

New Premises Licence Application or major variation to licence - £800 plus VAT and disbursements*

1. Complete and submit application to the local council.
2. Liaise and negotiate with local council.
3. Submit a copy of your application form to the responsible authorities within time limits.
4. Ascertain relevant fee for the venue.
5. Produce an advert to display in the local press.
6. Produce a notice which will need to be displayed outside your premises.

Application fees range from £100 to £1,905, depending on the fee band of your venue.

Advertising costs vary and are dependent upon the publication used.

These matters usually take 6-8 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.

Premises Licence Transfers – £150 plus VAT and disbursements

1. Application to transfer premises licence.
2. Consent of the outgoing premise licence holder to transfer.

A "maintenance fee" is payable to the Council each year. The new licence holder will become responsible for these payments.

Cost of application fee is £23.00

Matters usually take 1-2 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.

Personal Licence Application – £150 plus VAT and disbursements*

1. Advice in obtaining on selecting the relevant accredited qualification.
2. Criminal Records Bureau check.
3. Submission of application including Disclosure of convictions and declaration form and application for a personal licence.
4. We will check all forms for you before submission.

The fee for a personal licence application is £37

CRB checks vary but start from around £55

Matters usually take 3-4 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.

Change of Designated Premises Supervisor – £150 plus VAT and disbursements*

1. Submission of a signed consent form by the current designated premises supervisor, which we will provide you with and a scan of your old licence (or explanation of why you can't send it).
2. Notification to the relevant authorities.
3. If the police don't object within the statutory time frame, the application will be granted. If the police do object, the application will be considered at a hearing by the Licensing Sub-Committee.
4. Once the application has been approved we will then send you the amended premises licence.

Application fee is £23.00

Matters usually take 4-6 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.

*Prices do not include advocacy at sub-licensing hearing. Charges for representation on based on an hourly rate and start at £150 per hour.

Who will deal with my matter?

Solicitor [Elizabeth Rees](#) handles licensing matters.