

## Fees - Application for a Premises Licence

### Our Team

Our Licensing work is carried out by Michael Woosnam who is a senior solicitor with 35 years post qualification experience.

### Legal Fees

Average Fee of **£1080.00** (including VAT)

The basis for the legal fees are: -

- Hourly Rate of **£160.00** plus VAT per hour

### The Fee includes: -

1. Taking your instructions and advising you as to how you can promote the licensing objectives within your application and drafting an Operating Schedule for the application
2. Advising you as the type of plans you are required to submit with your application
3. 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
4. Providing guidance on the fee levels payable to the licensing authority
5. Preparing copies of the premises licence application for disclosure to the Responsible Statutory Authorities and serving copies of the application on the Responsible Statutory Authorities
6. Drafting the notices advertising the premises licence application and submitting the notice to the local newspaper
7. 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
8. Dealing with the completion of all forms to appoint a Designated Premises Supervisor
9. Checking the licence once granted and correcting any errors with the Licensing Authority

### The Fee does not include: -

1. Obtaining suitable plans
2. Attending pre-consultation meetings with the Licensing Authority or Responsible Statutory Authorities.
3. Dealing with or advising you in relation to queries or representations received from either the Responsible Statutory Authorities or other interested parties
4. Advising on varying the licence
5. Attendance and representation at a licensing sub-committee hearing of the Responsible Local 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

### Disbursements

Disbursements are costs related 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.

The likely Disbursements are: -

1. Application Fee (payable to licensing authority) **£190.00** or **£315.00** (this depends on the rateable value of the premises)
2. Advertising Fee **£500.00** - **£700.00**

The fee to the Council depends on the rateable value of the premises and the fee to the newspaper on the amount of information contained in it. Both are variable and we will tell you the exact amount as soon as we are able to do so.

We have outlined an estimate of costs above. If you wish to discuss your case then please contact us and we will be able to provide a specific costs estimate for your matter. If you decide to instruct us then full costs information will be given at the beginning of your matter.

### How long will my application take?

Once submitted an application there is a 4 week period for Statutory Authorities or interested parties to make representations. If there are none then the application will be deemed granted. If you are able to provide all relevant information at the outset including plans, licensable activities, details of DPS and proposed operating hours then the time scale would be 5-6 weeks. This would increase if there are representations requiring the Local Authority to have a hearing.