

Licensing Authority Guidance Fees



Under the new licensing system, premises will apply for a one-off premises licence and then pay an annual charge for their licence thereafter. The charge is based on the rateable value of the property. The new fee structure for these two payments laid before Parliament is as follows:

Premises Fees

Rateable Value Bands	A - no rateable value - £4,300	B - £4,301 - £33,000	C - £33,001 - £87,000	D - £87,001 - £125,000	E - £125,001 and above
Main application fee	100	190	315	450	635
Annual charge in subsequent years	70	180	295	320	350

A multiplier applied to premises in bands D and E where they are exclusively or primarily in the business of selling alcohol.

Band	D (x2)	E (x3)
Application fee	900	1905
Annual charge	640	1050

Payment to vary conditions - (relates to alcohol only) during transition.

Rateable Value Bands	A	B	C	D	E
Variation fee during transitional period	20	60	80	100	120
Variation after conversion following transitional period	100	190	315	450	650

Exceptionally Large Events - An additional premises fee for exceptionally large events is payable

Number in attendance at any one time	Additional fee	Additional Annual Fee
5,000 to 9,999	£1,000	£500
10,000 to 14,999	£2,000	£1,000
15,000 to 19,999	£4,000	£2,000
20,000 to 29,999	£8,000	£4,000
30,000 to 39,999	£16,000	£8,000
40,000 to 49,999	£24,000	£12,000
50,000 to 59,999	£32,000	£16,000
60,000 to 69,999	£40,000	£20,000
70,000 to 79,999	£48,000	£24,000
80,000 to 89,999	£56,000	£28,000
90,000 and over	£64,000	£32,000

Personal Licences, Temporary Events and Other Fees

Fees in relation to other duties, most notably for temporary events and personal licences:

Application for a grant or renewal of personal licence	£37
Temporary event notice	£21
Theft, loss, etc. of premises licence or summary	£10.50
Application for a provisional statement where premises being built, etc.	£315.00
Notification of change of name or address	£10.50
Application to vary licence to specify individual as premises supervisor	£23
Application for transfer of premises licence	£23
Interim authority notice following death etc. of licence holder	£23
Theft, loss etc. of certificate or summary	£10.50
Notification of change of name or alteration of rules of club	£10.50
Change of relevant registered address of club	£10.50
Theft, loss etc. of temporary event notice	£10.50
Theft, loss etc. of personal licence	£10.50
Duty to notify change of name or address	£10.50
Right of freeholder etc. to be notified of licensing matters	£21

Exemptions from payment of Premises Licence Fee

In respect of applications covering the provision of regulated entertainment only (i.e. excluding the sale of alcohol), no fee shall be payable in respect of the following:-

- a) In a case of an application by a proprietor of an educational institution (school or college*), in respect of premises that are or form part of the educational institution –
 - i) The provision of regulated entertainment on the premises is carried on by the educational institution for and on behalf of the purposes of the educational institution; or
- b) that the application is in respect of premises that are or form part of a church hall, chapel hall or other similar building or a village hall, parish hall or community hall or other similar building.

“College” means a college or similar institution principally concerned with the provision of full time education suitable to the requirements of persons over compulsory school age who have not attained the age of 19.