee informing of inspection date.		0.50	
8	Travel to/from premises for primary inspection		0.75	
9	Primary Inspection undertaken.		4.00	
10	Complete Inspection Report and Visit sheets, scan same to M3.		1.50	
11	Advise admin to re-new licence		0.17	
12	Process renewal application form - generate hard copy of licence.	0.50		
13	Generate covering letter to sent to licensee with renewed licence	0.25		
14	Pass covering letter and hard copy of licence to officer for checking and signature	0.17		
15	Covering letter and hard copy of licence received - checked, signed and returned to admin for processing and dispatch.		0.25	
16	Signed copy of letter and licence received from officer - copies scanned to M3 and originals dispatced by post to licensee.	0.33		
17	Contingency to allow for none payments, amendments, chase up etc.	0.75	0.50	
<b>Annual Welfare Inspection</b>				
18	Check M3 to determine if premise due inspection		0.10	
19	Check premise history/prepare for inspection		0.25	
20	Travel to/from premises		0.75	
21	Undertake welfare inspection		1.00	
22	Complete inspection sheet, scan to M3 and pass to admin		0.50	
23	Completed inspection sheet received from officer and data entry onto M3.	0.17		
24	Annual review/provision of advice and guidance			0.50
	<b>Totals</b>	<b>3.35</b>	<b>10.87</b>	<b>0.50</b>

Costs	Hourly rate	Cost £
Training and Equipment Cost		35.00
Admin	18.80	62.98
Officer	24.07	261.64
Manager	29.87	14.935
<b>Total Annual Cost of Licence</b>		<b>374.56</b>

**PET SHOP LICENCE - APPLICATION PROCESSES**

	Process Step	Admin, Time	Officer, Time	Manager, Time
<b>Primary Inspection - Intial Application/Renewal</b>				
1	Completed application form received along with associated payment - M3 updated, copy scanned to M3, application fee banked and renewal passed to officer	0.50		
2	Completed application form received from admin - checked and cross referenced to file/M3		0.50	
3	Select and appoint a LA vet for the inspection - agree and arrange inspection		0.15	
4	Inform licensee of appointed LA Vet/deal with any objections raised		0.15	
5	Arrange Primary Inspection to premises - write to Licensee informing of inspection date.		0.25	
6	Travel to/from premises for primary inspection		0.75	
7	Primary Inspection undertaken.		1.50	
8	Complete Inspection Report and Visit sheets, scan same to M3.		1.50	
9	Vets report received, checked and scanned to M3.		0.50	
10	Advise admin to grant/refuse licence		0.17	
11	Process renewal application form - generate hard copy of licence.	0.50		
12	Pass covering letter and if applicable hard copy of licence to officer for checking and signature	0.17		
13	Letter and if applicable hard copy of licence received - checked, signed and returned to admin for processing and dispatch.		0.25	
14	Signed copy of letter and if applicable licence received from officer - copies scanned to M3 and originals dispatced by post to licensee.	0.33		
<b>Totals</b>		<b>1.50</b>	<b>5.72</b>	<b>0.00</b>

Costs	Hourly rate	Cost £
Admin	18.80	28.20
Officer	24.07	137.6804
Manager	29.87	0
<b>Total Annual Cost of Licence</b>		<b>165.88</b>

