TRANSPARENCY IN PRICING

LICENSING APPLICATION

Leathes Prior is committed to providing transparency in pricing in line with the SRA Transparency Rules.

LP LEATHES PRIOR

LICENSING APPLICATION

The Licensing Team at Leathes Prior have many years' experience of dealing with licensing applications for a wide variety of premises including public houses, clubs, takeaways and shops relating to the sale or supply of alcohol and the provision of regulated entertainment and the provision of late-night refreshment. We can also help with applications for a personal licence.

We offer a fixed fee consultation service where new clients can spend up to 90 minutes with one of our advisers at our office in Norwich for an initial overview of their proposed application The current fixed fee for this consultation at our office in Norwich is £300 plus VAT payable on arrival on the day of your appointment in cash or by credit or debit card. Alternatively, we can talk to you remotely using Microsoft Teams when payment can be made via the "Make a Payment" link on the Home Page of this website.

If any further work is required and you wish to instruct us to undertake that work we will normally be able to give you a cost estimate at our meeting. You should note that this fee only covers one initial meeting. Some clients find the advice they receive in the initial meeting is sufficient to enable them to process their application without any further input from us. Other clients ask us to deal with their application for them.

If you are planning to apply for a Premises Licence to supply alcohol or vary an existing Premises Licence our fees for advising on the application and including processing the application with the Licensing Authority will depend on several factors. Normally our fee is in the range £750 plus VAT to £1500 plus VAT depending on any complications.

Our fee will normally include:

1. Taking your instructions and advising you as to how you can promote the licensing objectives within your application.

2. Advising you as the type of plans you are required to submit with your application.

3. Completing the application form for a new premises licence or a variation (including the operating schedule) in accordance with your instructions and submitting this to the local licensing authority alongside suitable plans. You must provide suitable plans and where appropriate an Operating Schedule.

4. Providing guidance on the fee levels payable to the licensing authority.

5. Preparing copies of the premises licence application for disclosure to the responsible authorities and serving copies of the application on the responsible authorities.

6. Drafting the notices advertising the premises licence application and submitting the notice to the local newspaper.

7. Arranging with you for you to display the notice(s) advertising the premises licence application and advising as to where and how this should be done by you to comply with the requirements of the Licensing Act 2003.

8. Providing a Designated Premises Supervisor (DPS) consent form for signature by a personal licence holder proposed by yourself.

Checking the licence once granted and correcting any errors with the licensing authority.

Fees in the range quoted will not normally include:

1. Obtaining suitable plans.

2. Attending pre-consultation meetings with the Licensing Authority or Responsible Authorities, nor any fee they may wish to charge for such meetings.

3. Advising on varying the licence subsequently where the application is for a new Premises Licence.

4. Attendance and representation at a licensing sub-committee If representations are received and attendance and representation at a licensing sub-committee is required then we will provide a separate fee estimate for this work which will be charged at an hourly rate unless we agree a fixed fee.

Disbursements

In addition, you will have to pay in advance for any disbursements. These are costs related to your matter that are payable to third parties, such as the application fee. We will pay the disbursements on your behalf to ensure a smoother process.

1. Application fee (payable to licensing authority) which varies depending on the rateable value

2. Advertising fee which will vary depending on the newspaper used

3. Enquiry agent fees to display public notices although you may be able to put the notices up yourself.

4. Any postal fees incurred in serving the application

5. Printing additional copies of plans if necessary

We will give you an accurate figure for each item as soon as we are able to do so.

How long will your application take?

This is difficult to estimate. The time will depend on what liaison if any is required with the responsible authorities such as police and fire as well as the licencing authorities and how quickly the licensing authority will process your application.

You have to advertise the application at the premises for at least 28 consecutive days staring on the day after the day notice was given to the licensing authority. Normally applications can be processed within 1 to 2 months of us receiving full instructions assuming there are no representations causing the application to be referred to the licensing committee. This is based on the application being relatively straightforward and you being able to provide all the necessary documents promptly. If your 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, it may take longer.

Which lawyers will handle your case?

The profiles of the lawyers in our Licensing Team (together with details of when they qualified and their areas of expertise) can be found here.