

PRE-APPLICATION ADVICE BY OFFICERS

Covers applications for: Licensing Act 2003	Fee
<ul style="list-style-type: none"> • new premises licences • full variations of premises licence • new club premises certificate (CPC) • variation of CPC • provisional statement 	
Gambling Act 2005 <ul style="list-style-type: none"> • new and variation applications 	
Up to one hour of advice regarding licence applications, including assistance in completing form (hourly rate)	£75.00
site visit (to give advice) – up to one hour	£100.00
Licensing Act 2003 - Minor variations – up to 30 mins advice on applications (including assessment as to whether suitable as a minor, suggestion on wording of proposed conditions, help completing application etc)	£35.00
Application assistance (check and send) by Hub team	
Licensing Act 2003	
In depth assistance in completing application forms and advice on correct documentation for:	Fee
<ul style="list-style-type: none"> • Transfer • Variation of Designated premises supervisor • Personal licence 	£40.00 (incl. VAT)
In depth assistance in completing Temporary event notices and advice on limits etc	£15.00 (incl. VAT)
Other admin charges	
Upon request of licence holder, amend and re-issue invoice for statutory annual fee	£10.00
Upon request of licence holder, amend contact details for lottery registration	£10.00