**PET SHOP LICENCE - RENEWAL PROCESSES**

	Process Step	Admin, Time	Officer, Time	Manager, Time
<b>Primary Inspection - Intial Application/Renewal</b>				
1	Review who is due for re-licensing, update M3	0.25		
2	Send standard letter for renewal	0.33		
3	Update officer that renewal sent.	0.10		
4	Informed renewal sent/review		0.10	
5	Completed renewal/application form received along with associated payment - M3 updated, copy scanned to M3, application fee banked and renewal passed to officer	0.50		
6	Completed application form received from admin - checked and cross referenced to file/M3		0.50	
7	Arrange Primary Inspection to premises - write to licensee informing of inspection date.		0.50	
8	Travel to/from premises for primary inspection		0.75	
9	Primary Inspection undertaken.		1.50	
10	Complete Inspection Report and Visit sheets, scan same to M3.		1.50	
11	Advise admin to re-new licence		0.17	
12	Process renewal application form - generate hard copy of licence.	0.50		
13	Generate covering letter to sent to licensee with renewed licence	0.25		
14	Pass covering letter and hard copy of licence to officer for checking and signature	0.17		
15	Covering letter and hard copy of licence received - checked, signed and returned to admin for processing and dispatch.		0.25	
16	Signed copy of letter and licence received from officer - copies scanned to M3 and originals dispatced by post to licensee.	0.33		
17	Contingency to allow for none payments, amendments, chase up etc.	0.75	0.50	
<b>Annual Welfare Inspection</b>				
18	Check M3 to determine if premise due inspection		0.10	
19	Check premise history/prepare for inspection		0.25	
20	Travel to/from premises		0.75	
21	Undertake welfare inspection		0.50	
22	Complete inspection sheet, scan to M3 and pass to admin		0.50	
23	Completed inspection sheet received from officer and data entry onto M3.	0.17		
24	Annual review/provision of advice and guidance			0.50
<b>Totals</b>		<b>3.35</b>	<b>7.87</b>	<b>0.50</b>

Costs	Hourly rate	Cost £
Training and Equipment Costs		35.00
Admin	18.80	62.98
Officer	24.07	189.4309
Manager	29.87	14.935
<b>Total Annual Cost of Licence</b>		<b>302.35</b>

**DWA LICENCE - APPLICATION PROCESSES**

	Process Step	Admin, Time	Officer, Time	Manager, Time
<b>Primary Inspection - Intial Application/Renewal</b>				
1	Completed application form received along with associated payment - M3 updated, copy scanned to M3, application fee banked and renewal passed to officer	0.50		
2	Completed application form received from admin - checked and cross referenced to file/M3		0.25	
3	Select and appoint a LA vet for the inspection - agree and arrange inspection		0.15	
4	Inform licensee of appointed LA Vet/deal with any objections raised		0.15	
5	Arrange Primary Inspection to premises - write to Licensee informing of inspection date.		0.25	
6	Travel to/from premises for primary inspection		0.75	
7	Primary Inspection undertaken.		1.00	
8	Complete Inspection Report and Visit sheets, scan same to M3.		1.50	
9	Vets report received, checked and scanned to M3.		0.50	
10	Advise admin to grant/refuse licence		0.17	
11	Process application form - generate hard copy of licence/refusal letter.	0.50		
12	Pass covering letter and hard copy of licence to officer for checking and signature	0.17		
13	Pass letter and if applicable hard copy of licence received - checked, signed and returned to admin for processing and dispatch.		0.50	
14	Signed copy of letter and if applicable licence received from officer - copies scanned to M3 and originals dispatched by post to licensee.	0.50		
30	Complete inspection sheet, scan to M3 and pass to admin		0.50	
31	Completed inspection sheet received from officer and data entry onto M3.	0.17		
<b>Totals</b>		<b>1.84</b>	<b>5.72</b>	<b>0.00</b>

Costs	Hourly rate	Cost £
Admin	18.80	34.59
Officer	24.07	137.68
Manager	29.87	0
<b>Total Annual Cost of Licence</b>		<b>172.27</b>

