

Fixed fee example for an application for a new premises licence



Our fees

Each application for a new premise licence is different. Your case may be straightforward, or it may vary in complexity depending on several factors. Our precise costs will be wholly dependent upon the individual circumstances of your situation, which may include the type, size and location of the premises in question. Where VAT is referred to below please note that this will be charged at the applicable rate, which is currently 20%. Please note that VAT of 20% is also charged on all of our fees or legal work.

Our basic fixed fees range between £900 and £5,000 plus VAT plus disbursements. 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 the costs related to your application that are payable to third parties, such as the application fee. We will pay the disbursements on your behalf to ensure a seamless process. These include,

- 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 its location. The costs can, on occasion, be higher than the ranges given above. However, we will provide an accurate figure for each item as we have the exact information.

Fee includes:

- Accepting your instruction and advising you on how best to promote the licensing objectives within your application;
- Informing 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) following your instructions, then sending this to the local licensing authority alongside suitable plans. The plans must be provided by yourself.
- Guiding you on the fees payable to the licensing authority;
- Preparing copies of the premises licence application for disclosure to the responsible authorities and sending copies of the application to the relevant authorities;
- Drafting the notices which advertise the premises licence application and submitting the notice to the local newspaper;
- Making suitable arrangements with you to display the notice(s) which advertises the premises licence application while advising where and how you should do this 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 promptly 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 with, regards 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 relevant authorities. If representations are received, 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?

Applications usually take 6-12 weeks once receiving full instructions from you: based on the fact that the application is relatively straightforward, and you can 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.

We reserve the right to revise our rates should an urgent or unusually complex matter arise. An uplift for the weekend, Bank Holiday and late-night working may apply. You will receive notification of all such changes prior to work commencing.

Who will be dealing with my matter?

Every member of our team is highly qualified and has spent years gathering experience in this diverse and often complex area of the law. The department is headed by our experienced principal solicitor, Bozena Kuplinska, who has been committed to providing first-class legal services for over 19 years.

Full details of the experience and qualifications of our team are available on our website <https://kplsolicitors.com/people/> including the types of work normally undertaken <https://kplsolicitors.com/services/>

Commercial Lease

We offer a fixed fee service for both landlords and tenants entering into new tenancy agreements. For an estimate of our fees, please contact us directly by email. Please include a copy of the agreed Head of Terms. Email directly to info@kplsolicitors.com

For guidance, our fixed fee starts from £2,500 plus VAT plus disbursements. These fees are based on the assumption that the lease being granted has been drafted on a 'standard' commercial basis. In all cases the fixed fees exclude advice for 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 inclusions within the fixed fee
- Title defects that require guidance, indemnity insurance or detailed investigation
- Agreement for leases
- Licences for alterations
- Licences and consents to underlet
- Other forms of consent and third-party permissions

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| Fees for Agreement for Lease | £500 |
| Fees for Rent Deposit | £500 |
| Fees for Licence to Assign | £750 |
| Fees for Licence to Alter | £750 |
| Fees for electronic SDLT return | £150 |

The list above is not exhaustive. If a matter arises which is not included in the fixed fee, then we will notify you as soon as possible. Please note that our fixed fee is payable whether or not your intended lease completes.

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

Talk to our trusted and experienced team at KPL Solicitors.