

Licensing Applications for Business Premises

New Application/ Varying an Application

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

+VAT

Factors affecting the complexity of cases

- The type and size of the premises.
- The extent of our involvement in drafting your operations 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 license.

Disbursements

Fees that we would pay on your behalf, 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 – £200 - £500
- Enquiry agent fees to display public notices - £200 - £300
- Special delivery fee to serve the application - £10 - £30

The disbursements can often vary depending on the premises and where it is located. 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 license:

- 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.
- 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.
- Providing a Designates Premises Supervisor (DPS) consent form for signature by a personal license holder proposed by yourself.
- Considering any objections received to the application, taking your instructions and advising you about dealing with them and 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.