

Reply to **Licensing Department**
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Licensing Department
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LICENSING ACT 2003 Guidance - Fee Schedule

All fees are set by Central Government, not local authorities. They are payable in full on application and are non-refundable under any circumstances. If you do not pay the fee, your application will not be accepted.

Some premises are exempt from paying a licence fee if they are used for the purposes of providing **regulated entertainment only** and one of the following conditions are met:

1. The application is made by a proprietor of a school or college, or premises that form part of a school or college and that the provision of regulated entertainment is carried on by the school or college and for or on behalf of the purposes of the school or college; or,
2. That the application is in respect of premises that are, or form part of, a church hall, chapel hall or other similar building; or,
3. That the application is in respect of a village hall, parish hall or community hall, or other similar building.

There are no other fee reductions available, not even for charitable or non-profit making events. Your local authority is legally obliged to collect these fees and cannot accept applications without them.

Fees are based on the current Non-Domestic Rateable Value of your premises. You can look up the current non-domestic rateable value of a premises on the website of the Valuation Office Agency: www.voa.gov.uk . **You are required to send a copy of the current Non-Domestic Rates valuation with your application** (unless you are applying for a licence for premises that do not have a rateable value, such as a piece of common land).

Please note the Band A (no rateable value) fee only applies to premises that are not rateable. If your premises are not yet rated (e.g. they are under construction), the fee is Band C £315.

Rateable Values and Bands

<i>Rateable Value</i>	<i>Band</i>
No rateable value to £4,300	A
£4,300 to £33,000	B
£33,001 to £87,000	C
£87,001 to £125,000	D
£125,001 and above	E

Premises Licences and Club Premises Certificates - Grant or Variation

<i>Band</i>	<i>Fee</i>
A	£100
B	£190
C	£315
D	£450
E	£635

Multiplied Fee for Premises in Bands D and E

If your premises are in Bands D or E, and are used primarily for supply of alcohol for consumption on the premises, you must pay an additional fee as follows:

Band D: Double the normal fee for Band D premises.

Band E: Treble the normal fee for Band E premises.

Part Premises

If your premises form part of larger premises, the fee must be calculated on the basis of the non-domestic rateable value of the larger premises.

If the licensed premises consist of two more areas with different non-domestic rateable values, the fee must be calculated on the basis of the greatest non-domestic rateable value only.

Additional Fees for Larger Premises

These fees apply to:

Any premises apart from vehicles, vessels or moveable structures, which have been constructed, or structurally altered so they can:

- Be used for the activities covered by the licence, or requested by the applicant;
- Be modified from time to time, if required, enabling them to be used for the licensable activities proposed or in the existing licence;
- Allow at least the number of persons the applicant proposes to be allowed on the premises for the purposes of those licensable activities; and
- Be used in a manner consistent with the licence or operating schedule accompanying the application.

The Department of Culture, Media and Sport have said this provision applies to open outdoor spaces as well as indoor stadia.

If your event or premises falls into this category, you must pay both the fee above AND the additional fee outlined below:

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

Permitted Temporary Activities, Personal Licences and Miscellaneous

Application or Notice	Fee
Replacement of Premises Licence or Summary	£10.50
Application for a Provisional Statement where premises being built etc.	£315.00

Notification of change of name or address	£10.50
Application for a minor variation of Premises Licence / Club Premises Certificate	£89.00
Application for transfer of Premises Licence	£23.00
Interim Authority notice following death etc of Licence Holder	£23.00
Application to vary licence to specify individual as Premises Supervisor	£23.00
Application to disapply Premises Supervisor in community premises	£23.00
Replacement of Club Premises Certificate or Summary	£10.50
Notification of change of name or alteration of rules of Club	£10.50
Change of relevant registered address of Club	£10.50
Temporary Event Notice	£21.00
Replacement Temporary Event Notice	£10.50
Application for grant or renewal of Personal Licence	£37.00
Replacement Personal Licence	£10.50
Change of address for Personal Licence	£10.50
Notification of freeholder etc's wish to be notified of licensing matters	£21.00

Annual Fees

Once your licence is granted, you will have to pay an Annual Fee to the Royal Borough of Greenwich as there are no licence renewals under the new system (unless you have applied for a licence for a temporary period only). The Annual Fee is as follows:

Band	Fee
A	£70
B	£180
C	£295
D	£320
E	£350

As with application fees, if your event or premises falls into the “larger premises” category, you must pay both the Annual Fee above AND the Additional Annual Fee outlined below:

Number	Additional fee
5,000 to 9,999 persons	£500
10,000 to 14,999 persons	£1,000
15,000 to £19,999 persons	£2,000
20,000 to £29,999 persons	£4,000
30,000 to £39,999 persons	£8,000
40,000 to £49,999 persons	£12,000
50,000 to £59,999 persons	£16,000
60,000 to £69,999 persons	£20,000
70,000 to £79,999 persons	£24,000
80,000 to £89,999 persons	£28,000
90,000 persons and over	£32,000

NB: Unless otherwise specified an invoice for the annual fee (and additional fee if appropriate) will be sent to the Premises Licence Holder or Secretary for the Club Premises Certificate. Failure to pay the annual fee can result in the Premises Licence or Club Premises Certificate being suspended.