

**Cardiff Council**  
**List of Alcohol and Entertainment Licence**  
**Fees and Charges**  
**(With effect from 24.11.2005)**



Fees for all Licensing Act 2003 permissions have been set by Central Government and are based on the non-domestic rateable value of the premises. These are divided into 5 bands:

Band	A	B	C	D	E
<b>Non-Domestic rateable value</b>	£0 - £4300	£4,301 - £33,000	£33,001 - £87,000	£87,000 - £125,000	£125,001 and over

Provided you know your postcode you can find the non-domestic rateable value of your premises from the Valuation Office's website [www.voa.gov.uk](http://www.voa.gov.uk).

Fees are set for the initial application and there is an annual charge each year.

**PREMISES LICENCE & CLUB PREMISES CERTIFICATE APPLICATION FEES**

NON-DOMESTIC RATEABLE VALUE	BAND	APPLICATION FEE FOR NEW LICENCE OR CERTIFICATE OR VARIATION	FEE WHERE PREMISES USE WILL BE EXCLUSIVELY OR PRIMARILY FOR THE SUPPLY OF ALCOHOL
No rateable value to £4300	A	£100	£100
£4300 to £33,000	B	£190	£190
£33,001 to £87,000	C	£315	£315
£87,001 to £125,000	D	£450	£900
£125,001 and above	E	£635	£1905

**ANNUAL CHARGES**

NON-DOMESTIC RATEABLE VALUE	BAND	ANNUAL CHARGE	ANNUAL CHARGE WHERE PREMISES USE WILL BE EXCLUSIVELY OR PRIMARILY FOR THE SUPPLY OF ALCOHOL
No rateable value to £4300	A	£70	£70
£4300 to £33,000	B	£180	£180
£33,001 to £87,000	C	£295	£295
£87,001 to £125,000	D	£320	£640
£125,001 and above	E	£350	£1050

**All fees should accompany your application form otherwise the application will not be processed and you will be advised accordingly. Cheques should be made out to 'Cardiff Council' for the correct amount dependant on the application made.**

Premises under construction, and have not been allocated a non-domestic rateable value, the fee will be £315 for provisional statement applications. Subsequent annual fees will relate to the non-domestic rateable value given to the property.

### **Personal Application Fee**

The fee for the grant or renewal of a personal licence is **£37**.

### **Large Premises Events**

This is an additional fee to the standard application and variation fees. Venues that are permanent and purpose built or structurally altered for the activity are exempt from the additional fee. Other premises may be able to obtain a permanent premises licence and would then pay an additional annual fee. However, this may depend on the practicalities of drawing up a plan(s) which is not subject to variation each year, and an operating schedule that satisfies responsible authorities and interested parties. Otherwise, they may have to apply for a new licence each year.

<b>Number of people</b>	<b>Additional Fees</b>
5,000 – 9,999	£1,000
10,000 – 14,999	£2,000
15,000 – 19,999	£4,000
20,000 – 29,999	£8,000
30,000 – 39,999	£16,000
40,000 – 49,999	£24,000
50,000 – 59,999	£32,000
60,000 – 69,999	£40,000
70,000 – 79,999	£48,000
80,000 – 89,999	£56,000
90,000 and over	£64,000

### **Miscellaneous Fees**

The Licensing Authorities will also be able to charge other fees in relation to their duties, most notably for temporary events and personal licences

Application for a grant or renewal of personal licence	£37.00
Temporary event notice	£21.00
Theft, loss, etc. of premises licence or summary	£10.50
Application for a provisional statement where premises being built, etc.	£315.00
Notification of change of name or address	£10.50
Application for a minor variation	£89.00
Application to vary licence to specify individual as premises supervisor	£23.00
Application to disapply the requirement for a DPS in Community Premises	£23.00
Application for transfer of premises licence	£23.00
Interim authority notice following death etc. of licence holder	£23.00
Theft, loss etc. of certificate or summary	£10.50
Notification of change of name or alteration of rules of club	£10.50
Change of relevant registered address of club	£10.50
Theft, loss etc. of temporary event notice	£10.50
Theft, loss etc. of personal licence	£10.50
Duty to notify change of name or address	£10.50
Right of freeholder etc. to be notified of licensing matters	£21.00

### **Fee Exemptions**

Premises licences sought for educational institutions such as schools and colleges for regulated entertainment only will incur no fees provided that it is carried on for and on behalf of the purposes of the educational institution. Similarly no fees will be required for regulated entertainment for applications in respect of church/chapel halls or similar buildings, or village/parish/community halls or similar buildings. **These exemptions apply for regulated entertainment only and do not apply if alcohol is sold or supplied and/or late night refreshment is provided at the premises.** For more information please contact the licensing team.

**All fees are application fees to cover the cost of the local authority dealing with the application. You should note that in general such fees are not refundable although the licensing authority reserves the right to refund fees in exceptional circumstances.**

**Mae'r Gwasanaeth Trwyddedu wedi ymrwmo i ymdrin â'r laith Gymraeg a'r Saesneg ar sail cydraddoldeb, rydym yn croesawu ceisiadau i ddarparu gwybodaeth drwy gyfrwng y Gymraeg.**