

## City of London Corporation Committee Report

<b>Committee(s):</b> Port Health & Environmental Services Committee	<b>Dated:</b> 19/11/2024
<b>Subject:</b> Animal Health & Welfare Service – Annual Review of Charges	<b>Public report:</b> For Decision
<b>This proposal:</b> <ul style="list-style-type: none"> <li>• provides statutory duties</li> </ul>	Duties of Local Authorities under the Animal Health Act 1981, specifically for the provisions relating to imported animals. And, The Animal Welfare (Licensing of Activities Involving Animals) Regulations 2018.
<b>Does this proposal require extra revenue and/or capital spending?</b>	No
<b>If so, how much?</b>	n/a
<b>What is the source of Funding?</b>	n/a
<b>Has this Funding Source been agreed with the Chamberlain’s Department?</b>	n/a
<b>Report of:</b>	Katie Stewart Executive Director of Environment
<b>Report author:</b>	Susie Pritchard Assistant Director Animal Health & Welfare

### Summary

The City of London Corporation has statutory duties under the Animal Health Act 1981 and related legislation, which are delivered by the Animal Health and Welfare Service (AHWS). Duties include rabies controls for Greater London and protection of animal welfare in transport, which are delivered through the Heathrow Animal Reception Centre (HARC). HARC delivers services to airlines and pet transport agents in order to generate income and offset the cost of statutory obligations.

The Animal Health Team carry out licensing of activities involving animals across Greater London and the Home Counties, under contract for other authorities. Fees are charged for advice and administration through an annual contract charge, and for individual inspections through listed fees.

Approval is sought for increases of 4% - 14% to be applied to the Schedule of Charges in respect of services provided at the Heathrow Animal Reception Centre (HARC). A 7% increase to the hourly rate used to calculate inspection fees for

Animal Health Team, and 17% increase for veterinary services, is proposed for the forthcoming financial year 2025/26.

## **Recommendation(s)**

Members are asked to:

1. Approve the HARC Byelaws as listing the maximum chargeable fees from April 2025 (Appendix 1).
2. Recommend to the Court of Common Council that the Byelaws be made, and that the Comptroller and City Solicitor be instructed to seal the Byelaws accordingly.
3. Approve the listed fees for licensing services delivered by the Animal Health Team (Appendix 2).
4. Approve delegated authority for the Executive Director Environment to amend the fee structure, up to twice a year, by up to 20% (not exceeding the maximum).

## **Main Report**

### **Background**

1. The City operates Heathrow Animal Reception Centre (HARC) to fulfil its statutory duties for animal health and welfare in relation to imports into Greater London. The Port Health and Public Protection division recovers its costs for these duties through charges to airlines and agents, which are set through byelaws.
2. Further charges are collected for discretionary services that the City must provide at HARC to operate effectively as a Border Control Post (BCP), but which are not strictly required to be carried out by the enforcement authority. Although these fees are not statutory of themselves, because HARC was set up under the Animal Health Act 1981 (and predecessor legislation) the only means it has for levying any charges is through the byelaw procedure. This position was determined following a review of the mechanisms for charging for the service, reported to Port Health and Environmental Services Committee 24 September 2024.
3. HARC operates in a commercial environment, competing to deliver airline services with private entities. The charges of the competing BCPs are taken into consideration when setting fees for the year ahead.
4. The City's Animal Health Team consists of highly experienced Veterinary Officers and Animal Health Inspectors, with responsibility for the enforcement of certain animal health and welfare legislation across Greater London. The majority of their work is focussed on the licensing of activities involving animals (pet shops, dog and cat boarding, dog breeding, hiring of horses and animal exhibits). The City

offers an Animal Health contract service to other Local Authorities who do not have their own function-specific teams to discharge their statutory duties. The team currently carries out services for 42 Local Authorities across Greater London and the Home Counties.

