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Fee Estimates



Please see below our fee estimates for assisting you with an application for a new premises licence or a full variation to a premises licence.

Please note our fees below exclude VAT (20%) and disbursements.

<u>Applications for a new premises licence or full variation to the premises licence</u>	<u>Fee Estimates</u>
<p>Simple Application An application for a premises which is not located within a cumulative impact area and a residential area, and has no contentious circumstances previously related to the premises. For example, no history of public nuisance complaints and the premises has no previous involvements with the local authorities. No negotiations or prior communications required.</p>	£750 - £950
<p>Medium Complexity Application An application which may be in a cumulative impact or a residential area with likely objections. Prior communications are required.</p>	£950 - £1500
<p>High Complexity Application An application that requires a large amount of preparation prior to lodging including communications with responsible authorities and/or residents and obtaining supporting third party reports/documents (costs for the reports etc. are separate and to be obtained through the client).</p>	£1500+

Please note that our fees may vary within the complexity ranges due to the size, nature and type of premises. They may also vary due to the proposed licensable activities and the activity times being sought.

What do our fees cover?

- Taking your instructions either on the phone, email or in person;
- Discussions to obtain relevant information required to draft the application. For example, the hours being sought, the location of the premises (e.g. cumulative impact area or a residential area), the type of premises (e.g. a café, fast food eatery or restaurant, pub or other larger scale event or nightclubs) and suitable conditions;
- Advising on what documentation is required to support the application i.e. consents and plans;
- Drafting the application and checking the same with you;

- Advising on the suitability of the plans provided;
- Drafting the notices which will need to be displayed at the premises and sending the same to the premises with instructions on how to display;
- Completing and submitting the application to the applicable licensing authority and paying the relevant fee;
- Publication of the notice will be drafted in the correct format and advertised in a local newspaper;
- Liaising with the local authority to request updates as to whether the application has been granted;
- Confirming whether the application has been granted or provide copies of the representations to you;
- If granted, send a certified copy of the premises licence to the premises with display instructions.

What is not included in our fees?

- Obtaining suitable plans;
- Attending any pre-consultation meetings with the Licensing Authority or Responsible Authorities;
- Carrying out any mediation with any objectors or attending any mediation meetings;
- Carrying out risk assessments of the premises;
- Providing training documentation as required by any conditions;
- Preparing for a Licensing Sub-Committee hearing;
- Attending a Licensing Sub-Committee hearing on your behalf following objections to the application;
- Travel costs to and from a Licensing Sub-Committee hearing;
- Hotel fees where required in relation to attending any Licensing Sub-Committee hearing.

Please note any advice in relation to appeals or the resubmitting of applications will be charged for separately and quotes will be provided where requested.

With a new premises licence application or a full variation to an existing premises licence, disbursements will be incurred. Please see below anticipated disbursements. Other disbursements may occur but will be discussed with you.

Council fee	Between £100 - £635
Advertisement in local newspaper	Prescribed fee (plus VAT at 20%). Please note our starting estimate is £500.