Note that li

**Grant of 2 year Licence cost 556.91**

**DWA LICENCE - RENEWAL PROCESSES**

Process Step	Admin, Time	Officer, Time	Manager, Time
<b>Primary Inspection - Initial Application/Renewal</b>			
1 Review who is due for re-licensing, update M3	0.25		
2 Send standard letter for renewal	0.33		
3 Update officer that renewal sent.	0.10		
4 Informed renewal sent/review		0.10	
5 Completed renewal/application form received along with associated payment - M3 updated, copy scanned to M3, application fee banked and renewal passed to officer	0.50		
6 Completed application form received from admin - checked and cross referenced to file/M3		0.25	
7 Select and appoint a LA vet for the inspection agree and arrange inspection		0.15	
8 Inform licensee of appointed LA Vet/deal with any objections raised		0.15	
9 Arrange Primary Inspection to premises - write to Licensee Informing of inspection date.		0.25	
10 Travel to/from premises for primary inspection		0.75	
11 Primary inspection undertaken.		1.00	
12 Complete Inspection Report and Visit sheets, scan same to M3.		1.50	
13 Vets report received, checked and scanned to M3.		0.50	
14 Advise admin to re-new licence		0.17	
15 Process renewal application form - generate hard copy of licence.	0.50		
16 Generate covering letter to sent to licensee with renewed licence	0.25		
17 Pass covering letter and hard copy of licence to officer for checking and signature	0.17		
18 Covering letter and hard copy of licence received - checked, signed and returned to admin for processing and dispatch.		0.50	
19 Signed copy of letter and licence received from officer - copies scanned to M3 and originals dispatched by post to licensee.	0.50		
20 Invoice received from LA appoint vet and passed to manager for authorisation to pay	0.75		
21 Authorisation of vets invoice and return to admin for payment and recovery of costs from Licensee.			0.50
22 Arrange payment of authorised vet's invoice	0.75		
23 Raise invoice against Licensee for vet's inspection costs	0.50		
24 Payment of invoice received from Licensee and payment processed and recpt issued.	0.50		
25 Contingency to allow for none payments, amendments, chase up etc.	0.75	0.50	
<b>Annual Welfare Inspection</b>			
26 Check M3 to determine if premise due inspection		0.10	
27 Check premise history/prepare for inspection		0.25	
28 Travel to/from premises		0.75	
29 Undertake welfare inspection		0.33	
30 Complete inspection sheet, scan to M3 and pass to admin		0.50	
31 Completed inspection sheet received from officer and data entry onto M3.	0.17		
32 Annual review/provision of advice and guidance			0.50
<b>Totals</b>	<b>6.02</b>	<b>7.75</b>	<b>1.00</b>

Costs	Hourly rate	Cost £
Training and equipment costs		35.00
Admin	18.80	113.18
Officer	24.07	186.54
Manager	29.87	29.87
<b>Total Annual Cost of Licence</b>		<b>364.59</b>

Note that li

**Total 2 year Licence cost 729.18**

**RIDING ESTABLISHMENT LICENCE - APPLICATION PROCESSES - 1-29 horses**

	Process Step	Admin, Time	Officer, Time	Manager, Time
<b>Primary Inspection - Intial Application</b>				
1	Completed application form received along with associated payment - M3 updated, copy scanned to M3, application fee banked and renewal passed to officer	0.50		
2	Completed application form received from admin - checked and cross referenced to file/M3		0.50	
3	Select and appoint a LA vet for the inspection - agree and arrange inspection		0.50	
4	Inform licensee of appointed LA Vet/deal with any objections raised		0.25	
5	Check that vet has arranged Primary Inspection to premises - prepare for inspection.		0.50	
6	Travel to/from premises for primary inspection		0.75	
7	Primary Inspection undertaken.		1.50	
8	Complete Inspection Report and Visit sheets, scan same to M3.		1.50	
9	Vet's report received and passed to officer	0.17		
10	Vet's report reviewed and scanned to M3.		0.50	
11	Process application form - generate hard copy of licence/refusal letter.	0.50		
12	Pass covering letter and hard copy of licence to officer for checking and signature	0.17		
13	Letter and if applicable hard copy of licence received - checked, signed and returned to admin for processing and dispatch.		0.25	
14	Signed copy of letter and if applicable licence received from officer - copies scanned to M3 and originals dispatched by post to applicant.	0.33		
15	Invoice received from LA appointed vet and passed to manager for authorisation to pay	0.75		
16	Authorisation of vets invoice and return to admin for payment and recovery of costs from Licensee.			0.50
17	Arrange payment of authorised vet's invoice	0.75		
18	Raise invoice against Applicant for vet's inspection costs	0.50		
19	Payment of invoice received from Licensee and payment processed and receipt issued.	0.50		
20	Contingency to allow for none payments, amendments, chase up etc.	0.75	0.50	
21	Management costs			1
<b>Totals</b>		<b>4.92</b>	<b>6.75</b>	<b>1.50</b>

Costs	Hourly rate	Cost £
Admin	18.80	92.50
Officer	24.07	162.47
Manager	29.87	14.94
<b>Total Annual Cost of Licence</b>		<b>269.90</b>

<b>Grant of Licence cost</b>		<b>108.64</b>
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**RIDING ESTABLISHMENT LICENCE - APPLICATION PROCESSES - 30+ horses**