## **Current Position**

5. The cost of delivering the service is increasing and to ensure the service can fully recover its costs in the future, HARC and Animal Health Team charges need to be raised.
6. Fees for HARC services relating to pet animals are price sensitive. Pet transport agents need to factor in the BCP charges, alongside freight charges and route options, when creating competitive quotes for owners. Charges relating to pet dogs, cats and ferrets (see byelaws 1.0, 1.1, 8, 13, 14, 20) have been increased by 4 to 6%.
7. Commercial consignments have fewer routing options into the UK, but pricing must be set so as to enable the most direct route to be selected. On balance of competitiveness and cost recovery, charges relating to commercial consignments have been increased by 10 to 14%.
8. The HARC fees are set out in Appendix 1. Fees for 2024/25 are shown in brackets, to demonstrate the increase intended for the next financial year.
9. The Animal Health Team hourly rate upon which inspection fees are calculated, has been increased by 7% for 2025/26, and 17% for veterinary services, with the number of hours allocated to an inspection also increased where required. Zoo inspections have been increased further, with optional administration package included, to better reflect the resourcing requirements of these significant audits.
10. Additional charges have been introduced for Local Authorities that do not use the City's service fully, and which do not pay the annual contract fees. Services for the authorities are charged at a higher rate, reflecting the additional resource required, as shown in Appendix 2.

## **Options**

- i) Increasing the fees for HARC and the Animal Health Team will create additional income of approximately £360k and help the service move back towards a position of full cost recovery. The byelaws for 2025/26 will include the following statement, which will enable the service to reduce the rates if urgent need arises, and to apply reduced rates to attract exclusive Service Level Agreements with airlines:

*This schedule sets out the maximum fees that may be charged for the items specified herein. Under Section 36 of the Markets and Fairs Clauses Act 1847 the undertakers may from time to time change the amounts charged*

*provided that any change does not result in a charge exceeding the amounts set out in this Schedule.*

- ii) Increasing the fees for the Animal Health Team is unlikely to result in a loss of business from other Local Authorities, based on feedback received and review of licensing charges made. Not increasing the fees will hinder the ability of the service to recover its costs.
- iii) The inclusion of increased fees for Local Authorities that do not pay the annual contract fee, reflects the additional resource that these activities require and encourages authorities to enter into agreements with the City to deliver the full benefits that the service provides.

1. **Corporate & Strategic Implications** – The proposals referred to in this report aim to achieve the following Corporate Plan aims of:

Providing Excellent Services

- Protect and promote public, animal, and environmental health (including at our borders) and consumer protection.
- Provide our Licensing Service.

Dynamic Economic Growth

- Promote the UK as a place that is open, innovative, and sustainable.

- 2. Financial implications – The proposal aims to increase responsiveness to changes in the market, facilitating a reduction to be applied to some fees where appropriate. The projected income for 2024/25 is £3.36m. With the fees increased as proposed in the Appendices to this report, the equivalent projected income for 2025/26 is £3.72m. With the delivery of new operations as outlined in the Forward Plan, this increase supports the service returning to a cost recovery position.
- 3. Resource implications – None identified.
- 4. Legal implications – The City Solicitor has reviewed the statutory obligations and related fees and charges and has recommended the above proposal.
- 5. Risk implications – Frequent changes to fees will impact on stakeholders' ability to accurately quote their customers for future imports. For this reason, reduction in fees will only be applied in exceptional circumstances.
- 6. Equalities implications – None identified following a test of relevance.
- 7. Climate implications – None

8. Security implications – None

## **Conclusion**

The annual review of charges has taken into account the competitive position of HARC and price sensitivities of the services provided. Approval of a statement of maximum fees, and delegated authority for the Executive Director to amend fees below that maximum, will give increased responsiveness to the market. The resulting increase in income projected for 2025/26 will move the service towards a position of cost recovery, as part of the forward plan for the Animal Health and Welfare Service.

