



# Elmbridge Borough Council

... bridging the communities ...

Environmental Health & Licensing  
Civic Centre, High Street  
Esher, Surrey KT10 9SD  
Telephone: 01372 474750  
Fax: 01372 474930  
DX: 36302 Esher

Email: [envhealth@elmbridge.gov.uk](mailto:envhealth@elmbridge.gov.uk)  
Website: [www.elmbridge.gov.uk](http://www.elmbridge.gov.uk)

## Licensing Act 2003 Premises Licence or Club Premises Certificate

### Important Information Regarding Annual Fees

A premises licence or club premises certificate is subject to an annual fee payable on the anniversary of the grant of the licence. This fee is banded and based on non-domestic rateable values (NDRV). As the licence or club premises certificate holder, you are required to pay the fee to the licensing authority, even if you do not receive an invoice for the fee. However, you will usually receive a reminder about a month before the fee is due. To avoid the licence being suspended, it is very important that you pay the fee on time.

#### How do I find out the rateable value of my premises?

You can look up your rateable value on the Valuation Office Agency (VOA) website ([www.voa.gov.uk](http://www.voa.gov.uk)) or you can get this information from your rates bill. Please note that your rateable value is **not** that amount of rates paid.

#### How do I know when the fee is due?

The fee is due every year on the anniversary of the day it was first issued. You can find the 'Issued On' date on the bottom left hand corner of the licence.

#### How can I pay?

Ways to pay are shown on the back of your invoice. However, if you do not receive an invoice you can still pay the fee by debit or credit card over the telephone. Please call 01372 474748 and quote your licence number. Alternatively, you can send a cheque to the above address quoting the licence number and the name of your premises.

#### Can I pay in instalments?

Unfortunately, the fee cannot be paid in instalments; the entire fee must be paid by the due date.

#### Can I have the invoice sent to a separate address to that of the licence holder?

No. The invoice will always be sent to the licence holder's address. If the licence holder's address has changed you are required to notify the Licensing Authority in writing and there is a statutory fee to pay. You can find a change of address form at [www.elmbridge.gov.uk/licensing](http://www.elmbridge.gov.uk/licensing)

Continued overleaf....

### **I don't think I am liable to pay the fee or the fee is the wrong amount. What do I do?**

You should write to the licensing authority in good time **before** the fee is due to explain why you think you should not be liable to pay the fee or that you think the fee amount is wrong. Please note that in case of a premises licence, the fee will always be owed by the person who held the licence on the day that the fee became due, even if the licence was transferred to somebody else after that date.

### **What happens if I dispute the fee or don't pay by the due date?**

Your licence or certificate must be formally suspended by the licensing authority and you will not be able to carry on any licensable activities at the premises, such as the sale of alcohol, for example. The suspension can only be lifted once the fee has been **received** (i.e. all funds have cleared) by the licensing authority in full. The police and other responsible authorities would be notified about the suspension of the licence.

### **What do I do if I don't need the licence/certificate anymore?**

If you have a premises licence and you cease trading from these premises you must surrender the licence before the annual fee due date, or else pay the annual fee. If you transfer the licence to another person instead of surrendering it, the outstanding debt will not pass to them.

If you have a club premises certificate and the club ceases to exist you should write to the licensing authority straight away enclosing the certificate.

### **Additional information about your licence or certificate**

The full licence or certificate, (or a copy certified by a solicitor) must be kept **at the premises** in the custody or under the control of either you, as the licence holder, or a person who works at the premises who you have nominated in writing for that purpose. The police or another authorised person such as the licensing officer may ask you to produce it for examination and failure to produce it is an offence.

The summary of the licence or certificate (or a copy certified by a solicitor) must be prominently displayed at the premises at all times, together with a notice stating the name and job title or role of the person nominated to look after the licence. Failure to display the summary is also an offence.

If you, as a Premises licence holder, (not Club Premises Certificate Holder) change your name or address you are required by law to notify us in writing enclosing your licence for amendment and enclosing the relevant fee.

If you lose either part of this licence you can apply to us for a replacement. Again, there is a fee for this.

Further information on fees can be found on our website at [www.elmbridge.gov.uk/licensing](http://www.elmbridge.gov.uk/licensing). Alternatively please telephone 01372 474750.