



LICENSING LEGAL FEES & COSTS

Basic application

£750 – £1500 + VAT (based on 5-10 hours at an hourly rate of £150 + VAT)

What's Included

- Taking your instructions and advising you on how you can promote the licensing objectives within your application
- Advising you on 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.
- Providing guidance on the fee levels payable to the licensing authority.
- Preparing copies of the premises licence application for disclosure to the responsible authorities and serving copies of the application on the responsible authorities.
- Drafting notices to advertise the premises licence application and submitting a notice to the relevant local newspaper.
- Arranging with you to display the notice(s) advertising the premises licence application and advising on where and how this should be done by you 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.

Medium complexity

£1500 – £3750 + VAT (based on 10-25 hours at an hourly rate of £150)

What's included?

- Everything provided with a basic application and the following additional assistance:
- Obtaining and submitting applications for personal licences.
- Obtaining Temporary Event Notices.
- Short notice application (less than 4 weeks)
- Assisting you to obtain premises plans.
- Where there is historical or on-going enforcement activity.
- Attending pre-consultation meetings with the Licensing Authority or Responsible Authorities.
- 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.

Complex application

£3750 – £7500 + VAT (based on 25-50 hours at an hourly rate of £150)

What's included?

- This estimate covers all other applications not covered by the basic and medium complexity fees including where there is a cumulative impact zone and large scale events.

Disbursements

Our fixed fees do not include Disbursements. These are costs related to your matter that are payable to third parties. The following sets out the likely disbursements associated with a premises application:

Advertising Fee

The advertising fee is set by the local newspaper in which the notice requires to be published. Fees vary depending on the length of notice. Fees can range from around £200 - £500 plus VAT in some cases the fee may be greater.

Enquiry Agent Fee

An enquiry agent can be instructed to post public notices should you be unable to do this yourself. Fees will vary depending on the location of the premises. The fees may range from around £100 - £300 plus VAT.

Special Delivery Fee

We aim to serve the application electronically. If a paper copy of the application is required to be submitted, we will send this by Royal Mail Special Delivery. Our estimated fee for using this service is around £10 plus VAT however this may be greater depending on the weight of the application.

Licence Application Fee

This fee is based on the rateable value of the premises which is subject of the application. We will assist you to determine the appropriate fee. Please note that there is an annual renewal fee for each year that the licence is required.

Band	A	B	C	D	E
Non-domestic rateable value	None to £4,300	£4,301 to £33,000	£33,001 to £87,000	£87,001 to £125,000	£125,001+
New application fees	£100	£190	£315	£450	£635
Multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises (Bands D & E only)	N/A	N/A	N/A	X2 (£900)	X3 (£1,905)
Annual charge	£70	£180	£295	£320	£350
Annual charge multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises (Bands D&E only)	N/A	N/A	N/A	X2 (£640)	X3 (£1,050)

What is not included in our fee estimate?

Attendance and representation at a licensing sub-committee hearing of the responsible authority. If representations are received and attendance and representation at a 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?

In simple applications we usually require between 2 and 3 weeks from your initial contact to submitting the application. Once the application is submitted there is a 28-day consultation period. This time estimate is calculated on the basis that the application is straight forward, and you can 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 your documents, the application process may take longer.