

PRE-APPLICATION ADVICE BY OFFICERS

Covers applications for:	Current Fee 2023/24	Proposed Fee 2024/25
Licensing Act 2003 <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	£80.00
site visit (to give advice) – up to one hour	£100.00	£107.00
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	£38
Hub team		
Licensing Act 2003	Current Fee 2023/24	Proposed Fee 2024/25
In depth assistance in completing application forms and advice on correct documentation for: <ul style="list-style-type: none"> • Transfer • Variation of Designated premises supervisor • Personal licence 	£40.00 (incl. VAT)	£43.00
In depth assistance in completing Temporary event notices and advice on limits etc	£15.00 (incl. VAT)	£16.00
London Local Authorities Act 1991 part V – Special Treatments - in depth assistance on licence applications per hour	Not currently offered	£50.00
Other admin charges	Current Fee 2023/24	Proposed Fee 2024/25

Upon request of licence holder, amend and re-issue invoice for statutory annual fee	£10.00	£11.00
Upon request of licence holder, amend contact details for lottery registration	£10.00	£11.00