

Licensing Act 2003

The specialist licensing team works closely with our corporate and commercial, and property teams, and can advise on licensing issues that arise in the context of corporate transactions and the like. We regularly act on a wide range of licensing matters including: applications for new premises licenses; applications to vary premises licenses; TENS applications; making representations at hearing before licensing committees; advising on personal licences.

Most of the work is dealt with by Catherine Noble, a senior associate who is experienced at providing practical advice relating to the legislative framework around licencing and the Licensing Act 2003. Catherine, a solicitor, has around 8 years' experience of dealing with licensing matters. Where possible, work may be delegated to Lynne Lawn, a Senior Chartered Legal Executive, or a more junior lawyer (who will be supervised by Catherine) to help manage costs.

Our advice is tailored to the needs of each client. Where applications are being made, we can comprehensively guide clients through the process, or we can provide lighter touch advice to clients who want to manage the application process themselves, but who value some legal guidance.

Our charges are calculated on an hourly rate basis, plus VAT (currently charged at 20%).

- Catherine's hourly rate is £370, plus VAT.
- Work undertaken by Lynne Lawn, a senior chartered legal executive, will be charged at an hourly rate of £275, plus VAT.
- Work undertaken by an associate (who will be supervised by Catherine) will be charged at an hourly rate of £225, plus VAT. (Our hourly rates are reviewed annually).

Indicative fees for licensing applications relating to business premises

Application for a new premises licence	
Complexity level	Likely cost, plus VAT (based on an hourly rate of £305)
Simple (6 to 8 hours work) Such an application may be for a small restaurant, wine bar, or retail shop selling alcohol. The application will be straightforward, with minimal risk of objections, and the premises will not be in a cumulative impact zone and there will be no history of complaints or objections from the local community. The license will have standard operating hours and licensable activities.	£2,220 to £2,960 plus VAT and disbursements ¹
Medium (8 to 14 hours work) Such an application may be for a late-night bar, theatre, or sports centre. The premises may be in a Cumulative	£2,960 to £5,1800 plus VAT and disbursements

¹ Disbursements are costs related to your matter that are payable to third parties, such as the application fee. We usually pay disbursements on your behalf.

Impact Assessment (CIA) area, or there may be other specific local issues. Additional documentation may be required, and there may be the need to work with the responsible authorities, or local residents.	
Complex (14 to 20 hours work) Such an application may be for a nightclub or festival site. There may be a history of enforcement or licensing breaches. There will likely be multiple objections and the need for stakeholder engagement.	£5,180 to £7,400 plus VAT and disbursements

Disbursements:

Application fee: Licensing Authorities charge a fee that is based on the rateable value of the property. Fees range from £100 to £1,905 (these do not attract VAT).

Advertising costs: The advertisement fee varies on the location of the premises and the newspapers / local publication in which the notice is posted. Fees vary from £100, plus VAT to over £1,000, plus VAT (currently charged at 20%).

Application to vary a premises licence	
Minor variation These are changes that do not impact the licensing objectives. Examples may include small layout changes, adding live or recorded music during permitted hours, removing outdated or unenforceable conditions, or adding conditions agreed with responsible authorities	£800 to £1,500, plus VAT and disbursements
Major variation These are changes that may affect the licensing objectives and require a full consultation process. Examples include: extending hours for the sale of alcohol or regulated entertainment; adding new licensable activities; significant layout changes, or changing the nature of the premises.	£2,000 to £6,000, plus VAT and disbursements

These indicative fees include the following:

- Obtaining your instructions and advising you as to how you can promote the Licensing Objectives within your application.
- Advising you on the type of plans you are required to submit with your application.
- Completing the application form for a new premises licence or variation (including the operating schedule) in accordance with your instructions and submitting this to the local licensing authority with suitable plans. You must provide 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 notice(s) advertising the premises licence application for display on the premises and submitting the notice to the local newspaper.
- Providing a Consent Form for signature by the Designated Premises Supervisor (who should be a personal licence holder nominated by you).
- Checking the Premises Licence once it has been granted and correcting any errors with the Licensing Authority

These indicative fees do not include:

- Obtaining suitable plans.
- Attending pre-consultation meetings with the Licensing Authority or Responsible Authorities, or their fees for any such meetings.

- 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 authorities.
- If we are required to do any of the above then we will provide a separate fee estimate for this work which will be charged at the hourly rates set out above.

Disbursements:

Major Variation: see disbursement for new premises licence

Minor Variation: Application fee of £89 (these do not attract VAT).

How long will the application take?

There is a statutory 28-day consultation period for applications for new premises licences and variations to premises licences. If there are no relevant representations, the process will usually take 6 to 8 weeks from receipt of full instructions. However, if your application is more complex, for example if there is substantial opposition from interested parties, and a hearing is required, or if there is a delay in receiving the documents we need, it will take longer.

Billing

Unless a fixed fee, or other billing arrangement is agreed, we will raise invoices on a monthly basis.

Other applications we can assist with

During the life of a premises licence, you may require assistance with other applications, including an application to transfer the premises licence, or to change the Designated Premises Supervisor. Indicative fees for this work are provided below.

Transfer of a premises licence	
Transfer	£1,800 to £2,440, plus VAT and disbursements

Disbursements:

Application fee: £23 (these do not attract VAT).

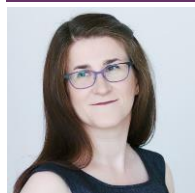
Application to change the specified Designated Premises Supervisor	
Change of DPS	£350 to £750, plus VAT and disbursements

Disbursements:

Application fee: £23 (these do not attract VAT).

Questions

If you have any questions about the services that we are able to offer, please get in touch.



Catherine Noble
 Senior Associate
 for Mills & Reeve LLP
 +441603693391
 catherine.noble@mills-reeve.com

Act 2018, the UK GDPR and the EU GDPR). You can set your marketing preferences or unsubscribe at any time from Mills & Reeve LLP marketing communications at www.preferences.mills-reeve.com or by emailing preferences@mills-reeve.com T +44(0)344 880 2666
