

Licensing applications (business premises)

We offer competitive and affordable prices depending on the complexity of the matter and to suit the circumstances of our clients. We offer both hourly rate and fixed fee arrangements

Hourly rates

Our Licencing team's hourly rates are:

Solicitor with over 8 years' experience:	£373 plus VAT
Solicitor with over 4 years' experience:	£289 plus VAT
Other solicitors:	£244 plus VAT
Trainee Solicitors/Paralegals/other fee earners:	£139 plus VAT

Fixed fees

in most circumstances we are able offer our clients fixed-fee arrangements, which our clients often prefer as they are more cost effective for them than paying us on hourly basis.

The range of our fees depending on the complexity of the matter are:

These are estimate and exclude disbursements.

Complexity	Legal fees (VAT Chargeable at 20%)
<p>Low</p> <p>These are applications where there is.</p> <ul style="list-style-type: none">• Little or no prior consultation is required with responsible authorities/interested parties.• unlikely to be opposition to the application• Premises is not situated in a Cumulative Impact Zone or Special Policy Area.• proposed operation hours is consistent with local authority Licencing policy and within local authority core hours.	<p>£800-£1000 plus VAT (£960-£1200.00 inclusive of VAT)</p> <p>plus Disbursements</p>

<ul style="list-style-type: none"> • No history of problems with enforcement agencies. 	
<p>Medium</p> <p>These are applications where there is.</p> <ul style="list-style-type: none"> • Some consultation is required with responsible authorities/interested parties. • Some opposition to the application may be anticipated. • The premises may be in a Cumulative Impact Zone or Special Policy Area. • A history of issues with local enforcement agencies or other interested parties • A need to draft or advise on operating policy documents (such as a dispersal policy or a noise management policy). • A site visit is required. • hours sought may be outside of core hours • The proposed operation may be of a size or complexity so as to make it a 'non-standard' application. 	<p>£1000-£1500 plus VAT (£1200-£1800 inclusive of VAT)</p> <p>Plus Disbursements</p>
<p>High</p> <p>These are applications where there is.</p> <ul style="list-style-type: none"> • A substantial amount of consultation will be required with responsible authorities or interested parties. • The proposed operation is of a size or complexity so as to make it a 'Complex Application'. • The capacity of the premise may be over 500. • A history of issues or difficulties with enforcement agencies. • More than one site visit is required. 	<p>£1900-£4800 plus VAT (£2280-£5760 inclusive of VAT)</p> <p>Plus Disbursements</p>

<ul style="list-style-type: none"> • Additional meeting are required. • The premises is in a Cumulative Impact Zone or Special Policy Area. • The hours sought are outside of core hours. • The premises or the business is unusual, controversial or novel in some way. • A number of different licensable activities are being sought. • There is likely to be an impact on the Licensing objectives. 	
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

What is included in our fees?

- **Taking your instructions and providing detailed advice on how to draft the application to achieve your licensing objectives,**
- **Advising on plans that are required to be included within your application.**
- **Completing the application form for a new premise licence in accordance with your instructions including the operating schedule. S**
- **Submitting the application to the local authority licensing team with any additional plans.**
- **Outlining the licensing costs to the licensing authority.**
- **Preparation of copies of application to disclose and serve on the responsible authorities.**
- **Drafting the notices advertising the premises licence application and submitting the notice to the local newspaper.**
- **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.**

What is not included in our fees?

- 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 either at an hourly rate or if applicable fixed-fees maybe offered.

What are disbursements?

Disbursements are third-party costs which might be applicable in your case. These costs can vary depending on the type of premises application and you're your location. We will be in better position to advise of what disbursement costs you are liable to pay as soon as we are of these costs in your case.

VAT is applicable at 20% on disbursement costs. The costs quoted below are therefore exclusive of VAT.

Examples of these are:

- Application fee (payable to licensing authority): £100-£1095 depending on rateable value of premises. To find out a premises' non domestic rateable value, go to the [Valuation Office Agency site](#).

Rateable value	Fee payable
Band A – No RV to £4,300	£100.00
Band B – £4,301 to £33,000	£190.00
Band C – £33,001 to £87000	315.00
Band D – £87001 to £12500	£450.00
Band E – £125001 and over	£635.00

Where the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then you are required to pay a higher fee

Rateable value	Fee payable
Band D – £7001 to £12500	£900.00
Band E – £125001 and over	£1,905.00

- Advertising fee: £250-£500
- Enquiry agent fees to display public notices: £150-£250

- **Special delivery fee to serve the application: £1.70-£3.70 (based on Royal Mail costs)**
- **Printing additional copies of plans if necessary: depending on printing costs.**

VAT is applicable, at the standard rate of 20% on disbursements, where the criteria for VAT is met.

How long will my application take?

Low Complexity applications

1-3 weeks:

for us to prepare your application if it is relatively straightforward once we have your full instructions. This is dependent on you providing us all relevant evidence and documentation.

Medium to High complexity applications

Longer period:

where an application is complex or there is substantial opposition from interested parties it may take us longer to prepare it.

28-day consultation period:

once submitted, your application will be subject to a 28-day consultation period. If no objections or representations are made during this period, your application is likely to be granted as submitted.

20 working days from conclusion of consultation period

if objections/representations are made the licencing sub-committee will make a determination on your application by having a meeting within 20 working days from the conclusion of the consultation period.

