

Licensing Services

We offer a full range of licensing services from the straightforward to the complex, to include, but not limited to, applying for new premises licences, varying/transferring existing licences, defending licensing reviews or other enforcement actions, making applications to change designated premises supervisors, applications for minor variations and taking action to preserve premises licences in insolvency scenarios. We set out below brief details regarding our relevant cost structures for business clients for this type of work and other factors that may need to be taken into account when assessing overall potential costs. If you have any queries of any kind or require any further information, please contact our Partner in charge of licensing services, **Stephen Groves**, whose contact details are below.

Application for a new premises licence or full variation to an existing premises licence

Provided any application is not challenged, we charge fixed costs of £750 plus vat, together with disbursements, for applications for a new premises licence or non-minor variations to an existing premises licence. Disbursements are costs relating to the instruction which are payable to third parties, for example, licensing authority application fees and advertiser's costs. We generally pay these on the client's behalf to ensure a smoother process.

Disbursements that are payable depend upon the type of application and other factors but can include by way of example:

- Licensing authority application fees: £100 - 1,905*

*These fees can vary depending upon the rateable value of the particular premises and where they are located. The fees can on occasion be higher than the range given above. We will provide an accurate figure as soon as we are able to do so.

- Advertising fee: £100-500 (dependent on locality)
- Enquiry agent fees to display public notices: £70-100 (dependent on locality)
- Special delivery fee to serve the licensing application: £5-10
- Printing additional copies of plans as may be required: £5-10

Our legal costs include us doing the following on behalf of the client:

- Taking instructions and advising as to the promotion of the licensing objectives within the application
- Advising as to the type of plans that require submitting with the application (if applicable)
- Completing the application form (as appropriate) for a new premises licence or to vary an existing premises licence (to include the operating schedule) in accordance with client's instructions
- Submitting the completed application form to the relevant licensing authority alongside suitable plans (if applicable)
- Providing guidance on the fee levels payable to the relevant licensing authority
- Providing copies of the application for disclosure to the responsible authorities (for example, the Police and Fire Service) and serving these on them
- Drafting the notice(s) advertising the licence application and submitting the same to the relevant local newspaper for publication
- Arranging for the client to display the notice(s) advertising the application and advising as to where and how this should be done so as to comply with the requirements of the Licensing Act 2003

- Where required, providing a Designated Premises Supervisor (DPS) consent form for signature by a personal licence holder proposed by the client
- Checking the licence once granted/varied and correcting any errors or omissions with the licensing authority

Applications to Change DPS

- Jones & Groves costs: £250
- Licensing authority application fees £23

Minor Variations

- Jones & Groves costs: £275
- Licensing authority application fees £89

What do the above costs not cover?

Please note that the legal costs above do not include:

- Obtaining suitable plans (where applicable) - this is the responsibility of the client
- Attending pre-consultation meeting(s) with the relevant licensing authority or responsible authorities nor discharging any fee(s) for any such meeting(s)
- Dealing with or advising the client in relation to queries or representations received from either the responsible authorities or any other interested parties
- Attendance and representation at a licensing sub-committee hearing of the relevant responsible authority

If additional work is required under any of the above categories or otherwise, we will provide a separate cost estimate for such work which will be charged at an hourly rate of £275.

All costs and disbursements are subject to applicable vat.

Time Frame

Our experience is the majority of applications take between 2 - 6 weeks from receipt of full instructions. This assumes that the application proceeds relatively smoothly and that the client is able to provide all necessary documentation promptly. If the 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, the timescale could be anything up to 26 weeks.

Contact Details

Please contact **Stephen Groves** who handles our licensing matters about any licensing issues you may have. Stephen's contact details are as follows:

t: 01527 362720

e: stephen.groves@jonesgroves.co.uk

w: www.jonesgroves.co.uk

a: 2 Aston Court, Bromsgrove Technology Park, Bromsgrove, B60 3AL

The licensing services set out in this web page are not an exhaustive list of the services we are able to offer as a practice.