



ADUR & WORTHING
COUNCILS

Public Health & Regulation – Licensing
Adur & Worthing Councils
Town Hall, Chapel Road, Worthing, BN11 1HA

**Guidance notes on the fees for Personal Licences,
Premises Licences, Club Premises Certificates and other items under the
Licensing Act 2003**

(The Licensing Act 2003 (Fees) Regulations 2005)

In most cases the fees required for licence applications can be determined from the following table. Certain exemptions apply, some very large premises pay an additional fee and some items attract a single payment. All these are listed.

Fees for Personal Licences		
New Applications & Changes to an existing licence		
	<i>Fee (£)</i>	<i>Annual Fee thereafter (£)</i>
New Application	37	N/A
Change of Name or Address	10.50	N/A
Theft or loss of Personal Licence	10.50	N/A

Fees for Premises Licences			
New Applications & Full Variations to an existing licence			
<i>Rateable Value (£)</i>	<i>Rateable Value Band</i>	<i>Fee (£)</i>	<i>Annual Fee thereafter (£)</i>
0 – 4,300	A	100	70
4,301 – 33,000	B	190	180
33,001 – 87,000	C	315	295
87,001 – 125,000	D	450	320
125,001 & above	E	635	350
Town centre premises, exclusively or primarily supplying alcohol for consumption on the premises			
	D	900	640
	E	1905	1050

- *Fees for Premises Licences and Club Premises Certificates are calculated in the same way*

The rateable value bands listed above are taken from the non-domestic rateable value of the premises and premises licence fees are paid according to the band in

which the premises falls. Where a premise is under construction it is to be charged as if it were in band C. If the premises does not have a rateable value, e.g. open spaces, the fee will be charged as if it were in band A. Premises forming only part of a rateable heraditament, or split between two or more, are treated as having a rateable value equal to the rateable value for the premises of which it forms part or as having the largest rateable value if part of two or more heraditaments.

Very large premises, determined by the number of people the holder of the licence may allow on the premises at the same time, will pay an additional fee to the ones listed above – when applying for a new or converted licence and annually thereafter. Details are shown in the following table.

Fees for applications relating to very large premises		
<i>Maximum Number of People</i>	<i>Additional application fee (£)</i>	<i>Additional annual fee (£)</i>
5,000 to 9,999	1,000	500
10,000 to 14,999	2,000	1,000
15,000 to 19,999	4,000	2,000
20,000 to 29,999	8,000	4,000
30,000 to 39,999	16,000	8,000
40,000 to 49,999	24,000	12,000
50,000 to 59,999	32,000	16,000
60,000 to 69,999	40,000	20,000
70,000 to 79,999	48,000	24,000
80,000 to 89,999	56,000	28,000
90,000 & over	64,000	32,000

Temporary Event Notices (TEN's)

These can be used for certain short-term licensable activities. A temporary event Notice can only be used for events that have maximum capacities of 500 persons (at any one time) and maximum durations of 168 hours – other conditions will also apply. The fees for these and other miscellaneous items, such as the fee for replacing a lost licence or for advising of new premises supervisors, are listed below.

Permitted temporary activities and miscellaneous fees		
<i>Type of application or notice</i>	<i>Licensing Act ref.</i>	<i>Fee (£)</i>
Theft, loss, etc. of premises licence or licence summary	s.25	10.50
Provisional statement – premises being built	s.29	315.00
Notification of change of name or address	s.33	10.50
Removal of the requirement for a designated premises		23.00
Minor Variation	s.41	89.00
Variation of licence to specify individual as premises supervisor	s.37	23.00
Transfer of premises licence	s.42	23.00
Interim authority notice following death, etc. of licence holder	s.47	23.00
Theft, loss, etc. of certificate or certificate summary	s.79	10.50
Notification of change of name/rule alteration of club	s.82	10.50

Change of relevant registered club address	s.83	10.50
TEN & Late TEN	s.100	21.00
Theft, loss, etc. of TEN	s.110	10.50
Theft, loss, etc. of personal licence	s.126	10.50
Duty to notify change of name or address	s.127	10.50
Right of freeholder, etc. to be notified of licensing matters	s.178	21.00

A simplified process for minor variations to premises licences and club premises certificates

Allows minor changes to a premises licence or club premises certificate that could not impact on the licensing objectives and do not involve extending the times for alcohol sales.

The removal of the requirement for a designated premises supervisor and personal licence at community premises

Community Premises can now make application for the mandatory alcohol condition requiring a Designated Premises Supervisor (DPS) in respect of a premises licence to be disapplied and transfer responsibility to the management committee.

Those community premises seeking to change the DPS requirement alongside a new premises licence application or an application to vary an existing premises licence to add alcohol sales will simply pay the appropriate full fee for the new application or variation. In these cases, there is no additional cost to apply for the disapplication of the requirement for a DPS, but the appropriate application form should be enclosed with the premises licence application.

Information on the Licensing Act 2003 is available on the website of the Home Office and the Department of Culture, Media & Sport

<http://www.homeoffice.gov.uk/>

http://www.culture.gov.uk/alcohol_and_entertainment

or from

Public Health & Regulation – Licensing
Town Hall, Chapel Road, Worthing, BN11 1HA
Telephone: 01273 263331

Email: licensing.unit@adur-worthing.gov.uk

Website: <https://www.adur-worthing.gov.uk/licensing-and-permits/>