## **Appendices**

- Appendix 1: Byelaws Relating to the Heathrow Animal Reception Centre
- Appendix 2: Fees for Licensing Services Delivered by the Animal Health Team.

## **Background Papers**

Heathrow Animal Reception Centre – Byelaws and Fee Structure Review - Port Health & Environmental Services – 24/09/2024

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**ADDITIONAL BYELAWS RELATING TO THE  
HEATHROW ANIMAL RECEPTION CENTRE**

**1 April 2025 – 31 March 2026**

(2024/25 rates shown in brackets)

**SCHEDULE**

*This schedule sets out the maximum fees that may be charged for the items specified herein. Under Section 36 of the Markets and Fairs Clauses Act 1847 the undertakers may from time to time change the amounts charged provided that any change does not result in a charge exceeding the amounts set out in this Schedule.*

***PART 1***

**ANIMALS CHARGE PER CONSIGNMENT**

**1.0 Dogs, Cats and Ferrets under the Pet Travel Scheme Non-commercial Movement of Pet Animals Order 2011**

In order to meet the “pre-check” requirements (where applicable) all documentation must be submitted to the HARC no later than 72 hours prior to the animal’s departure.

- a) If a documentation ‘pre-check’ has been completed and approved by HARC, the consignment will be charged at the minimum charge of £203 (£195) for the first 24 hours.
- b) PETS that have NOT received a documentation ‘pre-check’ or arrive against the advice of HARC, will be charged at £279 (£268) for the first 24 hours.

**PETS checked at aircraft (Assistance Animals)**

- c) If a documentation ‘pre-check’ has been completed and approved by HARC, Assistance Animals will be charged at £250 (£240) plus a 1-hour collection charge of £197 (£189) = £447 (£429) for the first animal.
- d) Assistance Animals that have NOT received a documentation ‘pre-check’ or arrive against the advice of HARC, will be charged at £514 (£494) for the first animal.
- e) Where any consignment under a) to d) above consists of more than one animal, a fee of £52 (£49) per animal thereafter applies.

**1.1 Dogs, Cats and Ferrets arriving as commercial consignments/under licence.**

- a) £203 (£195) for the first 12 hours.

- b) Where the consignment consists of more than one animal, a fee of £52 (£49) per animal thereafter applies.

**2. Mammals (excluding those listed under point 1.0 and 1.1)** £226 (£205) for the first 12 hours

**3. Birds**

- a) Commercial birds £80 (£73) per box for up to 24 hours £226 (£205) minimum charge  
b) Birds of prey £22 (£20) per bird for up to 24 hours, £226 (£205) minimum charge  
c) Pet birds: £80 (£73) per box for up to 24 hours

**Transit commercial bird consignments should be booked through to have a maximum stay at Heathrow of 24 hours.**

**4. Reptiles and amphibians** £226 (£205) for up to 24 hours

**Transit commercial reptile consignments should be booked through to have a maximum stay at Heathrow of 24 hours.**

**5. Fish/Fish Eggs/Aquatic Invertebrates/Invertebrates/Semen/Bird Eggs** £2.49 (£2.26) per box, £44 (£40) minimum charge.

**6. Horses/Farm livestock/other large species - Use of Large Animal Facility (per pallet)** £484 (£440)

***PART 2***  
**CHARGES FOR ANCILLIARY SERVICES**

7. Processing and handling fee for all shipments. £22 (£22)

8. Collection and delivery of animals and birds to and from the Animal Reception Centre by an Animal Reception Centre member of staff - £197 (£189) per hour or £99 (£95) per consignment if no extra waiting time.

9. Security - A charge of £28 (£25) will be made in respect of any consignment, which requires security screening prior to leaving the ARC.

10. Not on Board - Requests for collection of animals from aircraft, which are subsequently not found on board will be charged at normal collection charge (see Part 2, Section 2).