	Process Step	Admin, Time	Officer, Time	Manager, Time
<b>Primary Inspection - Intial Application</b>				
1	Completed application form received along with associated payment - M3 updated, copy scanned to M3, application fee banked and renewal passed to officer	0.50		
2	Completed application form received from admin - checked and cross referenced to file/M3		0.50	
3	Select and appoint a LA vet for the inspection - agree and arrange inspection		0.25	
4	Inform licensee of appointed LA Vet/deal with any objections raised.		0.25	
5	Check that vet has arranged Primary Inspection to premises - prepare for inspection.		0.75	
6	Travel to/from premises for primary inspection		0.75	
7	Primary Inspection undertaken.		3.00	
8	Complete Inspection Report and Visit sheets, scan same to M3.		1.50	
9	Vets report received, checked and scanned to M3.		0.50	
10	Advise admin to grant/refuse licence		0.17	
11	Process application form - generate hard copy of licence.	0.50		
12	Pass covering letter and hard copy of licence to officer for checking and signature	0.17		
13	Covering letter and hard copy of licence received - checked, signed and returned to admin for processing and dispatch.		0.25	
14	Signed copy of letter and if applicable licence received from officer - copies scanned to M3 and originals dispatched by post to licensee.	0.33		
15	Invoice received from LA appointed vet and passed to manager for authorisation to pay	0.75		
16	Authorisation of vets invoice and return to admin for payment and recovery of costs from Licensee.			0.50
17	Arrange payment of authorised vet's invoice	0.75		
18	Raise invoice against Licensee for vet's inspection costs	0.50		
19	Payment of invoice received from Licensee and payment processed and receipt issued.	0.50		
20	Contingency to allow for none payments, amendments, chase up etc.	0.75	0.50	
<b>Totals</b>		<b>4.75</b>	<b>8.42</b>	<b>0.00</b>

Costs	Hourly rate	Cost £
Admin	18.80	89.30
Officer	24.07	202.6694
Manager	29.87	14.935
<b>Total Annual Cost of Licence</b>		<b>306.90</b>

<b>Grant of Licence cost</b>		<b>108.64</b>
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**RIDING ESTABLISHMENT LICENCE - RENEWAL PROCESSES - 1-29 horses**

Process Step	Admin, Time	Officer, time	Manager, Time
<b>Primary Inspection - Renewal</b>			
1 Review who is due for re-licensing, update M3	0.25		
2 Send standard letter for renewal	0.33		
3 Update officer that renewal sent	0.10		
4 Informed renewal sent/review		0.10	
5 Completed renewal/application form received along with associated payment - M3 updated, copy scanned to M3, application fee banked and renewal passed to officer	0.50		
6 Completed application form received from admin - checked and cross referenced to file/M3		0.50	
7 Select and appoint a LA vet for the inspection - agree and arrange inspection		0.25	
8 Inform licensee of appointed LA Vet/deal with any objections raised		0.25	
9 Check that vet has arranged Primary Inspection to premises - prepare for inspection		0.50	
10 Travel to/from premises for primary inspection		0.75	
11 Primary inspection undertaken		1.50	
12 Complete Inspection Report and Visit sheets, scan same to M3		1.50	
13 Vets report received, checked and scanned to M3		0.50	
14 Advise admin to re-new licence		0.17	
15 Process renewal application form - generate hard copy of licence	0.50		
16 Generate covering letter to sent to licensee with renewed licence	0.25		
17 Pass covering letter and hard copy of licence to officer for checking and signature	0.17		
18 Covering letter and hard copy of licence received - checked, signed and returned to admin for processing and dispatch		0.25	
19 Signed copy of letter and licence received from officer - copies scanned to M3 and originals dispatched by post to licensee	0.33		
20 Invoice received from LA appoint vet and passed to manager for authorisation to pay	0.75		0.50
21 Authorisation of vets invoice and return to admin for payment and recovery of costs from Licensee			
22 Arrange payment of authorised vet's invoice	0.75		
23 Raise invoice against Licensee for vet's inspection costs	0.50		
24 Payment of invoice received from Licensee and payment processed and receipt issued	0.50		
25 Contingency to allow for none payments, amendments, chase up etc.	0.75	0.40	
<b>Annual Welfare Inspection</b>			
26 Check M3 to determine if premise due inspection		0.10	
27 Check premise history/prepare for inspection		0.25	
28 Travel to/from premises		0.75	
29 Undertake welfare inspection		0.5	
30 Complete inspection sheet, scan to M3 and pass to admin		0.50	
31 Completed inspection sheet received from officer and data entry onto M3	0.17		
Annual review/provision of advice and guidance			0.50
<b>Totals</b>	<b>5.85</b>	<b>8.87</b>	<b>0.50</b>

