

**LICENSING – OUR FEES AND SERVICES**

We understand that costs are important in any business transaction. We have set out below a range of fees relevant for applications for new premises licence applications and full variations of an existing premises licence. The price information is designed to give you an indication of how much it costs to work with us in relation to the Licensing Act 2003.

However, please do not use costs alone to evaluate our service. The reason we are trusted by more licensed operators than any other firm in the UK is not the cost- it is results. The results we achieve for our clients mean they can operate how they want to; usually leading to more profitable operations.

Anticipated fees are categorised as follows:

Type	Factors	Cost
Simple application	<ul style="list-style-type: none"> <li>• size, nature and type of the premises and the licensable activities proposed and the activity times sought;</li> <li>• location and whether the premises is located within a cumulative impact policy area ( where there is a rebuttable presumption against the grant) or in a residential area.</li> </ul>	£750 - £1500 plus VAT and disbursements
Medium complexity	<ul style="list-style-type: none"> <li>• size, nature and type of the premises and the licensable activities proposed and the activity times sought;</li> <li>• location and whether the premises is located within a cumulative impact policy area ( where there is a rebuttable presumption against the grant) or in a residential area.</li> </ul>	£1250 - £2000 plus VAT and disbursements
High complexity	<ul style="list-style-type: none"> <li>• size, nature and type of the premises and the licensable activities proposed and the activity times sought;</li> <li>• location and whether the premises is located within a cumulative impact policy area ( where there is a rebuttable presumption against the grant) or in a residential area.</li> </ul>	£5000 + plus VAT and disbursements

The higher the likely impact on the licensing objectives the greater the associated fee earner time etc.

Costings above **include**:

- taking your instructions in person at our offices/email or on the phone;
- advising on the type of plans required to accompany your application and appropriate application fee;
- drafting a consent form for the Designated Premises Supervisor
- undertaking due diligence on the DPS's right to work in accordance with applicable Immigration legislation (new applications);
- completing and submitting the application, including the Operating Schedule and advising on how to promote the licensing objectives;
- drafting notices advertising the application for display at the premises in the correct statutory form and publication in an appropriate newspaper local to the premises;
- liaising with you to arrange the display of the notice(s) at the premises – either by advising you as to the appropriate location and number, (or at an additional cost) arranging for the notices to be displayed on your behalf through an agent;
- checking the licence once granted and correcting any errors with the licensing authority; and
- progressing through to the grant of the application and reporting to you throughout (where no representations are received).

Costings above **exclude**:

- obtaining suitable plans;
- pre-consulting with the Licensing Authority, Responsible Authorities and others (local residents and/or councillor) and any charges made by the Responsible Authorities for such a meeting;
- meeting with you out of the office to take your instructions;
- attending site meetings;
- dealing with, attending meetings or advising you in relation to queries or representations received from either the Responsible Authorities or other Interested Parties;
- drafting additional documentation to support the application such as a Dispersal Policy, Operational Management Plan, and /or Risk Assessments;
- instructing and thereafter liaising with Experts or Counsel;
- advising on drafting licensing clauses or similar clauses within a lease;
- investigating the licensing and/or planning history of the site and of the surrounding area, including investigating licences granted and/or refused for similar operations in the locality;
- advising in relation to technical standards, building control, or similar;
- preparing for and representing you at Licensing Sub-Committee, including preparing evidence and taking witness statements and dealing with any other related matters; and
- advising on any appeal or dealing with any queries following the licence hearing, reviewing the granted licence and liaising with the Authority if errors are made and submitting and pursuing any appeal documentation.

**About Us and our Hourly Rates**

Details of our staff, their experience and qualifications can be found [here](#).

<b>Hourly Rates</b>	<b>Range [Hourly rate, excluding VAT]</b>
Partner	£295 to £375
Associate	£265 to £320
Senior Solicitor [5 years+ qualified]	£245 to £295
Junior Solicitor	£200 to £250
Legal Executive / Senior Paralegal	£165 to £225
Trainee Solicitor	£165 to £195
Paralegals	£125 to £170
Clerks	£95

We reserve the right to changed and enhance rate if the case is one of unusual urgency.  
Our VAT number is 6107522862

**Disbursements:**

These are costs related to your matter that are payable to third parties, such as the application fee. Some disbursements will carry additional VAT charges. The standard disbursements may include:

- Application fee (payable to the Licensing Authority): £100.00 to £1,905.00 (dependent on the ratable value of property)
- Advertising in the newspaper fee: £150.00 – £500.00
- Postal/courier fee to serve the application:
- Printing plans
- Enquiry agent to display the notices
- Travel, accommodation and parking
- Expert fees
- Counsel fees

**Time frame**

The timeframe from our initial contact with you to obtaining a Premises Licence or variation under the Licensing Act 2003 will depend upon the nature and complexity of the application. Other factors will include the level of pre-submission work and also whether the application receives representations which will mean it is required to be determined by a Licensing Sub-Committee.

A straightforward licensing application with no representations will be subject to a 28 day consultation period and the preparation time prior to that could, in the simplest of cases, be as little as 2 weeks and therefore the process could be in the region of 6 weeks.

A medium and high complexity application will take additional time and the timescale could be anything from 12 to 26 weeks.

*We would be pleased to speak with you to discuss your specific requirements and provide you with a tailored fee estimate.*