

Licensing pre-application advice

APPENDIX B

We will offer a paid pre-application advice service for certain types of premises licence applications (alcohol, entertainment, gambling, animal licensing) where an applicant or agent can meet with an administrator or licensing officer to go through the application form and process. In all cases the advice and guidance ends once the application is submitted to us for consideration.

Why use this service?

- Peace of mind - from application to photos we make sure everything's right first time.
- Reduced administration - as we will distribute copies to responsible authorities

Special Note: Using this process does not guarantee an application will be granted.

What it does is ensure that it will be processed promptly and that where appropriate the application contains all of the information and conditions that the council would expect to be in place to satisfy the responsible authorities.

Types of pre-application advice

The types of pre-application advice we can provide are:

1. Check and send

We will meet with you to do a pre-submission validation check to ensure there are no errors or omissions that may result in an application being rejected as invalid. We will certify any photographs (if applicable) and facilitate you submitting an online application which will distribute your application to consultees/responsible authorities (where applicable).

Applications under LA03 to transfer, variation of Designated premises supervisor (DPS) and animal licensing applications Fee: £25 (based upon an estimated 30 mins of a Hub team officer's time)

2. Pre-application consultation

We will do a pre-submission validation check of your application form and give advice on the legislation, our policy and (where appropriate) the kind of conditions you might want to offer in the operating schedule. This will be helpful for applicants to:

- gain an understanding of potential issues that may arise from their application
- consider any appropriate conditions and/or comments that may alleviate concerns of consultees or responsible authorities
- understand any policy implications arising from their application
- understand the likelihood of their application being successful

Applications for minor variation (up to one hour) – fee £30 (based upon an average cost of a licensing officer/senior licensing officer hourly rate) (it is estimated that these appointments will not usually take a full hour based upon previous experience)

Applications for new licence, full variation – (per hour) £45 (based upon an average cost of a licensing officer/senior licensing officer hourly rate)

If any of the above take place on site instead of at the council offices, then the fee is double plus 5% to allow for the travelling time and fuel costs.