

# Licensing Pricing Information



This document provides the information required by the SRA Transparency Rules for the provision of advice, assistance and representation in relation to licensing applications for business premises. The firm advises on a broad range of Environmental, Safety and Health issues. For details of our broader service, please [click here](#).

Our pricing for applying for a new premises licence or to vary an existing licence to allow those premises to be used for one or more licensable activities are set out below. We are able to tailor our pricing model to suit individual circumstances and are happy to agree a bespoke pricing arrangement with clients at the outset.

Our pricing for making an application for a new premises licence or varying an existing licence:

Standard case: £1,750 to £3,500 (uncontested)

Each application will be unique and the cost within the range will be dependent on a number of variable factors, including (but not limited to) number and type of licensable activities, location, volume and complexity.

This range excludes VAT (currently at 20%) and excludes disbursements (please see below for further information).

### Basis for Our Charges and Key Stages

The fees set out above cover the following key stages and scope of work:

- Receiving instructions and establishing what is required.
- Drafting the operating schedule.
- Requesting and verifying details of the applicant and checking the registered office address and company information.
- Requesting details of the licensable activities/times required.
- Checking the rateable value of premises.
- Checking the correct local authority and researching up-to-date responsible authorities and examples of public notices required during application process.
- Sending plan requirements lists and requesting plans.
- Where an alcohol licence is required, requesting details of the personal licence holder to be named as Designated Premises Supervisor (DPS).
- Preparing a consent form to be signed upon receipt of personal licence details.
- Receiving signed consent, preparing the application and submitting it.
- Serving copies of the application and supporting documentation on the responsible authorities as required.
- Preparing notice of application for advertising and discussing its display within the premises.
- Making arrangements for the notice to be displayed on the premises.
- Making arrangements for the notice to be advertised in the press.
- Receiving a newspaper publication containing the advert and submitting to the local authority in support of the application. Arranging payment of advertising fees.
- Checking the outcome of the application with the council.
- Notifying the client of the outcome of the application.
- Receiving a premises licence and premises licence summary issued by the council.
- Reviewing the documentation, preparing copies and arranging for the same to be certified for display at the premises in accordance with the Licensing Act 2003.
- Placing the original licence granted in storage/or returning to the client.



## Our Fee Excludes the Following Scope of Work:

- Obtaining suitable plans.
- Attending pre-consultation meetings with either the licensing authority or responsible authorities, nor their fees for such meetings.
- Dealing with or advising the client in relation to any queries or representations received from either the responsible authorities or other interested parties.
- Attendance and representation at a licensing sub-committee hearing of the responsible authority.
- Subsequently advising on a variation of any new premises licence.

Where any out-of-scope work is required, we will agree a separate fee estimate, which will be charged at an hourly rate.

## Disbursements

Disbursements are costs related to your matter that are payable to third parties, such as the application fee. We handle the payment of the disbursements on your behalf to ensure a smoother process. The following disbursements are normally payable:

- Application fee (payable to the licensing authority and dependent on the rateable value of the property) and ranges from £100-635 (VAT is not charged).
- Advertising fee (to advertise the application as required and dependent on local publication) ranges from £200-800 plus VAT.
- Special delivery postage fees up to circa £100.
- Printing additional copies of plans (dependent on number) typically from £20-200.

The fee may, on occasion, be higher than the ranges given but we will provide an accurate figure as soon as we are in a position to do so.

The fees set out above are on the basis that the application proceeds unopposed. If representations are received, we will confirm the likely additional costs required to take the matter to conclusion. This may include instructing counsel to attend Licensing Committee Hearings (including preparation) on your behalf and counsel fees may vary (depending on the experience of the advocate).

## How Long Will My Matter Take?

Each application is different but as a general rule, matters usually take around six weeks from receipt of full instructions to completion. This is on the basis that the application is relatively straightforward, with no representations, and the client is able to provide all necessary documentation, including plans, promptly. If the matter is more complex, or there is substantial opposition from interested parties, the matter will take longer.

## Our Team

Detailed information relating to the experience and qualifications of the Licensing Team are available on our Professionals page. [Click here](#) and select the "Additional Search Options" button on the right-hand side of the screen followed by "All Practices" drop down box and select practice area "Alcohol, Food and Entertainment Licensing".



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