

Price Information for businesses applying for a new Premises Licence or Varying a Premises Licence under the Licensing Act 2003

When making an application for a new licence or changing an existing one there are 2 sets of fees payable. The first are the fees payable to us for handling the work. The second are those we need to pay to others on your behalf e.g. application fees. We set out below how these are calculated.

Our Fees

Our fees for an application for a new Premises Licence, or the variation of an existing Premises Licence, will vary depending upon the complexity of the proposed application. We will provide you with a detailed figure once we have obtained initial information from you and advise which category the application falls into.

Factors affecting complexity include whether there is a cumulative impact policy in place, the type and size of the premises, the locality generally and whether it is in a residential area.

High complexity applications may include large scale public events, applications within cumulative impact or special policy areas and those where the premises have previously held a licence and lost it for any reason.

The normal range of our fees for applications for new licences and variations are :

Type of application	Range of fees	Based on
Simple	£750-£900+VAT	2.5-3 hours at hourly rate of £295+VAT
Medium complexity	£900-£1200+VAT	3-5 hours at hourly rate of £295+VAT
High complexity	£1200-£3000+VAT	4-10 hours at hourly rate of £295+VAT

(Please see the notes below for details of what work is included within the above estimates)

Whilst we will work hard to achieve the outcome you desire our fees are not conditional upon the licence or variation you seek being granted.

Disbursements payable

Disbursements are costs related to your application that are payable to third parties, this includes the application fee. Once you have paid them to us, we will pay the disbursements on your behalf to ensure a smoother process.

- Application fee (payable to licensing authority) – this is based upon the Non Domestic Rateable Value (NDRV) of the premises. See chart below.

For premises with an NDRV above £87,000 there may be a multiplier of 2 or 3 times applied if the premises are used exclusively or primarily for the supply of alcohol for consumption on the premises

EMMS·GILMORE·LIBERSON

Solicitors

NDRV	0-£4,300	£4301- £33,000	£33,001 - £87,000	£87,000 - £125,000	£125,001 and above
Application fee	£100	£190	£315	£450	£635

- Advertising fee – this varies according to the length of the notice and the newspaper chosen, but is typically around £250+VAT to £350+VAT. We recharge these to you at cost
- Printing additional copies of plans if necessary £20+VAT per copy

We will give you an accurate figure for each item as soon as we are able to do so.

What is included within our fees?

- taking your instructions and advising you as to how you can promote the licensing objectives within your application. We assume the initial meeting will not last more than 45-60 mins,
- providing guidance on the requirements for 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 providing you with a draft for approval.
- as necessary providing a Designated Premises Supervisor (DPS) consent form for signature by a personal licence holder proposed by yourself.
- submitting the application on-line to the local licensing authority with suitable plans (as necessary). The cost of arranging for and preparing the plans is not included.
- providing guidance on the fee levels payable to the licensing authority.
- drafting the notices advertising the premises licence application and supplying for you to erect on the premises, 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.
- submitting the notice to the local newspaper for advertising.
- checking the licence once granted and correcting any errors with the licensing authority.
- corresponding with you by e-mail

Should the local authority not accept applications on-line, then there will be additional fees payable for preparing copies of the premises licence application for disclosure to the responsible authorities and serving copies of the application on the responsible authorities

The fees stated do not include:

- obtaining suitable plans
- site visits (except where local and in cases of high complexity)
- meetings outside the offices or outside normal office hours
- 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
- 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.
- advice on any issues other than an application for a new licence or variation of an existing licence.

What we need from you

We aim to act as promptly as possible following receipt of your instructions. These estimates assume that you will supply us with all information and fees and disbursements requested promptly, all documents supplied are in the correct format and without unnecessary reminders on our behalf.

How long will my application take?

Matters usually take 5-6 weeks from receipt of full instructions from you assuming there are no objections.

This is on the basis of the application being straightforward and you being able to provide all the necessary documents and responding to requests for information promptly.

If your matter is more complex, for example, if there is substantial opposition from interested parties, or if there is a delay in receiving the documents we need, it may take longer.

Who will handle our application?

Licensing matters are handled by our Director of Regulatory Services, **Peter Adkins**. Peter Adkins qualified in 1981 and has many years' experience of handling licensing applications. You can see more details of his experience in his profile on our website

Need more information?

Please contact Peter Adkins on 0121 314 0000 or padkins@egl-law.com

*This information is provided in accordance with the Solicitors Regulation Authority (SRA)
Transparency Rules made by the SRA Board on 30 May 2018*

More details are available on the SRA Website by [clicking here](#)