

## **Fixed fee example for an application for a new premises licence**

Our basic fixed fee range between £900 and £5,000 plus VAT plus disbursements. The exact cost will depend on the individual circumstances of the matter. Factors that affect the complexity of an application may include: the type and size of the premises, or whether it is in a residential area. For example, a high complexity matter may involve large scale public areas.

This fee is made up of:

- legal fees £900 - £5,000 plus VAT (based on an hourly rate of £250 plus VAT plus disbursements)
- VAT on legal fees £180 - £1,000

## **Disbursements**

Disbursements are costs related to your matter that are payable to third parties, such as the application fee. We will pay the disbursements on your behalf to ensure a smoother process:

- application fee (payable to licensing authority) £100 to £1,900
- advertising fee £\*;
- enquiry agent fees to display public notices £\*
- special delivery fee to serve the application £20 plus VAT;
- printing additional copies of plans if necessary £20 plus VAT.

\*These fees vary depending on the individual premises and where it is located. The fees can on occasion be higher than the ranges given above. We will give you an accurate figure for each item as soon as we are able to do so.

## **Fee includes:**

- taking your instructions and advising you as to how you can promote the licensing objectives within your application;
- advising you as to the type of plans you are required to submit with your application;
- completing the application form for a new premises licence (including the operating schedule) in accordance with your instructions and submitting this to the local licensing authority alongside suitable plans. You must provide suitable plans;
- providing guidance on the fee levels payable to the licensing authority;
- preparing copies of the premises licence application for disclosure to the responsible authorities and service copies of the application on the responsible authorities;
- drafting the notices advertising the premises licence application and submitting the notice to the local newspaper;
- arranging with you for you to display the notice(s) advertising the premises licence application and advising as to where and how this should be done by you in order to comply with the requirements of the Licensing Act 2003;

- providing a Designated Premises Supervisor (DPS) consent form for signature by a personal licence holder proposed by yourself;
- checking the licence once granted and correcting any errors with the licensing authority.

**The fee does not include:**

- obtaining suitable plans;
- attending pre-consultation meetings with the Licensing Authority or Responsible Authorities, nor their fee for this meeting;
- dealing with or advising you in relation to queries or representations received from either the responsible authorities or other interested parties;
- advice on varying the licence;
- attendance and representation at a licensing sub-committee hearing of the responsible authority. If representations are received and attendance and representation at a licensing sub-committee is required then we will provide a separate fee estimate for this work which will be charged at an hourly rate.

**How long will my application take?**

Matters usually take 6-12 weeks from receipt of full instructions from you. This is on the basis of the application being relatively straightforward and you being able to provide all the necessary documents promptly. If your matter is more complex, for example if there is substantial opposition from interested parties, or if there is a delay in receiving the documents we need, it may take longer.

These rates may be revised in urgent or unusually complex matters. An uplift for weekend, Bank Holiday and late-night working may apply. You will receive notification of all such changes prior to any work being commenced.

**The team's experience:**

The team has a wealth of experience in all areas of Licensing Applications and delivers a high quality legal service. There are 2 permanent members of the team assisted by support staff. Work is supervised by Bozena Kuplinska who is a solicitor and director at KPL Solicitors. She is supported by Zeliha Sari who is a paralegal. For further information on the service and experience that our Licensing Applications team provide please contact us on 0203 875 5090.

**Commercial Lease**

We offer a fixed fee service for both landlords and tenants entering into new tenancy agreements. To determine what it would cost for us to undertake your legal work as you enter a new lease agreement, simply email us the agreed Head of Terms for an accurate quotation.

Our fixed fee starts from £2,500 plus VAT plus disbursements and is offered on the assumption of the lease being granted by a landlord or taken by a tenant are drafted on a 'standard' commercial basis. In all cases the fixed fee excludes advising on additional legal matters, including but not limited to:

- New build arrangements
- Construction documents
- Warranties and guarantees
- Rent Deposit Deed
- Building Surveys
- Multiple legal titles
- Unregistered titles
- Extra negotiations and advice beyond what is included within the fixed fee

- Title defects that require advice, indemnity insurance or detailed investigation
- Agreement for leases
- Licences for alterations
- Licences and consents to underlet
- Other forms of consent and third-party permissions

This list above is not exhaustive. We will notify you as soon as possible should we become aware of any matter that is not included within your fixed fee. Please note that our fixed fees are payable whether or not your intended lease completes.

For complex matters we charge an hourly rate of £250 plus VAT plus disbursements.