Costs	Hourly rate	Cost £
Training and Equipment Costs		35.00
Admin	18.80	109.98
Officer	24.07	213.5009
Manager	29.87	14.935
<b>Total Annual Cost of Licence</b>		<b>373.42</b>

**RIDING ESTABLISHMENT LICENCE - RENEWAL PROCESSES - 30+ horses**

Process Step	Admin, Time	Officer, Time	Manager, Time
<b>Primary Inspection - Renewal</b>			
1 Review who is due for re-licensing, update M3	0.25		
2 Send standard letter for renewal	0.33		
3 Update officer that renewal sent.	0.10		
4 Informed renewal sent/review		0.10	
5 Completed renewal/application form received along with associated payment - M3 updated, copy scanned to M3, application fee banked and renewal passed to officer	0.50		
6 Completed application form received from admin - checked and cross referenced to file/M3		0.50	
7 Select and appoint a LA vet for the inspection - agree and arrange inspection		0.25	
8 Inform licensee of appointed LA Vet/deal with any objections raised		0.25	
9 Check that vet has arranged Primary Inspection to premises - prepare for inspection		0.75	
10 Travel to/from premises for primary inspection		0.75	
11 Primary Inspection undertaken.		3.00	
12 Complete Inspection Report and Visit sheets, scan same to M3.		1.50	
13 Vets report received, checked and scanned to M3.		0.50	
14 Advise admin to re-new licence		0.17	
15 Process renewal application form - generate hard copy of licence.	0.30		
16 Generate covering letter to sent to licensee with renewed licence	0.25		
17 Pass covering letter and hard copy of licence to officer for checking and signature	0.17		
18 Covering letter and hard copy of licence received - checked, signed and returned to admin for processing and dispatch.		0.25	
19 Signed copy of letter and licence received from officer - copies scanned to M3 and originals dispatched by post to licensee.	0.35		
20 Invoice received from LA appoint vet and passed to manager for authorisation to pay	0.75		0.50
21 Authorisation of vets invoice and return to admin for payment and recovery of costs from Licensee.			
22 Arrange payment of authorised vet's invoice	0.75		
23 Raise invoice against Licensee for vet's inspection costs	0.50		
24 Payment of invoice received from Licensee and payment processed and receipt issued.	0.50		
25 Contingency to allow for none payments, amendments, chase up etc.	0.75	0.50	
<b>Annual Welfare Inspection</b>			
26 Check M3 to determine if premise due inspection		0.10	
27 Check premise history/prepare for inspection		0.25	
28 Travel to/from premises		0.75	
29 Undertake welfare inspection		0.5	
30 Complete inspection sheet, scan to M3 and pass to admin		0.50	
31 Completed inspection sheet received from officer and data entry onto M3.	0.17		
32 Annual review/provision of advice and guidance			0.50
<b>Totals</b>	<b>5.85</b>	<b>10.62</b>	<b>0.50</b>

Costs	Hourly rate	Cost £
Training and Equipment Costs		35.00
Admin	18.80	109.98
Officer	24.07	255.6234
Manager	29.37	14.935
<b>Total Annual Cost of Licence</b>		<b>415.54</b>

