

## **Licence Applications Information and Fees**

### **Premises Licence Application and**

#### **Off Licence Application**

Our overall fees vary depending upon how complex your case is and what you would like us to do. For a free quote specifically tailored to your circumstances please email [info@southgateandco.co.uk](mailto:info@southgateandco.co.uk). We would be more than happy to discuss your case.

Our charges are made up of:

- a) our fees for the legal work;
- b) 'disbursements' - disbursements are costs related to your matter that are payable to other people, such as fees payable to the Local Licensing Authority (please see below) and for an architect or other professional to prepare plans of the Premises and advertising the application in a local paper or other approved method. We handle the payment of the disbursements on your behalf to ensure a smoother process.

Where VAT is referred to below please note that this will be charged at the applicable rate, which is currently 20%.

### **How much do we charge?**

#### **Our fees**

#### **New Premises Licence application for late night refreshment and sale of alcohol.**

This is the most common type of Premises licence which we deal with, namely where an individual or company wish to apply for a New Premises Licence for a Restaurant to sell food after 11pm to midnight and sell alcohol to be consumed with their food (Standard Application). Our fees for this work will either be agreed with you as a fixed sum before we start of our work together or based on how much time it takes to deal with your case. Our standard hourly rates are £250.00 for one of our solicitors.

Normally this work takes between 5 and 8 hours work at £250 per hour. Total costs therefore tend to be in the region of £1,250 - £2,000.

The costs detailed above are in respect to a Standard Application which is unopposed and the local authority grants the licence without a hearing or requiring further representations from the applicant.

## **New Off Licence application to sell alcohol to be consumed away from the Premises (Retail sale of alcohol)**

This relates to sale of alcohol from shops to be taken away and consumed at home.

Our fees for this work will either be agreed with you as a fixed sum before we start our work together or at an hourly rate of £250.

Normally this work takes between 4 and 6 hours work at £250 per hour. Total costs therefore tend to be in the region of £1,000 - £1,500.

The fees are on the basis that the application is unopposed and the local authority grants the licence without a hearing or requiring further representations from the applicant.

We would still be delighted to work with you in more complicated matters but would need to give you a quotation for the work tailored to your individual circumstances. Please contact us to learn more.

**Our fees are exclusive of VAT which will be added to them. The current VAT rate is 20%)**

## **Disbursements applicable to all applications**

Fee payable to Local Licencing Authority (Local Authority where the Premises are situated). The fees are based on the Rateable Value of the Property which you can obtain following the link <https://www.gov.uk/correct-your-business-rates>

Rateable Value	Fee payable
Band A up to £4,300	£100
Band B £4,301 to £33,000	£190
Band C £33001 to £87,000	£315
Band D £87001 to £125,000	£450
Band E over £125000	£635

In Band D and E if the primary use is for consumption of alcohol then there is a higher fee payable.

Notice in local newspaper (estimate)                      £250 - £500

Plan of premises (estimate)                                      £150 - £400

## **How Long will the application take?**

Generally speaking, 'Standard Applications and Off Licence applications can normally be dealt with between 30 and 60 days.

## **Key stages of your case Standard and Off Licence applications**

The precise stages involved vary according to the circumstances.

The guidance on our fees above covers all of the work in relation to the following:

- Taking your instructions
- Obtaining from you details of designated premises supervisor (normally yourself or a Director of the company applying)
- Advising you of the requirements and legal position to obtain licence
- Preparing application
- Preparing statements in respect to Prevention of (1) Crime and Disorder, (2) Public Safety, (3) Prevention of Public Nuisance and (4) Protection of Children from Harm.
- Lodging application with local authority
- Serving copy of the application with Fire authority and Metropolitan Police
- Advertising in local paper.
- Obtain the licence and reporting to you of fact.

It would not normally be necessary to undertake other work or incur costs other than those described above.

## **Non-standard Applications**

These will include applications in respect to trading hours beyond midnight, where there are objections, a licence has been previously revoked for the premises, there are proposed unreasonable licensing conditions, there is to be a hearing in respect to the application. There are other unusual aspects of your application.

We are happy to undertake and represent you in such cases and will provide a more tailored quote for all stages of your particular case once we know about your specific circumstances.

## **Other Licensing activities**

Applying for variations or amendments to existing licences,  
Defending applications against objections in appeal hearings  
Defending enforcement action  
Objecting to someone else's licence application  
Private clubs, Bars and Pubs, Nightclubs, Theatres and Sports Venues.

In all cases we will be happy to provide a more tailored quote to your particular case.

## **Who will be dealing with my Case?**

Your case will be handled by a solicitor with over 8 years appropriate experience and qualifications. Full details of which, including details of their supervisor, if appropriate, will be given before any action is taken.