

Premises Licence and Club Premises Certificate Fees

Fees for all Licensing Act 2003 permissions have been set by central government. The new fees are based on the non-domestic rateable value of the premises. These are divided into 5 bands:

Band	A	B	C	D	E
Non-Domestic rateable value	£0 - £4300	£4,301 - £33,000	£33,001 - £87,000	£87,000 - £125,000	£125,001 and over

Current application fees for new premises licences and club premises certificate (and subsequent annual charges) are shown below:

Band	A	B	C	D	E
Application fee	£100	£190	£315	£450	£635
Annual fee thereafter	£70	£180	£295	£320	£350

For larger premises (band D and E) where they are exclusively or primarily in the business of selling alcohol, the following fees apply:

Band	D (x2)	E (x3)
Application Fee	£900	£1905
Annual fee	£640	£1050

Current Variation fees for premises wishing to vary their existing licences.

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

An additional fee may be required for premises that will cater for more than 5,000 people. These range from £1,000 for 5,000 to 9,999 people to £64,000 for 90,000 and over. Please contact South Norfolk Council for more information on fees for larger events.

Premises licences sought for community centres and some schools that permit regulated entertainment but do not permit the supply of alcohol and/or the provision of late night refreshment will not incur a fee. If you require help on how much you should be paying, contact the Licensing Team at the Council Offices (see contact details – section 6).

Application for the grant or renewal of a personal licence	£37
Temporary event notice	£21
Theft, loss, etc.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 to vary licence to specify individual as premises supervisor	£23
Application for 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 of rules of club	£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

These fees were set centrally by the Secretary of State for Culture, Media and Sport, following public consultation.

The Secretary of State can alter fee levels at any time by means of amending regulations and fee levels will be monitored to ensure that they are enabling licensing authorities to recover fully their costs. If it proves necessary to raise the fees in the future, they would be increased. Similarly, the fees could be reduced if experience showed that they had been set too high.