

# Elmbridge Licensing Authority Licensing Act 2003 - Fees

(fees set by Government)

This document forms a summary of the relevant Government legislation. As such it is provided for guidance only and is not guaranteed to be correct in all details.

## Premises Licence and Club Premises Certificate Fees

This fee is banded and based on non-domestic rateable values (NDRV). Please note **this is not rates paid**. You can look up your rateable value on the [Valuation Office Agency \(VOA\) website](#) or you can get this information from your rates bill.

Once you have determined your rateable value compare it to the table below and decide which Band the premises falls into (e.g. a premises with a rateable value of £25,000 will fall into Band B).

Band	A	B	C	D	E
NDRV	£1- £4,300	£4,301- £33,000	£33,001- £87,000	£87,001- £125,000	£125,000 and over

Property not subject to NDRV will fall into Band A. Premises in the course of construction will fall into Band C.

## Application Fee

This is the fee to be paid for:

- new applications** for a Premises Licence or Club Premises Certificate or
- an application for a variation of a Premises Licence or a Club Premises Certificate (**but not** a minor variation; variation application to change the name and address of the licence holder or a change of designated premises supervisor).

Band	A	B	C	D	E
Fee	£100	£190	£315	£450	£635

For a Premises Licence (not a Club Premises Certificate) where the premises falls into Band D or E and the use of the premises is exclusively or primarily for the carrying on on the premises of the supply of alcohol for consumption on the premises then the fee for Band D is doubled to £900 and the fee for Band E is tripled to £1,905.

Additional fees are payable where the licence will authorise more than 5000 persons on the premises.

Number	Additional Fee
5,000 - 9,999	£1,000
10,000 - 14,999	£2,000
15,000 - 19,999	£4,000
20,000 - 29,999	£8,000
30,000 - 39,999	£16,000

Number	Additional Fee
40,000 - 49,999	£24,000
50,000 - 59,999	£32,000
60,000 - 69,999	£40,000
70,000 - 79,999	£48,000
80,000 - 89,999	£56,000
90,000 and over	£64,000

## Annual Charge

This has to be paid each year for any premises with a Premises Licence or Club Premises Certificate. It is payable on the first, and each anniversary, of the grant of the licence or certificate. It is also related to the current rateable value of the premises e.g. for a Band B premises the fee is £180

A	B	C	D	E
£70	£180	£295	£320	£350

In the case of a Premises Licence (not a Club Premises Certificate) where the premises falls into Band D or E **and** the use of the premises is exclusively or primarily for the carrying on on the premises of the supply of alcohol for consumption on the premises then the fee for Band D is doubled to £640 and the fee for Band E is tripled to £1,050.

Where the number of people that can be admitted to the licensed premises exceeds 5000 people, additional fees on the sliding scale set out below will be applicable. This applies to all Premises Licences, regardless of whether that licence is granted for a specific period (e.g. temporary event not able to be dealt with using a Temporary Event Notice) or not.

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

## Exemptions from Fees

The following are exempted from paying fees for Premises Licences, Club Premises Certificates or variation of those licences or certificates.

Church halls, chapel halls, or other premises of a similar nature, or village halls, parish or community halls, or premises of a similar nature or schools or colleges providing education principally concerned with provision of full time education for pupils up to the age of 19 applying for a Premises Licence or Club Premises Certificate, where the licence or certificate **only** authorises regulated entertainment.

No annual charges are payable where the Premises Licence or Club Premises Certificate authorises regulated entertainment **only** and is **either** held by the proprietor of a school or college and the premises form part of the school or college and the provision of regulated entertainment is for the purposes of the school or college **or** the premises form part of a church hall, chapel hall or other similar building or a village hall, parish hall, community hall or other similar building.

## Other Fees (including Temporary event notice and Personal licence)

For Applications, Notices or Copies	Fee
Temporary event notice (section 100)	£21.00
Personal Licence - grant or renewal (section 117)	£37.00
Copy of licence or summary on theft, loss etc of premises licence or summary (section 25)	£10.50
Disapply requirement for DPS (section 25a and section 41d)	£23.00
Provisional statement (section 29)	£315.00
Change of name or address (holder of premises licence/DPS) (section 33)	£10.50
Vary Premises Licence to specify individual as DPS (section 37)	£23.00
Minor variation (section 41a)	£89.00
Transfer premises licence (section 42)	£23.00
Interim authority notice (section 47)	£23.00
Copy of certificate or summary on theft, loss etc of certificate or summary (section 79)	£10.50
Change of name or alteration of club rules (section 82)	£10.50
Change of relevant registered address of club (section 83(1) or (2))	£10.50
Copy of notice on theft, loss etc of temporary event notice (section 110)	£10.50
Copy of licence on theft, loss etc. of personal licence (section 126)	£10.50
Change of name or address (personal licence) (section 126)	£10.50
Notice of interest in any premises to freeholder (section 178)	£21.00
Copies of information contained in register	Set by Licensing Authority

**Note:** The Council will accept payment by credit/debit card (by phone or in person)