

## Licensing Act 2003 Table of Fees

Fees for the processing of applications are set centrally by Government and are not controlled by Milton Keynes Council. The following information is a summary and applicants are advised to consult the actual regulations, namely The Licensing Act 2003 (Transitional conversions fees) Order 2005 (SI 80 2005) and The Licensing Act 2003 (Fees) Regulations 2005 (SI 79 2005) for a full explanation of definitions, exemptions etc. before calculating the fee due. Major application fees are on a sliding scale based on the non domestic rateable value (NDRV) of the premise concerned, whilst minor applications have set fees.

Cheques for all applications are payable to Milton Keynes Council.

### A Fees For Applications for Premises Licences, Club Premises Certificates, Variations, Conversion of existing licences and conversion/variations

**NB No fee** is payable if the application is for a community hall/church hall or similar, school or college **AND** the application is for the provision of regulated entertainment only. (To qualify for the fee exemption in schools & colleges the regulated entertainment must be carried out by the school or college for & on behalf of the purposes of the school/college)

- Find out the Non Domestic Rateable Value (NDRV) for your premises. Prior to April 2005 you can search for your rateable value on the year 2000 valuation list at the following website [http://www.voa.gov.uk/business\\_rates/index.htm.main](http://www.voa.gov.uk/business_rates/index.htm.main) or you can telephone Milton Keynes Council Business rates Dept. on 01908 253742. From April 2005 on you can search the web for your 2005 valuation at : [www.voa.gov.uk](http://www.voa.gov.uk) or 0845 6021507 / 01908 253742. Please note that where the premises forms part of a hereditament or comprises two or more hereditaments you should use the hereditament with the highest rateable value.
- Determine which band your NDRV places your premises in from **Table A**.  
NB if your premises does not have a NDRV then the premises are in Band A except if the premises is in the course of construction in which case the premises shall be in Band C.

**Table A**

Band	A	B	C	D	E
NDRV	£0 - £4,300	£4,301 - £33,000	£33,001 - £87,000	£87,001 - £125,000	£125,001 +

- For applications for premises licences where the premises are used exclusively or primarily for the supply of alcohol for consumption on the premises, determine the application fee from **Table B** below based on your band. For all other premises and applications for club premises certificates use **Table C**

**Table B**

Band	A	B	C	D	E
Fee	£100	£190	£315	£900	£1,905

**Table C**

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

- If you are applying for a variation to a premises licence at the same as a transitional 'grandfather rights' application **AND** the application concerns the sale of alcohol for consumption on the premises then add the fee in **Table D**. **NB this additional fee does not apply to applications for variations to club premises certificates made at the same time as a transitional application for a club premises certificate.** For variation applications at any other time the fees will be as in Tables B, C & E.

**Table D**

Band	A	B	C	D	E
Fee	£20	£60	£80	£100	£120

- If your capacity is over 5,000 then you need to add an additional fee from the table below **UNLESS** the premises is a building, adapted for the purpose etc. ( See Para 4(5) of SI 79 or SI 80 2005 for complete definition of exemptions)

**Table E**

Capacity	5,000 - 9,999	10,000 - 14,999	15,000 - 19,999	20,000 - 29,999	30,000 - 39,999	
Additional Fee	£1,000	£2,000	£4,000	£8,000	£16,000	
Capacity	40,000 - 49,999	50,000 - 59,999	60,000 - 69,999	70,000 - 79,999	80,000 - 89,999	90,000 +
Additional Fee	£24,000	£32,000	£40,000	£48,000	£56,000	£64,000

**B Annual Fee For holders of Premises Licences / Club Premises Certificates**

- 1 The annual fee becomes due on the anniversary of the date of grant of the premises licence/club premises certificate.
- 2 **NB No annual fee** is payable if the application is for a community hall/church hall or similar, school or college **AND** the application is for the provision of regulated entertainment only. (To qualify for the fee exemption in schools & colleges the regulated entertainment must be carried out by the school or college for & on behalf of the purposes of the school/college)
- 3 Determine which band your NDRV places your premises in from **Table A**.
- 4 For premises with premises licences and used exclusively or primarily for the supply of alcohol for consumption on the premises find the annual fee from **Table F** below based on your band. For all other premises and premises with club premises certificates use **Table G**

**Table F**

Band	A	B	C	D	E
Fee	£70	£180	£295	£640	£1,050

**Table G**

Band	A	B	C	D	E
Fee	£70	£180	£295	£320	£350

- 5 If your capacity is over 5,000 then you need to add the additional fee from **Table H** below **UNLESS** the premises is a building, adapted for the purpose etc. ( See Para 4(5) of SI 79 for complete definition of exemptions)

**Table H**

Capacity	5,000 - 9,999	10,000 - 14,999	15,000 - 19,999	20,000 - 29,999	30,000 - 39,999	
Additional Fee	£500	£1,000	£2,000	£4,000	£8,000	
Capacity	40,000 - 49,999	50,000 - 59,999	60,000 - 69,999	70,000 - 79,999	80,000 - 89,999	90,000 +
Additional Fee	£12,000	£16,000	£20,000	£24,000	£28,000	£32,000

**C Other Fees**

	Fee	
<b>Personal Licence</b>	Application for <b>Personal Licence</b>	£37.00
	Application for <b>copy of personal licence</b> on theft, loss etc.	£10.50
	Notification of <b>change of name or address</b> (holder of <b>personal licence</b> )	£10.50
<b>Premises Licence</b>	Application for <b>copy of premise licence</b> or summary on theft, loss etc.	£10.50
	Notification of <b>change of name or address</b> (holder of <b>premises licence</b> )	£10.50
	Application to <b>vary</b> specified individual as <b>premises supervisor</b>	£23.00
	Application to <b>transfer premises licence</b>	£23.00
	<b>Interim</b> authority notice	£23.00
	Application for making of <b>provisional statement</b>	£315.00
<b>Club Premises Certificate</b>	Application for <b>copy of club premise certificate</b> or summary on theft, loss etc.	£10.50
	Notification of <b>change of name or alteration of club rules</b>	£10.50
	<b>Change of relevant registered address of club</b>	£10.50
<b>TEN</b>	<b>Temporary Event Notice</b>	£21.00
	Application for <b>copy of notice</b> on theft, loss etc.	£10.50
<b>Other</b>	Supply of <b>copies of information</b> contained in register	tbc
	Notice of <b>interest in premises</b>	£21.00

**Questions / Queries**

Contact the Licensing Team on 01908 252800 / email: [licensing@milton-keynes.gov.uk](mailto:licensing@milton-keynes.gov.uk)