

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, to the Licensing Act 2003. Where possible, work may be delegated to more junior lawyer to help manage costs.

Our advice is tailored to the need 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.

- Catherine's hourly rate is £305, plus VAT.
 - Work undertaken by a senior chartered legal executive will be charged at an hourly rate of £260, plus VAT.
 - Work undertaken by an associate 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)	£1,800 to £2,440, plus VAT and disbursements
Medium (8 to 14 hours work)	£2,440 to £4,270, plus VAT and disbursements
High (14 to 24 hours work)	£4,270 to £7,320, 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.

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 in excess of £1,000, plus VAT.

Application to vary a premises licence	
Minor variation	£700 to £1,400, plus VAT and disbursements
Major variation	£1,800 to £5,000, plus VAT and disbursements

Disbursements:

Major Variation: see disbursement for new premises licence

Minor Variation: Application fee of £89

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

Disbursements:

Application fee: £23

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

Disbursements:

Application fee: £23

These indicative fees are based on:

- 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 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.

Billing

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

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.

Questions

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



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