

## COSTING GUIDE

# Licensing Applications in Relation to Businesses

### KEY CONTACT



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**This is price information to businesses in relation to applying for a new premises licence or to vary a premises licence to allow those premises to be used for one or more licensable activities.**

This means that the rules are limited to two types of applications - applications 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.

The range of costs for cases can be set out in the following way:

- › Simple application: £1,500 - £2,000 (based on 6-8 hours at an hourly rate of £255);
- › Medium complexity: £2,000- £3,000 (based on 8-12 hours at an hourly rate of £255);
- › High complexity: £3,000 - £4,000 (based on 12-24 hours at an hourly rate of £255).

Factors affecting complexity may include whether there is a cumulative impact policy in place, the type and size of the premises, or whether it is in a residential area. High complexity could include the size of the premises and whether they would be used for large scale public events.

The price displayed includes:

- › Taking instructions;
- › Advising how you can promote the licensing objectives within your premises licence application;
- › Advising on the type of plans required to accompany your application;
- › Completing and submitting the application;
- › Disclosing the application to the responsible authorities;
- › Making arrangements for the necessary advertising of the application.

Additional costs are payable for submitting and advertising the application based on newspaper advertisement charges and size and rateable value of the premises.

## Business Licensing Example (Fixed Fee)

Fixed fee of £1,500 +VAT but excluding disbursements

This fee is made up of:

- › **Legal fees:** £1,500;
- › **VAT on legal fees:** £300 (based on current VAT of 20%).

### Disbursements

Disbursements are costs relating to your matter that are payable to third parties, such as the application fee. We will pay the disbursements on your behalf to ensure a smoother process.

- › Application fee (payable to licensing authority); \*
- › Advertising fee; \*
- › Enquiry agent fees to display public notices; \*
- › Special delivery fee to serve the application; \*
- › Printing additional copies of plans if necessary; \*

\*These fees vary depending on the individual premises and where it is located. The fees can on occasion be higher than the ranges given above. We will give you an accurate figure for each item as soon as we are able to do so.

### Fee includes:

- › Taking your instructions and advising you as to how you can promote the licensing objections 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 (including the operating schedule) in accordance with your instructions and submitting this to the local licensing authority alongside 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 notices advertising the premises licence application and submitting the notice to the local newspaper;
- › Arranging with you for you to display the notice(s) advertising the premises licence application and advising as to where and how this should be done by you in order to comply with the requirements of the Licensing Act 2003;
- › Providing a Designated Premises Supervisor (DPS) consent form for signature by a personal licence holder proposed by yourself;
- › Checking the licence once granted and correcting any errors with the licensing authority.

### This fee does not include:

- › Obtaining suitable plans;
- › Attending pre-consultation meetings with the Licensing Authority or Responsible Authorities, nor their fee for this meeting;
- › 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 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 an hourly rate.

## How Long Will the Application Take?

Matters usually take eight to 12 weeks from receipt of full instructions from you.

This is on the basis of the application being relatively straightforward and you being 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.