11. Destruction including disposal of livestock or goods - £55 (£50) per kilogram. Minimum charge £119 (£108). Travelling containers are the owner's property and should be collected with the animal. If they are no longer required, they will be disposed of for a fee of £23 (£22)

per box.

12. Cleansing and disinfecting aircraft, animal holding facilities, vehicles, loose boxes etc. - £442 (£402) per hour (including disposal of special waste).

13. Additional boarding of non-commercial dogs, cats and ferrets - £52 (£49) per consignment per 24 hours or part thereof.

14. Additional boarding of commercial dogs, cats and ferrets - £52 (£49) per animal per 12 hours or part thereof.

15. Additional boarding of other mammals - £52 (£49) per consignment per 12 hours or part thereof.

16. Additional boarding of birds - £80 (£73) per box per 24 hours or part thereof.

17. Bird Quarantine £455 - £1,554 (£414-£1,413) for up to 30 days, plus veterinary and laboratory testing fees if applicable.

Fees are dependent on size of consignment and husbandry requirements.

Faecal Sampling and Bird Autopsy costs as per current Animal & Plant Health Agency rates.

18. Additional boarding of reptiles and amphibians - £226 (£205) per consignment per 24 hours or part thereof. Additional hourly handling charge may be applicable.

19. Additional handling functions £103 (£90) per hour for consignments requiring special handling/loading/transfer/repackaging, plus cost of materials.

20. Additional administrative functions including corrective actions and pre-export compliance checks £103 (£99) per hour.

21. Modification of containers to International Air Travel Association (IATA) standards:-

a) Space Bars/Battens - £55 (£55) per box

b) Air Holes or water pots - £25 (£25) per box

(If these services are carried out on the airport an additional fee of £99 (£99) applies for 'delivery' of the service).

22. Identification of species for DEFRA/HM Revenue and Customs/Border Force - £184 (£184) per hour.

23. Assisting on off airport operations - £103 (£99) per hour



## Appendix 2

LEVEL OF CHARGES (proposed) 1st April 2025 - 31st March 2026 - all fees are subject to VAT at the current rate		Contracted boroughs 2025 - 2026 charges	Ad hoc inspections for non contracted LA 2025 - 2026 charges
Activity	Visit type	TOTAL (exc. VAT)	TOTAL (exc. VAT)
Animal Boarding Est (Kennel / Cattery)	New Licence application or 1st inspection by CoLC - combined (dogs & cats)	488	549
	Renewal Licence Inspection - combined (dogs & cats)	427	488
	New Licence application or 1st inspection by CoLC - single species (dogs or cats)	427	488
	Renewal Licence Inspection - single species (dogs or cats)	366	427
	Unannounced mid licence visit	244	305
Home boarder	New Licence application or 1st inspection by CoCL	305	366
	Renewal Licence Inspection	244	305
	Unannounced mid licence visit	244	305
Franchisee arrangers licence	New Licence application or 1st inspection by CoCL of a home boarding arranger /franchisee	305	366
	Renewal Licence Inspection of a home boarding arranger /franchisee	244	305
	Assessment of a hobby host as part of a arranger /franchisee licence	244	305
	Unannounced mid licence visit	244	305
Dog Day Care	New Licence application or 1st inspection by CoCL - less than 10 dogs	366	427
	New Licence application or 1st inspection by CoCL - 10 or more dogs	488	549
	Renewal Licence Inspection - less than 10 dogs	305	366
	Renewal Licence Inspection - 10 or more dogs	366	427
	Unannounced mid licence visit	244	305
Dog Breeding Establishment	**New Licence application or 1st inspection by CoCL - vet inspection - dogs housed in kennel units	539	616
	Renewal Licence inspection - dogs housed in kennel units	427	488
	**New Licence application or 1st inspection by CoCL - vet inspection - dogs housed in home environment	385	462
	Renewal Licence inspection breeding - dogs housed in home environment	305	366
	Unannounced mid licence visit	244	305
*Riding Establishment	**New Licence application or 1st inspection by CoCL - inspection veterinary fee only (+ additional fee per horse)	539	616
	**Renewal Licence application or 1st inspection by CoCL - inspection veterinary fee only (+ additional fee per horse)	385	462
<b>Example of charge per horse in a yard with 60 horses</b>	**Annual vet inspection veterinary fee - inspection veterinary fee only (+ additional fee per horse)	231	308
	Fee per horse for the first 10 horses	17	17
	Fee per horse for next 11-50 horses	11	11
	Fee per horse 51 horses & over	10	10
	**Unannounced mid licence visit (on top of annual vet inspection)	308	385
Pet Vending / Sale of pets	New Licence application or 1st inspection by CoCL - up to 2 species	488	549
	New Licence application or 1st inspection by CoCL - more than 2 species	549	610
	Renewal Licence Inspection - up to 2 species	427	488
	Renewal Licence Inspection - more than 2 species	488	549
	Unannounced mid licence visit	244	305

