

# PREMISES LICENCE APPLICATIONS

## RANGE OF FEES FOR A PREMISES LICENCE UNDER SECTION 17 OF THE LICENSING ACT 2003 AND APPLICATIONS TO VARY A PREMISES LICENCE UNDER SECTION 34 OF THE LICENSING ACT 2003

### Estimate of average cost

	Premises License Application	Variation Application
Estimate of average cost	£1,300 to 1,900	£960
Estimated no of hours work	4 to 6 Hours	3 Hours
Estimated timescale	5 to 6 weeks	5 to 6 weeks

### Estimate of how long it usually takes

It will normally take an average of 4 to 6 hours to prepare your application for submission. This takes into account the 28-day consultation period which is triggered once the application has begun. We will be able to give you a clearer indication of the time it will take once we have had an opportunity to review your supporting documentation.

On the basis that there are no complications, most applications usually take 5 to 6 weeks to complete from receipt of your instructions and supporting documentation.

Other factors that may impact on the cost of your matter include:

- Type and size of the premises
- If a hearing before the Licensing Committee is necessary, the process will take longer, and we will do our best to give you an estimate of the time it will take

For a normal transaction of this type, with a cost estimate in this range, we have made the following assumptions:

- On average, applications for new premises licenses where there are no objections are usually dealt with within 6 weeks. This takes into account the 28-day consultation period which is triggered once the application has been validated.

## Application Process

Taking your instructions and confirming how you can promote the licensing objectives within your application

Advising you about the plans that are required for submission with your application

Completing the application form for a new premises licence (including the operating schedule) in accordance with your instructions

Submitting the completed application and plans to the licensing authority

Taking your instructions and confirming how you can promote the licensing objectives within your application

Providing guidance on the fees payable to the Licensing Authority

Preparing and serving copies of the premises licence application for disclosure to the Responsible Authorities

Drafting notices for advertising the premises licence application and submitting the notice to the local newspapers

Advising where and how you should display the notice(s) advertising the premises licence application in accordance with the Licensing Act 2003

Providing a Designated Premises Supervisor (DPS) consent form for signature by a personal licence holder proposed by you

Checking the licence once granted and rectifying any errors if required

## Assumptions

For a normal transaction of this type, with a cost estimate in this range, we have made the following assumptions:

- The application is not contentious and there are no objections then our fee for dealing with the application (including the drafting the operating schedule) up until determination by the licensing authority will range from £1300 - £1900 depending on the complexity of the application. For example a nightclub may not result in any objections but dealing that application will require more input than say a restaurant.
- The location will also determine the complexity. If there are objections then a budget would need to be agreed with the client for the additional work required to deal with any such objections and attendance at any hearings and this may be charged at an hourly rate.
- The hourly rate of the relevant fee earners are Marco Mauro (legal director) £320 plus VAT and Paige Bedward (assistant solicitor £185). We will always try and agree fixed fees with clients where possible.
- The charge for variations and transfers of licenses is usually in the region of £960 plus VAT but subject to review depending on the complexity of the matter.

## Disbursements

Disbursements will be charged in addition to our fees. Disbursements are third party expenses that are a requirement of the work we do. The likely disbursements in a Licence Application are:

- Licensing Application Fee: This is based on the rateable value of the premises to which the application relates. An indication of the fees payable can be calculated on the government website via [www.gov.uk/premises-licence](http://www.gov.uk/premises-licence)
- Advertising Costs: The charge depends on the local paper, these can range anywhere between £100 and £500 (plus VAT @ 20%) per application.

## Additional Information

If the work you need us to do for you does not fit into the normal range of service we have set out in this illustration, please speak to us and we will be happy to give you a full detailed scope of fees.

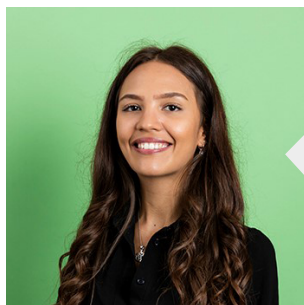
## Our people that can do this type of work



**MARCO MAURO**  
LEGAL DIRECTOR

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My expertise includes all aspects of planning, local government, highway, rights of way, village greens and environmental law including working knowledge of the contaminated land regime and the carbon reduction commitment scheme. I have previously worked for local planning authorities and written articles for various journals.



**PAIGE BEDWARD**  
SOLICITOR

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I advise clients and the wider real estate team on all aspects of planning, highways and environmental matters, and have a particular specialism in local government having previously worked for a local authority.