

## Our licensing fees

This note sets out the likely costs involved when we apply on your behalf for a new premises licence under Section 17 of the Licensing Act 2003 or make an application to vary a premises licence under Section 34 of the Licensing Act 2003

### Our fees

Most of the work is dealt with by an experienced senior solicitor but to keep costs down some work can be dealt with by more junior solicitors.

Our charges are calculated on an hourly rate basis plus VAT. Our current hourly rates for those who will typically be involved in this work are:

Senior Associate/Solicitor: £300 per hour

Associate/Solicitor: £185 per hour

We review our rates each year and notify our clients of any changes.

There are various factors that can affect the overall costs on these applications depending on how complex the application is likely to be. Factors affecting complexity can include the type and size of the premises, whether it is in a residential area, the licensable activities and hours being applied for or whether it is in a cumulative impact policy area. This is not a comprehensive list of all the factors that can affect complexity. For example, a large scale public event is likely to be far more complex than a simple application to vary a licence to add a licensable activity. It is therefore difficult to provide an accurate estimate of costs without detailed information.

However, our experience shows that costs usually fall within the ranges listed below:

- Simple application: £1,800 to £2,400 (based on 6 to 8 hours at an hourly rate of £300)
- Medium complexity: £2,400 to £4,200 (based on 8 to 14 hours at an hourly rate of £300)
- High complexity: £4,200 to £7,200 (based on 14 to 24 hours at an hourly rate of £300)

VAT must be added to these costs and the disbursements payable to third parties. The two principal disbursements are the application fee payable to the licensing authority and the fee payable for the newspaper advertisement of the application. The application fee is dependent on

the rateable value of the premises and is on a sliding scale of £100 to £635. On occasion, these can be higher and we will give you an accurate figure as soon as we are able to do so.

The advertisement fee varies on the location of the premises and the newspapers circulating in that area and can be anywhere from around £100 plus VAT to in excess of £1,000 plus VAT.

The fee estimates set out above include:

- Taking your instructions and advising you as to how you can promote the licensing objectives within your application.
- Advising you as to 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.
- Arranging for you to display the notice(s) advertising the premises licence application and advising as to where and how this should be done in order to comply with the requirements of the Licensing Act 2003.
- Providing a designated premises supervisor consent form for signature by your nominated personal licence holder.
- Checking the licence once granted and correcting any errors with the licensing authority.

The fee estimates set out above do not include:

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- 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.
- Advising on varying the licence.
- Attendance and representation at a licensing sub-committee hearing of the responsible authority.

If we are required to do any of the above or 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 the hourly rates set out above.

## How long will the application take?

Matters usually take 6 to 8 weeks from receipt of full instructions if the application is relatively straightforward and you are able to provide all the necessary documents promptly. If your matter is more complex, for example if there is substantial opposition from interested parties, or if there is a delay in receiving the documents we need, it may take longer.

## Billing

We usually bill on a monthly basis. If costs are low in a particular month, they will not usually be billed until the following month.

Wherever possible, we provide a best estimate of the likely costs as soon as details are available, and revised estimates if and when circumstances change.

## Meet our experts

Our experienced team operates nationwide. For further advice, please contact Harriet Wells.



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Harriet has practised as a solicitor for over 30 years and has specialised in licensing since 1998. She is listed in the Legal Directories as a leading individual in this field.



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Catherine is a qualified solicitor and assists Harriet on licensing matters.

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