**ZOO LICENCE - PROCESSES - INITIAL APPLICATION**

	Process Step	Admin, Time	Officer, Time	Manager, Time
	<b>Primary Inspection - Initial Application/Renewal</b>			
1	Completed application form received along with associated payment - M3 updated, copy scanned to M3, application fee banked and renewal passed to officer	0.50		
2	Completed application form received from admin - checked and cross referenced to file/M3		0.50	
3	Check publication of intention to apply for a zoo licence.		0.25	
4	Write to WG requesting appointment of Zoo Inspectors		0.50	
5	WG - notification of appointed Zoo inspectors		0.10	
6	Check availability with Zoo Inspectors		0.50	
7	Select and appoint a LA vet for the inspection - agree and arrange inspection		0.33	
8	Inform licensee of appointed zoo inspectors/deal with any objections raised		0.33	
9	Write to inspectors confirming details with details of last inspection, complaints, stock list and pre-audit inspection		0.50	
10	Arrange Primary Inspection to premises - write to Applicant/Inspectors informing of inspection date.		0.25	
11	Travel to/from premises for primary inspection		0.75	
12	Primary Inspection undertaken.		6.00	
13	Complete Inspection Report and Visit sheets, scan same to M3.		1.50	
14	Draft Zoo inspectors report received and circulated to other Zoo Inspectors for comment etc.		0.50	
15	Final Zoo inspectors report received, scanned to M3 and copied to licensee for comment.		0.50	
16	Advise admin to grant/refusal licence		0.17	
17	Process application form - generate hard copy of licence.	0.50		
18	Generate covering letter to applicant	0.25		
19	Letter and if applicable hard copy of licence to officer for checking and signature	0.17		
20	Covering letter and if applicable hard copy of licence received - checked, signed and returned to admin for processing and dispatch.		0.10	
21	Signed copy of letter and if applicable licence received from officer - copies scanned to M3 and originals dispatched by post to licensee.	0.10		
22	Invoices received from Zoo Inspectors and LA appoint vet and passed to manager for authorisation to pay	0.25		
23	Authorisation of vets/inspectors invoices and return to admin for payment and recovery of costs from Licensee.			0.17
24	Arrange payment of authorised vet's and zoo inspectors invoices	0.25		
25	Raise invoice against Licensee for vet's and zoo inspectors inspection costs	0.25		
26	Payment of invoice received from Licensee and payment processed and receipt issued.	0.25		
30	Contingency to allow for none payments, amendments, chase up etc.	0.25	0.17	
	<b>Totals</b>	<b>2.77</b>	<b>12.95</b>	<b>0.17</b>

Costs	Hourly rate	Cost £
Admin	18.80	52.08
Officer	24.07	#####
Manager	29.87	5.08
<b>Total Annual Cost of Licence - Year 1</b>		<b>368.86</b>

<b>Grant of 4 year licenece</b>		<b>1126.48</b>
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ZOO LICENCE - PROCESSES - RENEWAL APPLICATION/YEARS 1 & 4

Process Step	Admin, Time	Officer, Time	Manager, Time
<b>Primary Inspection - Renewal</b>			
1 Review who is due for re-licensing, update M3		0.25	
2 Send standard letter for renewal		0.33	
3 Update admin that renewal sent.		0.17	
4 Inform admin renewal sent/review	0.17		
5 Completed renewal/application form received along with associated payment - M3 updated, copy scanned to M3, application fee banked and renewal passed to officer	0.50		
6 Completed application form received from admin - checked and cross referenced to file/M3		0.50	
7 Write to WG requesting appointment of Zoo Inspectors		0.50	
8 WG notification of appointed zoo inspectors		0.10	
9 Check availability with zoo inspectors		0.50	
10 Select and appoint a LA vet for the inspection - agree and arrange inspection		0.33	
11 Inform licensee of appointed zoo inspectors/deal with any objections raised		0.33	
12 Write to inspectors confirming details with details of last inspection, complaints, stock list and pre-audit inspection		0.50	
13 Arrange Primary Inspection to premises - write to Licensee/inspectors informing of inspection date		0.25	
14 Travel to/from premises for primary inspection		0.75	
15 Primary inspection undertaken		0.00	
16 Complete inspection Report and Visit sheets, scan same to M3		1.50	
17 Draft Zoo Inspectors report received and circulated to other Zoo Inspectors for comment etc.		0.50	
18 Final Zoo Inspectors report received, scanned to M3 and copied to licensee for comment		0.50	
19 Advise admin to issue/re-new licence		0.17	
20 Process renewal/application form - generate hard copy of licence.	0.50		
21 Generate covering letter to sent to licensee with renewed licence	0.25		
22 Pass covering letter and hard copy of licence to officer for checking and signature	0.17		
23 Covering letter and hard copy of licence received - checked, signed and returned to admin for processing and dispatch		0.10	
24 Signed copy of letter and licence received from officer - copies scanned to M3 and originals dispatched by post to licensee.	0.10		
25 Invoices received from Zoo Inspectors and LA appoint vet and passed to manager for authorisation to pay	0.25		
26 Authorisation of vets/inspectors Invoices and return to admin for payment and recovery of costs from Licensee.			0.17
27 Arrange payment of authorised vet's and zoo inspectors invoices	0.25		
28 Raise invoice against licensee for vet's and zoo inspectors inspection costs	0.25		
29 Payment of invoice received from Licensee and payment processed and receipt issued.	0.25		
30 Contingency to allow for missed payments, amendments, chase up etc.	0.25	0.17	
<b>Annual Welfare Inspection</b>			
31 Check M3 to determine if premise due inspection		0.10	
32 Check premise history/prepare for inspection		0.25	
33 Travel to/from premises		0.75	
34 Undertake welfare inspection		1.00	
35 Complete inspection sheet, scan to M3 and pass to admin		0.50	
36 Completed inspection sheet received from officer and data entry onto M3.	0.17		
37 Annual review/provision of advice and guidance			0.50
<b>Totals</b>	<b>3.11</b>	<b>16.05</b>	<b>0.67</b>

