

## **CITY OF GLASGOW LICENSING BOARD**

### **LIQUOR LICENSING**

## **CURRENT APPLICATION FEES & CHARGES**

Please refer to this document for a full list of applications fees and other charges sets by the City of Glasgow Licensing Board.

If you have any questions regarding this document please contact us.

The Licensing Board reserves the right to update this document at any time.

#### **Contact Us:**

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City Chambers  
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**Phone:** 0141 287 5354

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**CITY OF GLASGOW LICENSING BOARD  
FEES & CHARGES FROM 1 APRIL 2023**

**PAYMENT OF FEES:**

**1. METHOD OF PAYMENT**

**By Online Application - BACS / ELECTRONIC FUND TRANSFER**

Electronic payment options are our preferred method of payment. Payments should be made to the Licensing bank account (quoting your licence reference number if you are a current licence holder) as follows:-

**Account Name: Glasgow City Council - Licensing**

**Account No. 00116224**

**Sort Code: 83-44-00**

**Reference: GCxxxx/Application Type**

**2. PARTIAL PAYMENT**

Applications will not be lodged without payment in full.

**3. PAYMENT BY 3<sup>RD</sup> PARTY**

Payments will only be accepted from the applicant (i.e. an individual or company named on the application form) or their registered agent (i.e. Solicitor or Accountant). Payments made by a 3rd party other than a Registered Agent will not be accepted.

**4. INTERNAL CUSTOMERS**

Internal Council Customers can make payment via cross journal entries. Please note payment from ALEOs can only be accepted by cheque. Email [LicensingBoard@glasgow.gov.uk](mailto:LicensingBoard@glasgow.gov.uk) for more information.

**CITY OF GLASGOW LICENSING BOARD FEES &  
CHARGES FROM 1 APRIL 2023**

**A. Premises Licence**

Many Premises Licence fees payable under the Licensing (Scotland) Act 2005 use a Category system that is calculated using the rateable value<sup>1</sup> of the premises.

The following table should be used to determine the Category of the Premises.

<b>Category</b>	<b>Rateable Value Band</b>
Category 1	Premises not entered on the valuation roll or where the rateable value is nil. Also those premises: <ol style="list-style-type: none"> <li>1. where the main function is to provide a visitor attraction and the sale of alcohol is for consumption off the premises only;</li> <li>2. that are used wholly or mainly for the purposes of a club falling within the description specified in regulation 2 of the Licensing (Clubs) (Scotland) Regulations 2007; or</li> <li>3. their main function is to provide accommodation, they are not open to the public other than to provide accommodation and alcohol sold on the premises is to be consumed on the premises by guests residing there.</li> </ol>
Category 2	Between £1 and £11,500
Category 3	Between £11,501 and £35,000
Category 4	Between £35,001 and £70,000
Category 5	Between £70,001 and £140,000
Category 6	Over £140,000

**A1. APPLICATION FOR GRANT OF PREMISES LICENCE**

*The fee payable is dependant on the category of the premises*

<b>Category</b>	<b>Fee</b>
Category 1	<b>£200</b>
Category 2	<b>£800</b>
Category 3	<b>£1100</b>
Category 4	<b>£1300</b>
Category 5	<b>£1700</b>
Category 6	<b>£2000</b>

**A2. APPLICATION FOR GRANT OF PROVISIONAL PREMISES LICENCE<sup>2</sup>**

The fee payable is **£200**

**A3. APPLICATION FOR CONFIRMATION OF PROVISIONAL PREMISES LICENCE<sup>2</sup>**

*The fee payable is dependant on the category of the premises*

<b>Category</b>	<b>Fee</b>
Category 1	<b>£0</b>
Category 2	<b>£600</b>
Category 3	<b>£900</b>
Category 4	<b>£1100</b>
Category 5	<b>£1500</b>
Category 6	<b>£1800</b>

**A4. ANNUAL FEE FOR PREMISES LICENCE<sup>3</sup>**

*The fee payable is dependant on the category of the premises*

<b>Category</b>	<b>Fee</b>
Category 1	<b>£180</b>
Category 2	<b>£220</b>
Category 3	<b>£280</b>
Category 4	<b>£500</b>
Category 5	<b>£700</b>
Category 6	<b>£900</b>

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**A5. APPLICATION TO TRANSFER PREMISES LICENCE**

*For an application made under either Section 33 or 34 of the 2005 Act*

The fee payable is **£85**

**A6. APPLICATION FOR MINOR VARIATION OF PREMISES LICENCE**

*The fee payable is dependant on the nature of the application*

- The fee payable for an application that include a substitution of the existing Premises Manager is **£31**
- The fee payable for an application that does not include a substitution of the existing Premises Manager is **£20**.

**A7. APPLICATION FOR VARIATION (OTHER THAN MINOR) OF PREMISES LICENCE**

*Also referred to as a Major Variation*

The fee payable is **£210**

**A8. APPLICATION FOR EXTENDED HOURS**

The fee payable is **£10**

**A9. APPLICATION FOR TEMPORARY PREMISES LICENCE**

The fee payable is **£200**

***Combined Fees***

**A10. COMBINED APPLICATION FOR TRANSFER OF PREMISES LICENCE AND MINOR VARIATION OF PREMISES LICENCE**

*This fee applies where both applications are submitted together*

The fee payable is **£105**

**A11. COMBINED APPLICATION FOR TRANSFER OF PREMISES LICENCE AND VARIATION (OTHER THAN MINOR) OF PREMISES LICENCE**

*This fee applies where both applications are submitted together*

The fee payable is **£295**

**B. Personal Licence**

**B1. APPLICATION FOR GRANT OF PERSONAL LICENCE**

The fee payable is **£50**

**B2. APPLICATION FOR RENEWAL OF PERSONAL LICENCE**

The fee payable is **£50<sup>4</sup>**

**B3. APPLICATION FOR REPLACEMENT PERSONAL LICENCE**

The fee payable is **£20**

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& CHARGES FROM 1 APRIL 2023**

**C. Occasional Licence**

**C1. APPLICATION FOR OCCASIONAL LICENCE**

The fee payable is **£10**

***Notes***

1. For information on how to determine the rateable value of a property refer to:  
<http://www.saa.gov.uk>
2. The fee payable for a Provisional Premises Licence is the fee payable for a Category 1 grant of a Premises Licence. At Confirmation of a Provisional Premises Licence the fee payable will be the balance of the fee payable as if the application had been for the grant of a Premises Licence minus the amount already paid (i.e. £200)
3. Annual Fee is payable each year on 1 October.
4. Regulations setting the renewal fee for Personal Licence at £50 are expected to be confirmed by the Scottish Parliament in October 2018. Applications submitted prior to the regulations being confirmed will be subject to a £50 administrative fee to cover the cost of processing the application.