

## Licensing

### Pricing information

We have set out our fixed fees for our licensing services in relation to applications for a new premises licence or a full variation of an existing licence. The fixed fee is for our legal services only. It does not include any necessary disbursements, for further information, see below. The fees quoted do not cover situations with unusual complexities such as dealing with representations from interested parties or contested licence hearings and/or appeals. Equally, it does not cover discounts for repeat instructions or for multiple applications.

#### Our fees

We will be able to advise you at the outset of about whether there are any complexities which will result in our varying our fixed fees.

The fixed fee for a new premises application or a full variation is £1,000 plus VAT at 20% (excluding disbursements).

These disbursements vary depending on the rateable value of the premises (Application fee to Council) and where the premises is located (Advertising fee to the local press) We will give you an accurate fee for each item as soon as we have the information to enable us to do so. Our fixed fee includes:

- Receiving instructions and establishing what is required.
- Requesting whether an Operating Schedule has been used by the applicants previously and if so, requesting sight of it. Otherwise, the drafting of the Operating Schedule will be charged as an additional disbursement.
- Requesting details of the applicant and checking the Registered Office Address.
- Requesting details of the licensable activities / times required.
- Checking the rateable value of premises and requesting a cheque for the application fee.
- Checking the correct Local Authority and researching up-to-date responsible authorities and example of Public Notice required during application process.
- Sending plan requirements lists and requesting plans to be sent through.
- If an alcohol licence is required, asking for details of Personal Licence Holder to be named as Designated Premises Supervisor (DPS).
- Once Personal Licence details are received, preparing Consent Form to be signed by proposed DPS and asking for immigration documentation (if required) which has to be submitted in support of the application.
- Receiving signed Consent and immigration documentation as requested to support the application.
- Preparing the application and submitting it to the Local Authority by Royal Mail Special Delivery.
- Serving copies of the application and supporting documentation on the Responsible Authorities as required.
- Preparing Notice of Application for advertising and discussing its display within the premises.
- Sending through Notices to premises by Royal Mail Special Delivery to tie in with the application process.
- Sending Notice to the Advertising Agents for arranging the same to be advertised in the local press within the required time limits.
- Receiving Newspaper publication containing the advert and submitting to the Local Authority in support of the application. Arranging payment of advertising fees.
- Checking the outcome of the Application with the Council.
- Notifying you of the outcome of the Application.
- Receiving Premises Licence & Premises Licence Summary issued by the Council.
- Checking the documentation.
- Preparing copies and arranging for the same to be certified for display and storage at the premises as required under the Licensing Act 2003.
- Placing the original into storage for safekeeping / sending original to client.

## **The fee does not include:**

- Obtaining suitable plans.
- Attending pre-consultation meetings with the Licensing Authority or Responsible Authorities.
- Dealing with, or advising you in relation to, queries or representations received from either the Responsible Authorities or other interested parties.
- 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.
- An Operating Schedule if it has to be created.

## **Disbursements**

Disbursements are necessary 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. The disbursements involved with 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.