

Licensing Act 1995

Licensing Fees and Duties Order 2017

Music & Dancing Fees & Duties Order 2017

Processes and Fees applicable in relation the amendment of licences issued under the Licensing Act 1995 (“the 1995 Act”) or the Music and Dancing Act 1961 (“the 1961 Act”)

The Licensing Fees and Duties Order 2017 and the Music & Dancing Fees Order 2017 contain the following information:

Class of application	£
Any application under the Act*	35.00
Duplicate/Production of a licence**	70.00

*In relation to the above fees, where any application impacts upon multiple licences, such as in relation to a transfer of a designated official from one premises to another, the application fee shall be payable per licence to be amended (e.g. in that scenario the application will attract 2x the application fee).

**Where an application requires the production of a licence due to an amendment or change in its content, both the application fee(s) and production of a licence fee(s) above will be payable (together with any sums payable under Article 5 below)

Whilst the general principle outlined in the Fees Orders (i.e. the payment of Application and Production Fees) will apply to any application which seeks the amendment of a periodic licence (i.e. those which are not temporary, such as occasional licences, special permissions, charitable function Licences)), in order to give effect to those provisions as appropriate and to provide guidance to those making applications to the Licensing Court the following is produced:

- Where an application affects more than one individual and/or more than one licence, two application fees and two production fees would be payable (as would be the case if two applications were made separately), but no additional application or production fees would be payable for any third or subsequent associated amendment sought via that application.
- No fee is payable in relation to the removal of a Designated Official from the list of Officials at a licenced premise or premises.
- It should also be noted that where a new periodic licence is sought or an existing periodic licence is renewed, no production Fee is payable.
- An application to amend a defined area stated within a licence, or an application to amend a condition (or number of conditions) stated within a licence will attract both an application fee and a production fee.
- No production fee is payable in relation to the appointment of a temporary official.

Stephen Cregeen
Chief Registrar
1 September 2017