Dangerous Wild Animals	**New Licence application or 1st inspection by CoCL vet inspection - commercial / outside premises (plus mileage over 100 miles @ 50p per mile)	539	616
	**Renewal License vet inspection commercial / outside premises (plus mileage over 100 miles @ 50p per mile)	385	462
	**New Licence application or 1st inspection by CoCL vet inspection - domestic dwelling (plus mileage over 100 miles @ 50p per mile)	385	462
	**Renewal License vet inspection - domestic dwelling domestic dwelling (plus mileage over 100 miles @ 50p per mile)	308	385
	**DWA on Location - 1st hour including travel and report writing	231	308
	**DWA on location visit additional charge per hour	77	154
Illegal Imports outside of CofL jurisdiction	Collection and Detention	366	427
	Mileage at 65p per mile	0.65	0.65
Zoos	**New or Periodical (Full Day)(Vet) without travel time (hourly rate to be added)	616	693
	**Informal / Special (Full Day)(Vet) without travel time (hourly rate to be added) includes report	693	770
	**Administration package (optional) - Includes all additional support and administration required	1769	1769
	**New or Periodical (Half Day)(Vet) without travel time (hourly rate to be added)	346.5	423.5
	**Informal / Special (Half Day)(Vet) without travel time (hourly rate to be added) includes report	423.5	500.5
	**Administration package (optional) - includes all additional support and administration required	915	915
	**Veterinary 14.1a exemption inspection	693	693
Animal for Exhibit on location	DWA on Location (Exhibit) - 1st hour including travel and report writing	244	305
	DWA on location visit additional charge per hour	77	154
Animal for Exhibition	New Licence application or 1st inspection by CoCL- Single species	488	549
	New Licence application or 1st inspection by CoCL - Multi species	549	610
	Renewal Licence Inspection - Single species	366	427
	Renewal Licence Inspection - Multi species	366	427
Shows-Exhibitions-AGO- Markets	Inspection (Full day per officer)	549	610
	Inspection (Half day per officer)	305	366
Animal Keepers Farm stock (Hobby / Domestic Address)	Inspection Visit	305	366
Animal Keepers / non Domestic address (Half Day)	Inspection Visit	366	427
Animal Keepers / non domestic address (full day)		549	610
Reassessment of star rating	**1 x Veterinary Officer	308	385
	1 x Animal Health Inspector	244	305
Hourly Rate - Complaint visits/reports and other additional functions	**1 x Veterinary Officer	77	154
	1 x Animal Health Inspector	61	122
** RCVS Veterinary Surgeon. AHI = Animal Health Inspector			
<b>All fees quoted are for standard inspections. Additional hours are charged where the inspection and report writing are above the expected allocated time.</b>		<b>Annual Contract Fee 2025/26</b>	
		0-5 operators	1350
		6-15 operators	1550
		16-29 operators	1750
		30+ operators	1900