

Fees

for licensing applications

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1. INTRODUCTION

Please find following pricing information regarding applications for the grant of new licences and variations of existing licences.

Please note that all fees payable to Licensing Authorities are payable as VAT free disbursements

If the variation is simply to nominate a new Designated Premises Supervisor or to transfer a Premises Licence, our normal charge would be £350 plus £70 VAT = £420 and the application fee of £23 (no VAT) for each application. Note however that if the existing holder of a licence declines to consent to the transfer (or cannot be contacted) Lacey's fees will be greater and normally charged at our hourly rate. We will provide specific estimates on a case by case basis.

If the application is for the grant of a new licence or variation of an existing licence, the fee will include:

- Taking initial instructions and providing general advice on the type of application necessary;
- Advising regarding the form of plans/drawings if required;
- Researching and advising regarding the Licensing Authority's Statement of Licensing Policy and, in particular, whether there is a Cumulative Impact Policy in place;
- Drafting a form of application and discussing the same with the client;
- Undertaking an informal consultation with relevant Responsible Authorities if appropriate;
- Drafting a consent to act as the DPS (if necessary);
- Preparing site and newspaper notices;
- Submitting the application and dealing with formalities, including the site notice (and advising as to its placement) and, if necessary, the newspaper notice;
- Periodically reviewing the position during the consultation period and reporting to the client;
- Once the application is granted, providing certified copies of the licence and other documentation required to be held at the premises;
- Future indefinite safe keeping of the original licence.

Our policy is to charge a fee for preparing and submitting an application but in the event that representations are received, a separate fee will be charged in respect of the time taken to deal with the same and to prepare for and attend a hearing. This fee will include advice on any appeal but not the cost of mounting an appeal (see further below).

A further fee estimate will be given once the extent of any objections are known but typically would be 2 or 3 x the base fee for submitting an application, dependent partly on whether the hearing is held virtually or physically and where the hearing takes place.

Please note that our fees **do not include** the preparation of licensing drawings or the placing of site notices – the responsibility for arranging both rests with the client but we can assist by recommending contacts who can prepare plans and if necessary, arrange for a local agent to post the site notices (or even, if local, arrange to put up the notices ourselves) but at an additional cost.

Our “base fees” **do not include** any costs associated with a site inspection/visit that might be necessary in some cases, particularly where the premises are situated in a residential area or somewhere that has particular sensitivities.

Disbursements will be payable as follows:-

Minor variation application fee - £89.00 (no VAT)

New Premises Licence application and Full Variation applications – the application fee depends on the rateable value of the property as follows:-

Value of the Property	Application fee payable to the Licensing Authority (no VAT)
£0 to £4,300	£100
£4,301 to £33,000	£190
£33,001 to £87,000	£315
£87,001 to £125,000	£450 or £900 if the premises are used exclusively or primarily for the supply of alcohol for consumption on the premises.
Over £125,000	£635 or £1,905 if the premises are used exclusively or primarily for the supply of alcohol for consumption on the premises.

If the capacity of the premises exceeds 4,999 persons, an additional fee (no VAT) is payable as follows:

Capacity (people)	Additional fee	Capacity (people)	Additional fee
5,000 to 9,999	£1,000	40,000 to 49,999	£24,000
10,000 to 14,999	£2,000	50,000 to 59,999	£32,000
15,000 to 19,999	£4,000	60,000 to 69,999	£40,000
20,000 to 29,999	£8,000	70,000 to 79,999	£48,000
30,000 to 39,000	£16,000	80,000 to 89,999	£56,000
		90,000 and over	£64,000

All new premises licence applications and full variation applications require a public notice to be published in a **local newspaper** circulating in the locality of the premises. The cost of this can vary enormously and until a proof is submitted for costing, we cannot provide an accurate costing.

We use an agency to place public notices on our behalf as;

- ✓ They can significantly reduce the cost by arranging type setting in the smallest acceptable font size
- ✓ They have been able to negotiate discounts with most of the major local newspaper publishers.

A starting point would be to assume that the newspaper notice will cost in the region of **£200 to £250 plus £40 to £50 VAT = £240 to £300**. Papers circulating in rural areas and some free papers charge less – as little as **£60 (no VAT)** whereas newspapers in London and other large conurbations invariably charge more – up to and sometimes in excess of **£500 plus £100 VAT = £600**.

We are usually able to provide a better estimate of the cost once we know where the premises are situated.

When we refer to “disbursements” we mean the application fee (which does not attract VAT) and the cost of a newspaper public notice when one is required (see above) which may or may not attract VAT at 20%.

2. MINOR VARIATIONS

Minor variations are most commonly used to approve new layout plans of the premises and/or to remove redundant conditions.

On occasions, they are used to add additional conditions to the licence in order to avoid the threat of a review of the licence by the police, environmental health or other responsible authorities.

On other occasions, the application might be to exclude part of the premises from the licence because (for example) the parts to be excluded have been separately licensed. This would normally be treated in the same way as a plan variation, with or without amendment to conditions.

