

## Licencing Law Strain and CO Fees

### **Applications & Variations**

#### **Our estimated fees (excluding VAT)**

New Licence Application - £800 -1200.00

Personal Licence Application - £200 - 300.00

Application for TEN - £150.00

Variation - £600.00 - £2000.00 \*

Transfer of Licence - £150 - 250.00

Review and advise on Current Licence £ 300.00 – 500.00

\*The cost for a Variation depends on the complexity of the case, depending on the type of variation sought, together with other factors such as potential objections, Local Authority policies and the type of premises.

The fees payable to the Local Authority depend on the rateable value of the premises

<b>Band</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>Non-domestic rateable value</b>	£0 - £4,300	£4,301 - £33,000	£33,001 - £87,000	£87,001 - £125,000	£125,001 and over
<b>Fee</b>	£100	£190	£315	£450	£635

Some premises have no rateable value so are calculated as – a Greenfield site – Band A or a Construction site with construction commenced – Band C

A Multiplier is used for Band D and E premises – Band D x 2, Band E x 3

Annual Fees for Premises and Club Premises Licences

<b>Band</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>Fee</b>	£70	£180	£295	£320	£350

Again, a Multiplier is used for Band D and E premises

#### **Other Fees**

TENS - £21.00

Grant/Renewal of Personal Licence - £37.00

Loss of Premises Licence - £10.50

Provisional Statement - £315.00

Change of name (or details) of Premises Licence Holder) - £10.50

Variation of Designated Premises Supervisor - £23.00

Transfer of Premises Licence - £23.00

Interim Authority - £23.00

Change of Name (or of Club Rules) - £10.50

Change of Registered Address of Club - £10.50

Fee for enquiry agent to display notices - £100.00

Special Delivery fee to serve application - £15.00

For new Premises Licence applications there is an additional fee to advertise the application in a local newspaper of approximately £200

For new Personal Licence applications there is also a fee for the DBS check

\* These fees vary depending on the individual premises and where it is located. The fees can on occasion be higher than the ranges given above. We will give you an accurate figure for each item as soon as we are able to do so.

### **Our Fees include:**

- Taking your instructions and advising you as to how you can promote the licensing objectives within your application
- Advising you as to the type of plans you are required to submit with your application
- Completing the application form for a new premises licence (including the operating schedule) in accordance with your instructions and submitting this to the local licensing authority alongside suitable plans. You must provide suitable plans.
- Provide guidance on the fee levels payable to the licensing authority
- Preparing copies of the premises licence application on the responsible authorities
- Drafting the notices advertising the premises licensing application and submitting the notice to the local newspaper
- Arranging with you for you to display the notices/s advertising the premises licence application and advising as to where and how this should be done by you in order to comply with the requirements of the Licensing Act 2003
- Providing a Designated Premises Supervisor (DPS) consent form for signature by a personal licence holder proposed by yourself
- Checking the licence once granted and correcting any errors with the licensing authority.

### **The fee does not include:**

- Obtaining suitable plans
- Attending pre-consultation meetings with the Licensing Authority or Responsible Authorities, nor their fee for this meeting

- Dealing with or advising you in relation to queries or representations received from either the responsible authorities or other interested parties
- Advising on varying the licence
- Attendance and representation at a licensing sub-committee hearing of the responsible authority. If representations are received and attendance and representation at licensing sub-committee is required then we will provide a separate fee estimate for this work which will be charged at an hourly rate

### **How long will my application take?**

Matters usually take eight weeks from receipt of full instructions from you depending on the type of application. This is on the basis of the application being relatively straightforward and you being able to provide all the necessary documents promptly. If your matter is more complex, for example, if there is substantial opposition from interested parties, or if there is a delay in receiving the documents we need, it may take longer.