

<u>Type of Application</u>	<u>Fee</u>	<u>Supporting Documents That Must Be Submitted With Application</u>
Transfer Application	£25	Original Premises Licence – this includes the premises licence, summary of premises licence, operating plan and layout plan
Minor Variation – Change to Premises Manager	£31	Original Premises Licence – this includes the premises licence, summary of premises licence, operating plan, layout plan, copy of personal licence and training record (if applicable)
All Other Minor Variations e.g. Change To Layout Plan, Change of Premises Name, Change to Premises Manager Address	£20	Original Premises Licence – this includes the premises licence, summary of premises licence, operating plan and layout plan
Major Variation of Premises Licence	£100	Original Premises Licence – this includes the premises licence, summary of premises licence, operating plan and layout plan and 3 copies of revised plans (if applicable)
Personal Licence	£50	2 Passport Size Photographs one of which must be certified and a copy of the training certificate
Duplicate Personal Licence	£25	
Duplicate Premises Licence	£35	
Occasional Licence	£10	Must be submitted at least 35 days prior to the event
Extended Hours Application	£10	Must be submitted at least 35 days prior to the event
Provisional Grant of Premises Licence	£200	3 copies of Layout Plan and Section 50 Planning Certificate
Confirmation of Provisional Premises Licence	Variable	Provisional Premises Licence, including premises licence, summary of premises licence, operating plan, layout plan, Section 50 certificates from Building Control and Environmental Health and and an amended layout plan (if applicable)
Grant of Premises Licence	£200 - £2000	3 copies of Layout Plan and 3 Section 50 certificates

Category 1 £200 Annual Fee £180

- (a) Premises not entered on the valuation roll or entered with a nil value.
- (b) Premises where the main function is a visitor attraction where the alcohol is not to be consumed on the premises and the Board consider the sale of alcohol as likely to be incidental to other activities carried on in the premises.
- (c) Premises used wholly or mainly for the purposes of a club.
- (d) Premises where the main function is to provide accommodation, which are not open to the public other than for the provision of accommodation any alcohol is to be consumed on the premises by guests being accommodated there.

Category 2 £800	Annual Fee £220	Premises where the appropriate rateable value is between £1 and £11,500
Category 3 £1,100	Annual Fee £280	Premises where the appropriate rateable value is between £11,501 and £35,000
Category 4 £1,300	Annual Fee £500	Premises where the appropriate rateable value is between £35,001 and £70,000
Category 5 £1,700	Annual Fee £700	Premises where the appropriate rateable value is between £70,001 and £140,000
Category 6 £2,000	Annual Fee £900	Premises where the appropriate rateable value exceeds £140,000