

## LICENSING APPLICATIONS COSTS AND FEES

### Scope of Service

An application for a new premises licence or to vary a premises licence so as to allow the premises to be used for one or more licensable activities.

We will only undertake **simple** applications and those of **medium complexity**. We do not undertake applications of **high complexity**. We have given an outline of what we consider these classes of application to consist of – but each would be assessed on its merits before we accepted instructions.

**Simple applications:** Single premises in a retail-use district (without a cumulative impact policy in place) seeking a licence appropriate to retail premises on an off-licence basis with no supplementary licensable activities.

**Medium Complexity:** Single premises but of a size and type requiring multiple licensable activities including on and off-sales and for extended hours, possibly including premises in a residential or mixed-use district.

**High Complexity:** Multiple premises; or single premises having the features of Medium Complexity plus a need for licensable activities that would be highly controversial for the intended location and/or intended use; any large-scale public event.

### Our Charges

Simple Application: £850.00 to £1,300.00 (plus VAT at 20%) based on between 2.5 hours and 4 hours at the hourly rate of £300.00.

Medium Complexity: £1,700.00 to £3,250.00 (plus VAT at 20%) based on between 5 hours and 10 hours at the hourly rate of £300.00

High Complexity: Not applicable.

### Expenses (disbursements):

Disbursements are costs related to your matter that are payable to third parties, such as the application fee. We will pay the disbursements on your behalf to ensure a smoother process.

- Application fee (payable to licensing authority) £100.00 to £635.00\*
- Advertising fee £300.00 to £400.00\*
- Enquiry agent fees to display public notices £250.00\*
- Special delivery fee to serve the application £8.75 per addressee
- Printing additional copies of plans if necessary £20.00 per plan

[\* 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 Charges :**

Our charges will include the following work:

- Taking your instructions and advising you as to how you can promote the licensing objectives within your application
- Advising you as 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 the notices advertising the premises licence application and submitting the notice to the local newspaper.
- Arranging with you for you to display the notice(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.

Our Charges shown above **do 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 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.

### **The Time the Application is Expected to Take**

Matters usually take around 4 weeks from receipt of full instructions from you to lodge the application and arrange service on the interested bodies. 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.

Once lodged there is a statutory 28-day display period where a Notice must be displayed on the premises from the day following the application being made. Also a requirement to display a similar Notice in a local newspaper within 10 days of the application date.

### **Person Responsible for the Work**

#### **Mark Butson - Partner**

Mark has more than 40 years' experience in alcohol licensing – initially under the Justices Licensing system run through the Magistrates Courts and latterly under the auspices of the Licensing Act 2003. He has successfully assisted in the setup of a number of new Premises Licences over that time.

Mark qualified as a solicitor in 1985 having completed his training contract with the firm.