

Licensing

Pricing information

Our fees for our legal services for an application for a new premises licence or a full variation of an existing licence are set out below. The fixed fee is for our legal services only and does not include disbursements.

Our fees

We will be able to advise you at the outset whether there are any complexities which will result in a varying of our fixed fees. We take into account the nature of the application, the premises, the location, the licensable activities and the hours sought as well as the Local Licensing Policy and any area of Cumulative Impact.

For straightforward applications without representations, the fee for a new premises application or a full variation is £1,250-£1750 plus VAT and disbursements.

The disbursements vary depending on the rateable value of the premises (Application fee payable to the Licensing Authority) and where the premises is located (Advertising fee to the local press).

Our fixed fee includes:

- Taking instructions and providing initial advice.
- Reviewing an existing Operating Schedule or drafting a new Operating Schedule.
- Advising on plan requirements.
- Drafting Consent Form to be signed by proposed Designated Premises Supervisor (DPS) and asking for immigration documentation (if required) to establish the right to work.
- Drafting and submitting the application.
- Drafting Notice of Application for advertising at the premises and in the newspaper.
- Liaising with you about the display of notices at the premises and advising on their position. If you require us to appoint an agent to display the notices on your behalf, additional costs will be incurred.
- Liaising with the relevant Responsible Authorities. If no representations are received, checking the licence and reporting to you.

Fees will increase for more complex applications which require:

- consultation with the Responsible Authorities or local residents.
- instructing an expert.
- attendance at a hearing or a pre-hearing meeting.
- advising on appeal.

For applications with representations which are dealt with other than in person and where conditions are drafted and agreed without a hearing, the fee for a new premises application or a full variation is £1,750-£2500 plus VAT and disbursements.

For applications with representations which result in a hearing, the fee for a new premises application or a full variation is £3,500-£7,500 plus VAT and disbursements. This does not include attending the hearing or instructing counsel. Fees for the hearing will be subject to a separate fee estimate.

Disbursements

Disbursements are necessary costs related to your matter that are payable to third parties, such as the application fee. The disbursements incurred on a new premises licence application or full variation are as follows:

- Application fee (payable to the Licensing Authority) – This is dependable on the rateable value of the premises and ranges from £100-£635. VAT is not charged.
- Advertising fee – This ranges from £200-£500 Plus VAT at 20%.

How long will my application take?

Matters usually take 5-6 weeks from receipt of full instructions from you to completion. This is on the basis of the application being relatively straightforward and you being able to provide the necessary instructions. If there is substantial opposition from interested parties, or if there is a delay in receiving the documents we need, it will take longer.

Who will carry out my work?

Please click here for further details of the experience and qualifications of the individuals who may work on your matter.