

## **GUIDE TO LICENSING PROCEDURE and FEES**

This is a guide to the process of licensing business premises and includes applications for new premises licence, a variation of a current premises licence and temporary events notices.

### **Licensing applications**

new premises licence

personal licence applications

variation of a premises licence

temporary event notices

### **New application for a premises licence and applications to vary an existing premises licence**

An initial appointment is offered to discuss the intended outcomes, most appropriate application, details of any previous application, appropriate pre-application consultations training and qualifications. Information is provided on the Licensing objectives and current licensing policy.

#### **STAGE 1:**

Instructions are given to proceed with the application and a target time frame for each stage.

Information is obtained in respect of the intended operating schedule.

Information is obtained on how the licensing objectives and licensing policy will be met.

Consideration is given to consultation with appropriate relevant authorities and potentially interested party.

Check is made as to the availability of appropriate and compliant plans.

Payment on account of one half of legal fees.

#### **STAGE 2:**

Review of any pre-application consultation.

Discussions in respect of target timeframe for submission and target operating date.

Preparation of the application.

Preparation of the statutory notices.

Payment on account of application fees and statutory notice advertisement fee.

If plans are required, payment of fee for plans.

Submission of application

#### **STAGE 3:**

Once application is accepted, confirmation of application notice period

Display of statutory notices

Advertise statutory notices

Liaise with any interested party and relevant authority.

In the event of representations or objections to the application, further costs may be payable for consultation and negotiation with an interested party or relevant authority.

## **STAGE 4:**

Where no representations, and application is granted, confirm outcome. Provide the premises licence upon receipt of the same from the Licensing authority with appropriate advice on the requirements to display and comply with any licensing conditions.

Where, representations are made, to agree fees for consultation, negotiation and attending hearing to determine the licensing application.

### **Fees**

- Application for a new premises licence £750 plus Vat plus application fee.
- Application for a personal licence £150 plus Vat and application fee.
- Application for a variation of a premises licence up to £750 plus Vat plus application fee.
- Application for a Temporary Events Notice and Late Temporary Events Notice £ 250 plus Vat plus application fee.

Disbursements (fees payable to third parties) that you can expect to pay for this application are the application fee, which is assessed on the basis of the non-domestic rateable value of the premises and a fee for advertising in a local press. The disbursements will vary depending on the individual premises and where it is located.

For current fees please see <https://www.gov.uk/government/publications/alcohol-licensing-fee-levels>

### **Our fee includes:**

- 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 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 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

**Timescales**

We encourage a period of consultation with the relevant authorities and interested parties before submitting an application. The timescales are therefore dependant on the availability of the relevant authorities or interested parties.

Matters on average take 6 – 10 weeks from receipt of full instructions from you. 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.

The application period for a new premises licence is 28 days, starting on the day after which the application is submitted. If, during that period, there are representations (objections), opposing the application, then a hearing to determine the application will be set by the Licensing Authority within 20 working days. Occasionally, Licensing Authorities fail to hit this statutory requirement. Applications subject to representations will require additional work, which is chargeable at either an hourly rate or a fixed fee, subject to agreement.