

Information

Our licensing fees

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 hearings before licensing committees; and 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 licensing and the Licensing Act 2003. Catherine, a solicitor, has around 8 years' experience of dealing with licensing matters. Work may be delegated to Lynne Lawn, who has been a Chartered Legal Executive since 2012, and who has been building her experience of licensing matters over the last year. Where cost effective, more junior team members (supervised by Catherine) may also assist. These may include paralegals, trainee solicitors and associates.

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 £400, plus VAT.
- Work undertaken by Lynne Lawn will be charged at an hourly rate of £300, plus VAT.
- Work undertaken by an associate (who will be supervised by Catherine) will be charged at an hourly rate of £225, plus VAT.
- Work undertaken by a paralegal or trainee solicitor (who will be supervised by Catherine) will be charged at an hourly rate of up to £200 plus VAT.

Our hourly rates are reviewed annually, with changes taking effect in June.



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 £400)
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 licence will have standard operating hours and licensable activities.	£2,400 to £3,200 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 impact assessment area, or there may be other specific local issues.	£3,200 to £5,600 plus VAT and disbursements
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.	£5,600 to £8,000 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 to over £1,000 plus VAT.

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.	£900 to £1,650, plus VAT and disbursements (depending on complexity and the level of the fee earner undertaking the work)
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; and significant layout changes or changing the nature of the premises.	£2,000 to £6,500, plus VAT and disbursements (depending on complexity and the level of the fee earner undertaking the work)

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.

Disbursements:

- **Major Variation:** see disbursements for new premises licence above.
- **Minor Variation:** Application fee of £89 (these do not attract VAT).

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 application for disclosure to the responsible authorities and serving copies of the application on the responsible authorities.
- Drafting the notice(s) advertising the 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.
- Disbursements.
- 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.

How long will the application take?

It usually takes between 2 and 6 weeks from receipt of full instructions for us to prepare and submit the application. There is then a statutory 28-day consultation period for applications for new premises licences and variations to premises licences. If there are no relevant representations, the local authority must grant the licence, subject only to mandatory or agreed conditions. If, however, relevant representations are received, a hearing must be held. In most cases, a hearing will be held within 20 working days from the end of the representation period.

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	£1,900 to £2,500, plus VAT and disbursements (depending on complexity and the level of the fee earner undertaking the work)

Disbursements:

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

Application to change the specified Designated Premises Supervisor (DPS)	
Change of DPS	£400 to £800, plus VAT and disbursements (depending on complexity and the level of the fee earner undertaking the work)

Disbursements:

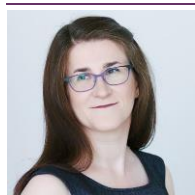
Application fee: £23 (these do not attract VAT).

Questions

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

Transparency Statement

This information is provided in accordance with the Solicitors Regulation Authority's transparency requirements regarding price and service. It is correct at the time of publication and subject to revision.

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