

Report to: **Planning and Licensing Committee**  
Date: **8 December 2015**  
Title: **Approval of licensing fee for Dog Day Care Centres**  
Portfolio Area: **Customer First**  
Wards Affected: **All**  
Relevant Scrutiny Committee:

Urgent Decision: **Y** Approval and clearance obtained: **Y**

Date next steps can be taken: **Full Council on 8<sup>th</sup> December 2015 – see below recommendation**

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**Recommendations:**

1. That the Planning and Licensing Committee recommends to Council on the 8<sup>th</sup> December that the initial annual fee for a Dog Day Care Centre Licence under the Animal Boarding Establishments Act 1963, be set at £150.

## **1. Executive summary**

- 1.1 The Environmental Health Community of Practice has been approached by a member of the public who wishes to set up a dog boarding establishment business solely for the care of dogs during the day.

This type of business is licensable under the Animal Boarding Establishments Act 1963, although at this time the Council has never had such an application before, as such we need to determine what is a reasonable fee to charge for such a licence.

## **2. Background**

- 2.1 Having reviewed other authorities policies a code of practice has been drawn up covering the likely conditions that would be attached to a licence, to promote the aims of the licence which are to:  
Protect animal welfare and improve kennel management.
- 2.2 Delegated authority has already been granted to the Community of Practice Lead for Environmental Health to determine licensing applications for animal boarding establishments, therefore there is no need for this policy to be adopted by the committee.
- 2.3 As there has not been previous applications of this type the Council does not currently have a fee set for this type of application. A suggested annual fee is £150, this is based on the level of work it is felt will be required to inspect and administer this type of establishment, and reflects the fees set for similar types of boarding establishment licences.

## **3. Outcomes/outputs**

- 3.1** The Planning and Licensing Committee recommend to Council on the 8<sup>th</sup> December 2015 that the fee for a Dog Day Care Centre Licence be set at £150, with immediate effect.

## **4. Options available and consideration of risk**

- 4.1 Failure to have a set fee means that the application will have to be determined as either a home boarding establishment or a Dog Boarding Establishment, however the time spent on these types of applications do vary and therefore there is a potential that the fee will not meet the cost of delivering the licence.

## 5. Proposed Way Forward

5.1 The Planning and Licensing Committee recommend to Council on the 8<sup>th</sup> December 2015 that the fee for a Dog Day Care Centre Licence be set at £150, with immediate effect.

## 6. Implications

<b>Implications</b>	<b>Relevant to proposals Y/N</b>	<b>Details and proposed measures to address</b>
Legal/ Governance	Y	A Council may set a fee for an Animal Boarding Establishments Act licence.
Financial		There will be a small income made from this type of application, although this will be offset by the increased workload required to inspect this type of premises.
Risk		Failure to set a fee for this type of licensable activity will mean that the fee will have to be set based on a different type of similar licensable activity.
Comprehensive Impact Assessment Implications		
Equality and Diversity		None known
Safeguarding		None known
Community Safety, Crime and Disorder		None known
Health, Safety and Wellbeing		Protection of health and safety is one of the key aims of the draft licensing policy.
Other implications		

## **Supporting Information**

### **Appendices:**

Appendix A – Draft Dog Day Care Centre Licensing Conditions and Fees Policy

**Background Papers:**

- Animal Boarding Establishments Act 1963

<b>Process checklist</b>	<b>Completed</b>
Portfolio Holder briefed	<b>Yes/No</b>
SLT Rep briefed	<b>Yes/No</b>
Relevant Exec Director sign off (draft)	<b>Yes/No</b>
Data protection issues considered	<b>Yes/No</b>
If exempt information, public (part 1) report also drafted. (Committee/Scrutiny)	<b>Yes/No</b>