

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 OF GLASGOW LICENSING BOARD
FEES & CHARGES FROM AUGUST 2018**

PAYMENT OF FEES:

1. METHOD OF PAYMENT

At the Licensing Service Desk

Payment can be made by cash, cheque, postal order or debit/credit card.

By Post

Payment submitted by post should be in the form of Cheque or Postal Order.

Do not send cash by post.

All Cheques and Postal Orders should be made payable to Glasgow City Council or City of Glasgow Licensing Board.

2. PARTIAL PAYMENT

Applications will not be lodged without payment in full.

3. PAYMENT BY 3RD 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.

3. BACS / ELECTRONIC FUND TRANSFER (EFT)

Payment of annual licence fees can be made by electronic fund transfer; account details are provided in statutory correspondence advising that payment is due.

The Licensing Board does not routinely accept payment by EFT for applications; you should contact the Licensing Section directly if you wish to make payment by EFT.

4. INTERNAL CUSTOMERS

Internal Council Customers can make payment via cross journal entries. Please note payment from ALEOs can only be accepted by cheque. Contact the Licensing Section directly for more information.

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A. Premises Licence

Many Premises Licence fees payable under the Licensing (Scotland) Act 2005 use a Category system that is calculated using the rateable value¹ of the premises.

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

Category	Rateable Value Band
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"> where the main function is to provide a visitor attraction and the sale of alcohol is for consumption off the premises only; 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 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.
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

Category	Fee
Category 1	£200
Category 2	£800
Category 3	£1100
Category 4	£1300
Category 5	£1700
Category 6	£2000

A2. APPLICATION FOR GRANT OF PROVISIONAL PREMISES LICENCE²

The fee payable is **£200**

A3. APPLICATION FOR CONFIRMATION OF PROVISIONAL PREMISES LICENCE²

The fee payable is dependant on the category of the premises

Category	Fee
Category 1	£0
Category 2	£600
Category 3	£900
Category 4	£1100
Category 5	£1500
Category 6	£1800

A4. ANNUAL FEE FOR PREMISES LICENCE³

The fee payable is dependant on the category of the premises

Category	Fee
Category 1	£180
Category 2	£220
Category 3	£280
Category 4	£500
Category 5	£700
Category 6	£900

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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 **£35**

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 **£160**

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 **£55**

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 **£195**

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 **£50⁴**

B3. APPLICATION FOR REPLACEMENT PERSONAL LICENCE

The fee payable is **£20**

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.