Costs	Hourly rate	Cost £
Training and Equipment Costs		35.00
Admin	18.80	58.47
Officer	24.07	#####
Manager	29.87	20.01
<b>Total Annual Cost of Licence - Year 1</b>		<b>499.80</b>

Year 1	499.80
Year 2	247.87
Year 3	247.87
Year 4	499.80
Year 5	247.87
Year 6	247.87

Initial Licence Cost - 4 years	1495.34	Cost per year	373.84
Total Licence Cost - 6 years	1991.08		331.85

**ZOO LICENCE - PROCESSES - YEARS 2,3,5 & 6**

	Process Step	Admin, Time	Officer, Time	Manager, Time
	<b>Primary Inspection - Intial Application/Renewal</b>			
1	Identify premises for annual inspection		0.10	
2	Arrange Primary Inspection to premises - write to licensee		0.50	
3	Travel to/from premises for primary inspection		0.75	
4	Primary Inspection undertaken.		2.00	
5	Complete Inspection Report and Visit sheets, scan same to M3.		1.50	
6	Contingency to allow for none payments, amendments, chase up etc.	0.50	0.50	
	<b>Annual Welfare Inspection</b>			
7	Check M3 to determine if premise due inspection		0.10	
8	Check premise history/prepare for inspection		0.25	
9	Travel to/from premises		0.75	
10	Undertake welfare inspection		0.50	
11	Complete inspection sheet, scan to M3 and pass to admin		0.50	
12	Chase/receive annual stock list and check same.		0.25	
13	Completed inspection sheet received from officer and data entry onto M3.	0.17		
14	Annual review/provision of advice and guidance			0.50
	<b>Totals</b>	<b>0.67</b>	<b>7.7</b>	<b>0.50</b>

Costs	Hourly rate	Cost £
Training and Equipment Costs		35.00
Admin	18.80	12.60
Officer	24.07	185.34
Manager	29.87	14.94
<b>Total Annual Cost of Licence - Years 2, 3 ,5 &amp; 6</b>		<b>247.87</b>

**Licensing Advisory Inspection - Processes**

	Process Step	Admin, Time	Officer, Time	Manager, Time
1	Request for advisory inspection received		0.10	
2	Send letter to requestee advising of cost of requested inspection.		0.25	
3	Signed acceptance of charges received from requestee with associated payment. Passed to admin to process and copy scanned to M3		0.25	
4	Payment received and processed	0.25		
5	Travel to/from premises		0.75	
6	Undertake welfare inspection		2.00	
7	Complete inspection sheet, scan to M3 and pass to admin		0.50	
8	Completed inspection sheet received from officer and data entry onto M3.	0.17		
	<b>Totals</b>	<b>0.42</b>	<b>3.85</b>	

Costs	Hourly rate	Cost £
Admin	18.80	7.90
Officer	24.07	92.67
Manager	29.87	0
<b>Total Cost</b>		<b>100.57</b>