

## 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 (Fees) Regulations 2005 (SI 79 2005) & The Licensing Act 2003 (Fees) (Amendment) Regulations 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.

**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. You can search the web for your valuation at : [www.voa.gov.uk](http://www.voa.gov.uk) or phone 0845 6021507 or you can telephone Milton Keynes Council Business rates Dept 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

**Table D - No longer applicable**

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

**Questions / Queries**

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