

Licensing Authority Guidance Scale of Fees



Premises and Club Certificates

Premises and club application – each premises that is licensable will be allocated to a fee band according to the non domestic rateable value. Evidence of premises band will be required.

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
New Application and Variation Fee	100	190	315	450	635

Each band attracts a different level of annual fee – payable one year after the grant of a licence.

Rateable Value Bands	A	B	C	D	E
Annual Charge	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

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

Number in attendance at any one time	Application Fee	Annual Charge
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:

Type of licence, application or notice	Fee
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.