

*Licensing Authority*

**Application Fees**

Status of this Leaflet

This is not statutory guidance and does not form any part of the Licensing Authority's Policy (which is available separately). The leaflet does not replace the Act or any statutory guidance issued under it, so reference should always be made to that before submitting applications.

General

This leaflet is intended to advise applicants of what fees are charged in relation to applications issued under the Licensing Act 2003.

The Government announced the fees under The Licensing Act 2003 (Fees) Regulations 2003 and The Licensing Act 2003 (Transitional conversions fees) Order 2005 on the 20<sup>th</sup> January 2005.

The table below indicates the fees for applications in relation to Premises, Personal Licences and Temporary Event Notices. Details are also given of other applications under the Act.

Applications for Premises Licences and Club Premise Certificates are based upon the Non-Domestic Rateable Value of your premises.

Rateable Value	Band	Application Fee	Variation Fee with conversion **	Annual Fee
No value to £4300	A	£100	£20	£70
£4301 to £33,000	B	£190	£60	£180
£33,001 to £87,000	C	£315	£80	£295
£87,001 to £125,000	D*	£450	£100	£320
£125,001 and above	E*	£635	£120	£350

\* A multiplier applied to premises in bands D and E where they are exclusively or primarily in the business of selling alcohol (mainly in large town centre pubs).

<b>Band</b>	<b>D (x 2)</b>	<b>E (x 3)</b>
<b>Town Centre Pub Application Fee</b>	<b>£900</b>	<b>£1905</b>
<b>Town Centre Pub Annual Fee</b>	<b>£640</b>	<b>£1050</b>

\*\* Premises applying to vary conditions in relation to the sale of alcohol for consumption on the premises during transition will be charged a supplementary fee, according to their fee band.

**To ascertain the Rateable Value of your premises you can visit the Valuation Office website at [www.voa.gov.uk](http://www.voa.gov.uk)**

In relation to Premises Applications you should present a copy of your Rates Bill to the Licensing Office when lodging your application.

### **Exceptionally Large Events**

Authorities will charge an additional premises fee for exceptionally large events. The amounts that the Licensing Authority will charge in accordance with the Regulations and Orders is detailed below:-

Number in attendance at any one time	Additional Fee
5,000 to 9,999	£1,000
10,000 to 14,999	£2,000
15,000 to 19,999	£4,000
20,000 to 29,999	£8,000
30,000 to 39,999	£16,000
40,000 to 49,999	£24,000
50,000 to 59,999	£32,000
60,000 to 69,999	£40,000
70,000 to 79,999	£48,000
80,000 to 89,999	£56,000
90,000 and over	£64,000

## **Personal Licences, Temporary Events and Other Fees**

Application for a grant or renewal of personal licence	£37
Temporary Event Notice	£21
Theft, loss, etc. of premises licence or summary	£10.50
Application for a provisional statement where premises are being built	£195.00
Notification of change of name or address	£10.50
Application to vary licence to specify individual as premises supervisor	£23
Application to transfer of premises licence	£23
Interim Authority notice following death etc. of licence holder	£23
Theft, loss etc. of certificate or summary	£10.50
Notification of change of name or alteration to club rules	£10.50
Change of relevant registered address of club	£10.50
Theft, loss etc. of temporary event notice	£10.50
Theft, loss etc. of personal licence	£10.50
Duty to notify change of name or address	£10.50
Right of freeholder etc. to be notified of licensing matters	£21

## **Exemptions**

In relation to the grant of variation of Premises Licences or Club Premises Certificates certain premises are exempt under the Act from paying an application fee or annual fee thereafter. These only apply to premises in relation to the provision of regulated entertainment (not the sale of alcohol).

They are:

- In a case of an application by the governing body of a school or college
- An application is in respect of premises that are or form part of a church hall, chapel hall or other similar building or a village hall, parish hall, community hall or similar building.

## **How and where to Pay - IMPORTANT**

In order to make a payment you will require a paying in sheet which is attached to the back of this leaflet. Tick the relevant box(es) and submit the paying in sheet with your fee.

Payments are to be made to at the Cashiers Section, Level 4, Civic Centre, West Street, Oldham, OL1 1UL. Area housing offices can also take cash/cheque payments.

You can also make payments by telephone using credit/debit card on 0161 911 3900 quoting the Paying in Code specified on the attached sheet.

When you make your payment you will be issued with a receipt or a receipt number. You must produce that receipt or number with your application in order that it can be processed.

**For further information contact Oldham Council's Licensing Section**

<b>In person or in writing to:</b>	<b>Licensing Section Oldham MBC North House, 130 Rochdale Road, Oldham, OL1 2JA.</b>
<b>By phone:</b>	<b>0161 911 4730 or 4731</b>
<b>Fax:</b>	<b>0161 911 3481</b>
<b>E-mail:</b>	<b>licensing@oldham.gov.uk</b>

<b><u>Opening Hours</u></b> <b>In person</b>	<b>Mon to Wed &amp; Friday 9am – 4pm Thursday 10am-4pm (to allow for training)</b>
<b>By phone</b>	<b>Mon to Wed &amp; Friday 8.40am to 5pm Thursday – 10am-5pm</b>

**Any advice given in this guidance is not to be taken as legal advice. Independent legal advice should be sought on any points of law.**