

Licensing Applications

HOW LONG WILL MY CASE TAKE?

Matters usually take 8-12 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 and fees when requested promptly. If your matter is more complex, for example, if there is substantial opposition from interested parties or responsible authorities, if it is listed for a hearing or if there is a delay in receiving the documents we need, it may take longer.

THE KEY ELEMENTS OF YOUR MATTER

Application for a new premises licence or a full variation of the premises licence (single premises)

Simple application:

For example, straightforward applications in respect of restaurants, hotels and off licences with standard hours and where the premises are not within a cumulative impact area or special policy area.

Medium complexity:

For example, an application for mixed use premises, regulated entertainment, extended hours, premises within cumulative impact areas or where the local authority has prescribed conditions.

High complexity:

For example, an application in respect of large scale public events, nightclubs, or premises where there have been previous difficulties including a revocation of the premises licence and where the application is likely to be challenged by the responsible authorities.

HOW MUCH WILL IT COST?

We always aim to give an estimate of the total cost of your case prior to starting work. The following table gives examples of the typical costs in various complexities of licensing applications.



Licensing Application		
	(£)	VAT (£)
Simple application	£1,250 - £1,750	£250 - £350
Medium complexity	£2,000 - £4,000	£400 - £800
High complexity	£4,000 - £7,500	£800 - £1,500
Disbursements		
Application fee which is payable to the licensing authority and is based on the non-domestic rateable value of the premises and will be in a range*	£100 - £1,905	£20 - £381
Advertising fee*	£300 - £500	£60 - £100
Enquiry agent fees to display public notices if you cannot arrange this yourself*	£200 - £400	£40 - £80
TOTAL (for a range from a simple to high complexity application)	£1,850 – £10,305	£370 – £2,061
GRAND TOTAL		£2,220 – £12,366

*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.

These are average costs and we will provide an individual estimate of costs prior to starting work.

OUR FEE ASSUMES THAT:

- This is a standard case and that no unforeseen matters arise
- The case is concluded in a timely manner and no unforeseen complications arise
- All parties are co-operative and there is no unreasonable delay from third parties providing documentation

Where we have to undertake additional work it will be charged at an hourly charge out rate of £355 plus VAT. We will always inform you first before incurring extra costs.

THE 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

THE FEES SHOWN ABOVE DO NOT INCLUDE:

- obtaining suitable plans or other documents required for your application
- site inspections or visits
- 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
- advising on any appeal if the licence is refused or granted on unacceptable conditions

FACTORS THAT WILL AFFECT THE COST OF YOUR CASE

- Novel or complex aspects to the case (see key elements of your matter above)
- Expert reports
- The number of documents
- Non-domestic rateable value of the premises.
- Location of the premises

Please call and speak to Janine Bryant for advice and an individual estimate of costs - 01202 292424