Our **basic fee** (exclusive of the disbursements outlined above) would be **£400 plus £80 VAT = £480** for a straightforward plan variation where we are provided with drawings that comply with the regulations.

If we need to **advise on changes to the drawings**, we would normally charge an **additional £250 plus £50 VAT = £250**

If the application is to **remove redundant conditions**, our basic fee would be **£600 plus £120 VAT = £720** but if the application is to **approve new plans and remove redundant conditions** at the same time, we would normally charge **£800 plus £160 VAT = £960**.

If the application is required in order to **avoid a review**, the fee will depend on the extent to which new conditions have been agreed with the relevant responsible authority/authorities and the licensing authority itself. Typically, the fee would not be less than **£900 plus £180 VAT = £980** but would rarely exceed £1,500 plus £300 VAT = £1,800.

Please note however that this would not necessarily include the cost of advising with regard to the threat of review or other measures that might be taken to resolve the situation – the time spent would be charged separately on the basis of the time spent.

3. NEW APPLICATIONS – Simple Cases

Establishment	Detail	Associated Fee
Off License	Application in an area that is not within a Cumulative Impact Zone/Area (sometimes referred to as a saturation zone), where the Licensing Authority's Statement of Licensing Policy does not specify standard conditions that they seek to apply to all applications and that the hours sought are "standard" i.e. 8 a.m. to 11 p.m.	Starting fee of £1,200 plus £240 VAT = £1,440 + disbursements
Restaurant	Application in an area that is not within a Cumulative Impact Zone/Area (sometimes referred to as a saturation zone), where the Licensing Authority's Statement of Licensing Policy does not specify standard conditions that they seek to apply to all applications and that the hours sought are "standard" i.e. 8 a.m. to 11 p.m.	Starting fee of £1,200 plus £240 VAT = £1,440 + disbursements
Hotels Residential License ONLY	Application in an area that is not within a Cumulative Impact Zone/Area (sometimes referred to as a saturation zone) and where the Licensing Authority's Statement of Licensing Policy does not specify standard conditions that they seek to apply to all. This assumes that there is no restaurant/bar open to non-residents.	Starting fee of £1,000 plus £200 VAT = £1,200 + disbursements
Hotels Residential AND Restaurant License ONLY	Application in an area that is not within a Cumulative Impact Zone/Area (sometimes referred to as a saturation zone), where the Licensing Authority's Statement of Licensing Policy does not specify standard conditions that they seek to apply to all applications and that the hours sought for the restaurant are "standard" i.e. 8 a.m. to midnight.	Starting fee of £1,200 plus £240 VAT = £1,440 + disbursements
On-License No regulated Entertainment	Application in an area that is not within a Cumulative Impact Zone/Area (sometimes referred to as a saturation zone), where the Licensing Authority's Statement of Licensing Policy does not specify standard conditions that they seek to apply to all applications and that the hours sought are "standard" i.e. 10 a.m. to 11 p.m.	Starting fee of £1,250 plus £250 VAT = £1,500 + disbursements
Late night refreshment (take-aways serving food after 11pm)	Application in an area that is not within a Cumulative Impact Zone/Area (sometimes referred to as a saturation zone), where the Licensing Authority's Statement of Licensing Policy does not specify standard conditions that they seek to apply to all applications and that the hours sought are "standard" i.e. from 11 p.m. until 2 a.m.	Starting fee of £1,200 plus £240 VAT = £1,440 + disbursements

4. NEW APPLICATIONS – Medium Complexity Cases

In summary, these are those applications which fall within the “simple category” above but where one or more “aggravating feature” applies.

TYPE OF APPLICATION	ADDITIONAL ESTIMATED FEE
Applications in a Cumulative Impact Area	£800 plus £160 VAT = £960
Applications where the Licensing Authority has prescribed conditions (but outside a Cumulative Impact Area)	£500 plus £100 VAT = £600
Applications where the Licensing Authority has prescribed conditions within a Cumulative Impact Area	£900 plus £180 VAT = £1080
Applications seeking longer hours than “standard”	£500 and £1,000 plus £100 and £200 VAT = £600 and £1,200 depending on the extent to which additional hours are sought.
On-licence applications to include Regulated Entertainment Within standard hours of 8 a.m. to 11 p.m. there would be no additional charge as both live and recorded music entertainment to an audience of 500 persons or less would be exempt under the provisions of the Live Music Act (as amended). If the application is to include live or recorded music beyond 11 p.m. (or to an audience of more than 500 persons) there will be an estimated additional fee of £500 (plus VAT at 20%).	£750 plus £150 VAT = £900
Applications where a site visit is necessary to prepare the application. The time spent would be charged on the basis of an hourly rate as per our terms and conditions of business and the cost will depend on where the premises are situated in relation to our offices and how long the visit takes	Hourly Rate – TBC

5. NEW APPLICATIONS – High Complexity Cases

Development schemes involving a number of different licensed outlets

Such schemes fall outside the requirement to provide costs information as inevitably, they would not apply to small businesses and might require multiple applications for different licences for different parts of the proposal. **Fee estimates will be given on request.**

Night clubs/late night entertainment venues

Applications for premises such as these need to be drafted to take into account a variety of complex factors, including issues relating to the licensing objectives of preventing crime and disorder, preventing public nuisance, protecting children from harm and issues of public safety. The specific location of the premises and the hours sought for different licensable activities will also have an effect on our fees.

