

## PRE-APPLICATION ADVICE BY OFFICERS

Covers applications for:	Fee
<b>Licensing Act 2003</b> <ul style="list-style-type: none"> <li>• new premises licences</li> <li>• full variations of premises licence</li> <li>• new club premises certificate (CPC)</li> <li>• variation of CPC</li> <li>• provisional statement</li> </ul> <b>Gambling Act 2005</b> <ul style="list-style-type: none"> <li>• new and variation applications</li> </ul>	
Up to one hour of advice regarding licence applications, including assistance in completing form (hourly rate)	£75.00
site visit (to give advice) – up to one hour	£100.00
<b>Licensing Act 2003</b> - Minor variations – up to 30 mins advice on applications (including assessment as to whether suitable as a minor, suggestion on wording of proposed conditions, help completing application etc)	£35.00
<b>Application assistance (check and send) by Hub team</b>	
<b>Licensing Act 2003</b>	
In depth assistance in completing application forms and advice on correct documentation for: <ul style="list-style-type: none"> <li>• Transfer</li> <li>• Variation of Designated premises supervisor</li> <li>• Personal licence</li> </ul>	<b>Fee</b> £40.00 (incl. VAT)
In depth assistance in completing Temporary event notices and advice on limits etc	£15.00 (incl. VAT)
<b>Other admin charges</b>	
Upon request of licence holder, amend and re-issue invoice for statutory annual fee	£10.00
Upon request of licence holder, amend contact details for lottery registration	£10.00