

This note sets out the likely costs involved when we deal with Licensing Applications for Business Premises.

Once we understand what you need from us and have taken your instruction, we will discuss with you what the likely disbursements will be and the estimate of our fees based on our hourly rates.

**New Premises Licence Application/
Varying a Premises Licence Application**

Application Type	Our Fees
Simple Application	£700 - £3,000
Medium Complexity	£2,500 - £6,000
High Complexity	From £5,000
	All plus VAT

Factors affecting the complexity of cases

- The type and size of the premises.
- The extent of our involvement in drafting your Operating Schedule.
- The type of application required.
- Whether the premises are in a residential area.
- Whether or not we visit the premises.
- Whether or not any objections are raised.
- Whether there is a cumulative impact policy in place.
- Whether the application is referred to a licensing hearing.
- The number of licensable activities to be included in the licence.

ID Fee for Identification and verification checks The fee for dealing with your proof of identity and verifying your identity is £30 (inc VAT) per name. One or more failures of the check may result in further charges.

Disbursements

Fees that would be payable, would most likely be:

*** Application Fee**

This depends on the rateable value of your premises. The charge could be between £100 - £1,905 depending on the fee band of your premises.

*** Advertisement Fee** – £300 - £600 plus VAT.

*** Enquiry agent fees to display public notices** - £300 - £400 plus VAT.

*** Special delivery fee** To serve the application - £10 - £30.

The disbursements can often vary depending on the premises and where they are located as well as the type of application.

The actual amount could be outside of these ranges and we will give you a more accurate estimate of disbursements after we have taken instructions from you.

Stages of obtaining a licence:

- Obtain ID, receive your instructions and advise you as to how you can promote the licensing objectives within your application.
- Advising you as to the type of plans and other documents you are required to submit with your application.
- Providing a Designated Premises Supervisor (DPS) consent form for signature by a personal license holder proposed by yourself.
- Completing the application form for a new premises licence in accordance with your instructions and submitting this to the local authority alongside 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, or enquiry agents, the display of the notices 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 relevant legislation.
- Considering any objections received to the application, taking your instructions and advising you about dealing with them and responding to them and dealing with any variation to the application as a result.
- Advising you in connection with a licensing hearing if necessary and representing you or arranging representation by counsel.
- Checking the licence once granted and correcting any errors with the licensing authority.

Karen Phillips is our specialist in this area and holds a BIIAB National Certificate for Personal Licence Holders. Karen has acted for numerous clients submitting their applications to various authorities. She is assisted by an experienced team of Paralegals.



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