As a guide, such applications would generally attract a fee of between **£2,000 and £3,500 plus £400 and £700 VAT totalling between £2,400 and £4,200 plus disbursements.**

Multi-purpose premises such as entertainment centres and hotels with function rooms etc.

Such premises might include bars, restaurants, cinemas, function rooms and the like in respect of which different conditions and operating hours might apply. Our fee for such an application would depend on whether there was to be a single licence or a number of different application but as a guide, not less than **£3,000 plus £ 600 VAT totalling £3,600 but not more than £7,500 plus £1,500 VAT totalling £9,000 and disbursements.**

VENUES/EVENTS

By this we mean premises that are used for a variety of different licensable and non-licensable activities including anything from stallholders selling alcohol at a country fair, beer tents at an event, music entertainment from a small stage through to large scale public events such as concerts or festivals.

Licensing such events can be very straightforward – for example the giving of Temporary Event Notices to cover the sale of alcohol from beer tents when the remaining activities taking place are not licensable for one reason or another.

Conversely, licensing some events (such as a music festival lasting a number of days) can be extremely complex requiring either a number of different applications or a complex licence with different conditions applying to different elements of the event and, in some cases, multiple applications for either Premises Licences or Temporary Event Notices or a combination of both.

Fees depend on the extent to which the client has in place such things as Event Management Plans, including security and stewarding plans, traffic management, safeguarding, emergency and contingency planning and crowd control to mention but five elements.

Our fees would be charged on a time basis – please refer to our terms and conditions of business and request an estimate.

6. VARIATION APPLICATIONS

Plan variations where a minor variation application is not appropriate.

The starting point would be a fee of **£950 plus £ 190 VAT totalling £1,140 and disbursements** as outlined above.

To extend the hours for licensable activities, to add licensable activities or to remove conditions.

In many cases, this would be the equivalent of an application for an entirely new licence, especially if the premises are situated in an area subject to a cumulative impact policy.

In other cases where all parties are agreed that the conditions are no longer relevant or appropriate, Lacey's fees for preparing and submitting an application would start at **£900 plus £180 VAT totalling £1,080 and disbursements**.

7. TIMESCALES

Virtually all applications under the Licensing Act 2003 are subject to consultation periods and set time scales that generally start on the working day after the application is lodged. Where a hearing has to take place, it must usually be within 20 working days of the end of the consultation period – there are exceptions and if one applies, we will advise when accepting instructions.

NATURE OF APPLICATION	CONSULTATION PERIOD	NOTES
Change of DPS and Transfer	14 days	These applications can be made to have immediate effect but might be subject to a hearing in the event of an objection.
Minor variation	10 working days	There are no provisions for hearings
New Licence Applications and Full Variations	28 days	Hearings normally take place at least 10 working days after the end of the consultation period but normally within 20 working days.

How quickly Lacey's can submit an application depends very largely on what information and documents the client is able to supply. This is particularly the case with regard to the provision of plans and drawings that comply with the Regulations with regard to new licence and variation applications. If informal consultations with relevant authorities are undertaken, this can delay the process by typically two weeks.

In emergencies, it is sometimes possible to submit application to change the DPS at very short notice provided the client provides all of the necessary information and forms are returned promptly.

Again, each case depends on its own circumstances but as a rule of thumb, save in the most difficult cases, applications can be submitted within 28 days of initial instructions but frequently more quickly.

8. WHO WILL DO THE WORK?

The Head of Department is Brendan Herbert, who has worked in the licensing field for approaching 20 years, and has hands on events experience himself, being one of the main organisers behind the award winning 2000 Trees Festival since 2007. He is assisted by Consultant Philip Day who has been a leading figure in Licensing for many years and provides legal advice to NOEA and organizes large scale events in his hometown of Ringwood Dorset, and Jackson Warriner. Specific experience and qualifications can be seen in the individual staff profiles on our Licensing page.

Routine applications and administrative matters are usually delegated to the support team of legal assistants and para-legals but all instructions are overseen and supervised at partner level.

9. IN SUMMARY

No two licensed premises are the same. What may be required and therefore our fee for any application will depend on a number of factors including the following:

- The specific location of the premises;
- Local Licensing Policies;
- Whether the Licensing Authority accepts "on-line" applications";
- Whether the client is able to provide the necessary documentation without assistance (including proof of eligibility to live and work in the UK), plans (when appropriate) and signed consent forms when required.
- Whether the client is able to arrange for site notices to be displayed (when appropriate).
Whether any hearing takes place virtually or requires a physical attendance.

On a case by case basis, we are normally prepared to cap any additional costs that might be incurred if any application results in a hearing.



Our “mission” is to ensure that applications of any description are submitted in a way that does not attract objections resulting in a hearing (and increased costs for the client).