

LICENSING ACT 2003

APPLICATION AND MISCELLANEOUS FEES



These fees are contained in the Licensing Act 2003 (Fees) Regulations 2005. Premises initial, variation and annual fees are calculated on the rateable value of the premises concerned, **not** the business rates payable. Information as to rateable value can be obtained either from your National Non-Domestic Rates bill or from the Valuation Office Agency via www.voa.gov.uk or by 'phone: 023 8053 8500.

Table 1 deals with fees for new applications and variation of licences/certificates, the annual fees thereafter and the late night levy payable from 1 April 2015 for premises able to sell alcohol between 00:01 and 06:00 on any day – see www.southampton.gov.uk/latenightlevy for details.

Table 1		Application Fees and Late Night Levy			
Rateable Value		Band	New or Variation	Annual Fee (payable on the anniversary of the initial grant)	Late Night Levy (payable within 14 days of grant and on the anniversary of the initial grant)
From	To				
No Rateable Value	£4,300	A	£100.00	£70.00	£299.00
£4,301	£33,000	B	£190.00	£180.00	£768.00
£33,001	£87,000	C	£315.00	£295.00	£1,259.00
£87,001	£125,000	D	£450.00	£320.00	£1,365.00
Band D premises used exclusively or primarily for on-sales of alcohol		D2	£900.00	£640.00	£2,730.00
£125,001 and over		E	£635.00	£350.00	£1,493.00
Band E premises used exclusively or primarily for on-sales of alcohol		E3	£1,905.00	£1,050.00	£4,440.00

Fee Exemptions

There are limited exemptions in the legislation from the fees for premises licences for schools and colleges and church or community halls where the premises licence is restricted to regulated entertainment only. For schools and colleges the exemption will **only** apply if the licensable activities are provided solely by the educational institution for that educational institution. The use of the premises for any other purpose (such as a hiring involving any licensable activity) will attract the fee. There are no exemptions to fees for Temporary Event Notices or for charitable activities or non-profit making activities.

Additional Fees

Additional fees are payable where a premises licence authorises large events. These will mostly be temporary or occasional events and may, for instance, be held wholly or mainly in the open air or in a moveable structure. Please see the Licensing Act 2003 (Fees) Regulations 2005, regulations 4(4) and 4(5) for further information.

Table 2		Additional Fees	
Number of Persons		Additional fee on application for new premises licence or variation	Additional annual fee for a premises licence
From	To		
5,000	9,999	£1,000.00	£500.00
10,000	14,999	£2,000.00	£1,000.00
15,000	19,999	£4,000.00	£2,000.00
20,000	29,999	£8,000.00	£4,000.00
30,000	39,999	£16,000.00	£8,000.00
40,000	49,999	£24,000.00	£12,000.00
50,000	59,999	£32,000.00	£16,000.00
60,000	69,999	£40,000.00	£20,000.00
70,000	79,999	£48,000.00	£24,000.00
80,000	89,999	£56,000.00	£28,000.00
90,000 and over		£64,000.00	£32,000.00

Table 3**Other Miscellaneous Fees**

	Type of Application or Notice	Fee
Premises	Replacement - section 25 (theft, loss etc. of premises licence or summary)	£10.50
Premises	Provisional - section 29 (application for a provisional statement where premises being built etc.)	£315.00
Premises	Name or Address change - section 33 (notification of change of name or address)	£10.50
Premises	Minor Variation - section 41A (application for minor variation of premises licence)	£89.00
Premises	DPS Variation – section 37 (application to vary licence to specify individual as premises supervisor)	£23.00
Premises	Transfer – section 42 (application for transfer of premises licence)	£23.00
Premises	Interim Authority – section 47 (interim authority notice following death etc. of licence holder)	£23.00
Premises	Community Premises DPS – sections 25A and 41D (replacement of requirement for DPS with alternative condition in church and village halls etc.)	£23.00
Premises	Freeholder Notification – section 178 (right of freeholder etc. to be notified of licensing matters)	£21.00
Club	Minor Variation - section 86A (application for minor variation of club premises certificate)	£89.00
Club	Replacement – section 79 (theft, loss etc. of certificate or summary)	£10.50
Club	Name or Rules change - section 82 (notification of change of name or alteration of rules of club)	£10.50
Club	Address Change – section 83(1) or (2) (change of relevant registered address of club)	£10.50
Temporary	TEN - section 100 (temporary event notice)	£21.00
Temporary	Replacement TEN - section 110 (theft, loss etc. of temporary event notice)	£10.50
Personal	New or Renewal - section 117 (application for a grant or renewal of personal licence)	£37.00
Personal	Replacement - section 126 (theft, loss etc. of personal licence)	£10.50
Personal	Name or Address change - section 127 (duty to notify change of name or address)	£10.50

All cheques etc. must be made payable to Southampton City Council. We are also able to accept card payments by telephone – 023 8083 3002 (option 4, option 1) – or at the Licensing office.

Please note that failure to pay the annual fee or the late night levy when it is due **will** result in immediate suspension of the licence or certificate.

If an annual fee or late night levy remains unpaid and your licence is suspended, we will notify you in writing of the suspension and the process available to you to re-instate the licence or certificate. In the interim, licensable activities at your premises will not be authorised.