

Licensing Applications – Outlining the Levels of Complexity

Nature of application	Typical examples of proposed licensed venue, and possible categorisation	Work involved when no representations received with details of services included (a)	Additional work when representations received (b)	Excluded Disbursements and Services not included any category – for these services a time estimate would be provided and fee estimate calculated as per hourly rates
Simple Application	Restaurant Wine bar Retail shop On-line business Warehouse operations In-house catering facilities	<ul style="list-style-type: none"> • taking our client's instructions by telephone or email; • considering the relevant Statement of Licensing Policy for proposed premises and information expect by the Licensing Authority of client's planned measures to promote the licensing objectives within their premises licence application; • advising on the type of plans required to accompany their application; • Providing a Designated Premises Supervisor (DPS) consent form for signature by a personal licence • completing and submitting the application • arranging service of the application on the responsible authorities (directly or through Licensing Authority) 	Services as listed in (a) and <ul style="list-style-type: none"> • Consideration of nature of representations • Negotiation with the objectors (where feasible) • Preparation for and attendance at a Committee Hearing 	Excluded services/fees (unless otherwise agreed): <ul style="list-style-type: none"> ▪ Site visit in advance of issue of application and/or following issue with the clients. ▪ Obtaining suitable plans ▪ Attending pre-consultation meetings with the Licensing Authority or Responsible Authorities, nor their fee for; ▪ Any pre-application process ▪ Any appeal against the decision of a Licensing Authority Committee ▪ Any issue fees; advertising fees; courier fees (if required); plan copying charges and/or travel expenses to site visits/Hearings and/or related meetings.

		<ul style="list-style-type: none"> • Making arrangements for the necessary advertising of the application. • Drafting Site Notices and advice regarding display of them by client on planned premises • Review of matter during Representation Period • Checking the Licence on issue. 		
Medium Complexity	<p>Premises as per Simple Application but situated in a Cumulative Impact Assessment area</p> <p>and/or within an area with noise sensitive premises within close proximity</p> <p>And other Premises such as:</p> <p>Late night Club/bars Theatres Sports Centres School Premises Department stores Airport facilities</p>	<p>(c) All work as set out in (a) above with the addition of:</p> <ul style="list-style-type: none"> • Site visit in advance of issue of application; • Advice relating to and/or drafting conditions to support the proposed application; • Consideration regarding whether a Noise Management Plan should be obtained from acoustic consultants; • Advice regarding identification and instruction of acoustic consultants; • Advice relating to additional measures to be proposed by clients to support the rebuttable presumption against the grant of the 	<p>Services as listed in (a) (b) and (c), and</p> <ul style="list-style-type: none"> • Possible re-drafting of conditions to support application; • Consideration of need for any expert evidence at Hearing. • Possible instruction of expert and consideration of draft report • Additional meeting with clients ahead of the Hearing 	See above

		application;		
High Complexity	Sports Stadia Entertainment Arenas Racecourses Festival/Open Land projects Sites with multiple proposed buildings (e.g. shopping/entertainment centres); Hotel developments	(d) As per (a) and (c); and <ul style="list-style-type: none"> • Multiple site visits may be required • Consideration of ancillary documentation provided by client (e.g. draft Ops Manual) • Liaison with multiple parties • Complex bespoke conditions to be drafted. 	As per (a) (b) and (c) but all aspects are more complex and require more consideration; drafting and/or meetings with the clients and/or Responsible Authorities. Expert evidence may be more extensive for example involving Crowd Modelling expertise in addition to Acoustic experts.	See above