

Pricing Information for Business Premises Licences

The information given below reflects our pricing in respect of:

1. Applications for a new premises licence.
2. Variations to existing premises licence.

Our charges are composed of two elements:

Legal fees

These are the fees that we charge for our work in respect of a matter. In the case of each category of work below we have provide the typical range of fees for an application in each case, from a straightforward application to one involving a number of complex features. We have also provided a summary of what this work includes (and what it does not include).

These fees are based upon our experience of these matters but will vary depending on the individual premises and where it is located. The fees can on occasion be higher than the ranges given below (e.g. in respect of a new application if there are changes to the proposed size or nature of the premises in the course of the instruction, or in respect of a variation if it is not possible to provide the original licence). We will give you an accurate figure for each item as soon as we are able to do so.

Our fees are calculated on the basis of our hourly rates – set out below. We charge VAT on our fees and this is also set out below.

Please note that the hourly rates that form part of this pricing calculation are specific to our licensing work.

Disbursements

Disbursements are costs related to your matter that are payable to third parties, such as the application fee. We will pay the disbursements on your behalf.

Where a single charge is given (e.g. for application fees) this is subject to any variation of that charge by the third party responsible.

In some cases (for example disbursements relating to advertising fees) the charge will vary depending upon the third party commissioned to perform the relevant action. In those cases we have given a range of costs based upon our experience; however the fee may on occasion be higher than this range. We will give you an accurate figure for this charge as soon as we are able to do so.



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Hourly Rates for Licensing Work

Member	£300.00 (plus VAT of £60.00)
Senior Solicitor	£275.00 (plus VAT of £55.00)
Solicitor	£245.00 (plus VAT of £49.00)
Trainee Solicitor or Paralegal	£161.00 (plus VAT of £32.20)

Application for New Premises Licence

Legal Fees

£2,000.00 (plus VAT of £400.00) – £5,000.00 (plus VAT of £1,000.00)

Disbursements

Application fee	£100.00 – £1,905.00 (depending upon rateable value of the property)
Advertising fee	£250.00 – £750.00 (plus VAT of £50.00 – £150.00, as applicable)

Notes on Fees

Fees includes the following key stages:

1. Taking your instructions and advising you as to how you can promote the licensing objectives within your application.
2. Advising you as the type of plans you are required to submit with your application.
3. Completing the application form for a new premises licence (including the operating schedule) in accordance with your instructions and submitting this to the local licensing authority alongside suitable plans. You must provide suitable plans.
4. Providing guidance on the fee levels payable to the licensing authority.
5. Preparing copies of the premises licence application for disclosure to the responsible authorities and serving copies of the application on the responsible authorities.
6. Drafting the notices advertising the premises licence application and submitting the notice to the local newspaper.
7. Arranging with you for you to display the notice(s) 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 the Licensing Act 2003.
8. Providing a Designated Premises Supervisor (DPS) consent form for signature by a personal licence holder proposed by yourself.
9. Checking the licence once granted and correcting any errors with the licensing authority.



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The fee does not include:

1. obtaining suitable plans
2. attending pre-consultation meetings with the Licensing Authority or any responsible authorities, nor their fee for this meeting
3. dealing with or advising you in relation to queries or representations received from either the responsible authorities or other interested parties
4. advising on varying the licence
5. 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.
6. Appeal against decision of the licensing authority

Application for Variation of Existing Premises Licence

Legal Fees

Simple Variation:

£1,000.00 (plus VAT of £200.00) – £1,500.00 (plus VAT of £300.00)

A simple variation is:

1. An application to change the name or address of someone named in the premises licence
2. An application to vary the premises licence to specify a new individual as DPS

Application under Minor Variation process

£2,500.00 (plus VAT of £500.00) – £3,500 (plus VAT of £700.00)

Application under Full Variation Process

£3,500.00 (plus VAT of £700.00) – £5,000.00 (plus VAT of £1,000.00)

For a variation other than a simple variation, the work required (and related costs) will depend upon the nature of the variation depending upon whether such variation impacts adversely on the licensing objectives – we can advise further upon instruction.

Disbursements

Simple variation

Application fee (payable to licensing authority) £10.50 – £23.00 (depending upon nature of the application)

Application under Minor Variation process



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Application fee (payable to licensing authority) £89.00

Application under Full Variation Process

Application fee (payable to licensing authority) £100.00 – £1,905.00 (depending upon rateable value of the property)

Advertising fee £250.00 – £750.00 (plus VAT of £50.00 – £150.00, as applicable)

Notes on Fees

Fee includes the following key stages:

1. Taking your instructions and advising you on varying the licence.
2. Advising you as the type of plans you are required to submit with your application (where relevant).
3. Completing the application form for the relevant variation in accordance with your instructions and submitting this to the local licensing authority. You must provide suitable plans (where relevant).
4. Providing guidance on the fee levels payable to the licensing authority.
5. Preparing copies of the premises licence application for disclosure to the responsible authorities and serving copies of the application on the responsible authorities.
6. (For full variations) Drafting the notices advertising the premises licence application and submitting the notice to the local newspaper.
7. (For full variations) Arranging with you for you to display the notice(s) 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 the Licensing Act 2003.
8. (For application in respect of a new DPS) Providing a DPS consent form for signature by a personal licence holder.
9. Checking the amended licence once granted and correcting any errors with the licensing authority.

The fee does not include:

1. obtaining suitable plans
2. attending pre-consultation meetings with the Licensing Authority or any responsible authorities, nor their fee for this meeting
3. dealing with or advising you in relation to queries or representations received from either the responsible authorities or other interested parties
4. 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.
5. appeal against decision of the licensing authority



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Timescales

Matters usually take 3 – 5 weeks (or 1 – 2 weeks in the case of simple variations) from receipt of full instructions from you to submission of the application to the relevant licensing authority.

This is on the basis of the application being relatively straightforward and of you being able to provide all the necessary documents promptly. If your matter is more complex, for example, if there is a delay in receiving the documents we need or one of the complicating factors in respect of fees (as set out above) applies, it may take longer.



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