

## Licensing pre-application advice

## APPENDIX B

The fees have been calculated using an hourly rate for a licensing officer with on-cost (and building in anticipated budgetary increases) of £40 per hour; £15 for receipt, processing and allocation of the request, and £20 per site visit to cover expenses (fuel & vehicle) plus VAT @20%

<b>Small Application-</b> Up to one hour of advice regarding small licence applications, <b>Excludes events – see below</b>	£66
<b>Medium Application-</b> Up to 2 hours advice for medium size applications including a site visit <b>Excludes event – see below</b>	£138
<b>Large Application-</b> Up to 4 hours advice for large applications including multiple (if necessary) site visits <b>Excludes events – see below</b>	£258
<b>Events up to 1000 capacity:</b> Category A - up to 3 hours advice for extra large public events includes the cost of specialist officers and site visits	£354
<b>Events between 1001 and up to 1999 capacity</b> - Category B – up to 7 hours advice for extra large public events includes the cost of specialist officers and site visits	£498
<b>Events between 2000 and up to 4999 capacity</b> – Category C – up to up to 14 hours advice for extra large public events includes the cost of specialist officers and site visits	£690
<b>Extra large events - 5000 people or more</b> - Category D - up to 21 hours advice for extra large public events includes the cost of specialist officers and site visits	£1026

### Check and send

Licensing Act 2003 – transfer of licence or variation of designated premises supervisor – include assistance completing form and advising on statutory requirements and the statutory fee ( <i>currently £23</i> )	£55 (each)
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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. 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

### 2. 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).