



**Central
Licensing
Administration
Unit**

Entertainment and Alcohol Licensing



Fees and Charges for the Northants Licensing Partnership 2020/21

Charging period 01/04/20 – 31/03/21

Central Licensing Administration Unit

The Central Licensing Administration Unit (CLAU) produces licences on behalf of the members of the Northants Licensing Partnership. Current partners are: The Borough Council of Wellingborough, Corby Borough Council, East Northamptonshire Council and Kettering Borough Council.

Fee enquiries should be directed to the CLAU by email to licensingunit@east-northamptonshire.gov.uk

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Licensing Act 2003: Premises – Alcohol and Entertainment 🌐

Partner	Licensing Unit On-line Payment Reference	Income code	Pay On-Line
Borough Council of Wellingborough	Premises Licence Fee (Wellingborough)	CKN007 9675	
Corby Borough Council	Premises Licence Fee (Corby)	CKN009 9675	
East Northamptonshire Council	Premises Licence Fee (East Northants)	CKN004 9675	
Kettering Borough Council	Premises Licence Fee (Kettering)	CKN008 9675	

Unless indicated otherwise Vat does not apply to licensing fees.

1. Premises and Club Application and Annual fees 🌐

Premises that are licensable will be allocated to a fee band according to rateable value.

Each band attracts a different level of application fee and annual fee. Annual fees become payable one year after the grant of the licence.

Note: An application for a premises licence, or a club premises certificate, for either a new build or a conversion of existing premises that has no current rateable value will incur an application fee based on Band C.

Rateable Value	Band	Application Fee	Application multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises	Annual Renewal Fee	Annual fee multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises
No rateable value to £4,300	A	£100	N/A	£70	N/A
£4,301 to £33,000	B	£190	N/A	£180	N/A
£33,001 to £87,000	C	£315	N/A	£295	N/A
£87,001 to £125,000	D	£450	£900	£320	£640
£125,001 and above	E	£635	£1,905	£350	£1,050

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2. Exceptionally Large Events ⚡

There are additional premises fees for exceptionally large events, based on number of attendees, as follows:

Number in attendance at any one time	Additional Application Fee	Additional Annual Fee
5,000 to 9,999	£1,000	£500
10,000 to 14,999	£2,000	£1,000
15,000 to 19,999	£4,000	£2,000
20,000 to 29,999	£8,000	£4,000
30,000 to 39,999	£16,000	£8,000
40,000 to 49,999	£24,000	£16,000
50,000 to 59,999	£32,000	£16,000
60,000 to 69,999	£40,000	£20,000
70,000 to 79,999	£48,000	£24,000
80,000 to 89,999	£56,000	£28,000
90,000 and over	£64,000	£32,000

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Other fees in relation to your local authorities duties under the Licensing Act 2003:

3. Temporary Events and Other Premises Fees

Item	Fee
Temporary event notice	£21.00
Theft, loss etc. of temporary event notice	£10.50
Application for a provisional statement where premises being built, etc.	£315.00
Minor variation	£89.00
Application to transfer a premises licence	£23.00
Application to vary licence to specify individual as premises supervisor	£23.00
Interim authority notice following death, etc. of licence holder	£23.00
DPS Community premises condition removal	£23.00
Notification of change of name or address	£10.50
Right of freeholder etc. to be notified of licensing matters	£21.00
Notification of change of name or alteration of club rules	£10.50
Change of relevant registered address of club	£10.50
Theft, loss etc. of premises licence, club certificate or summary	£10.50

Note: A **variation** to a premises licence, or club premises certificate, will be allocated to a fee band according to rateable value.
Fee Bands are given on Page 3 above.

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4. Personal Licences

Item	Fee	Partner	Licensing Unit On-line Payment Reference	Income code	
Application for grant of personal licence	£37.00	Borough Council of Wellingborough	Personal Licence New Application Wellingborough	CKN007 9674	Pay On-Line
		Corby Borough Council	Personal Licence New Application (Corby)	CKN009 9674	
		East Northamptonshire Council	Personal Licence New Application East Northants	CKN004 9674	
		Kettering Borough Council	Personal Licence New Application (Kettering)	CKN008 9674	
Duty to notify change of name or address	£10.50	Borough Council of Wellingborough	Personal Licence Change of Details Wellingborough	CKN007 9674	Pay On-Line
		Corby Borough Council	Personal Licence Change of Details (Corby)	CKN009 9674	
		East Northamptonshire Council	Personal Licence Change of Details (East Northants)	CKN004 9674	
		Kettering Borough Council	Personal Licence Change of Details (Kettering)	CKN008 9674	
Theft, loss etc. of personal licence	£10.50	Borough Council of Wellingborough	Personal Licence theft/loss (Wellingborough)	CKN007 9674	Pay On-Line
		Corby Borough Council	Personal Licence theft/loss (Corby)	CKN009 9674	
		East Northamptonshire Council	Personal Licence theft/loss (East Northants)	CKN004 9674	
		Kettering Borough Council	Personal Licence theft/loss (Kettering)	CKN008 9674	

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How to pay your fees:

BACS/INTERNET BANKING

Our bank account details are as follows:

BARCLAYS BANK PLC
THRAPSTON BRANCH
SORT CODE 20-46-50
A/C NO. 00858846

Payments by card may be made by calling our card payment line on 01832 742211.

For Invoices you can pay by automated telephone line: 01832 742259 and choose 'Option 3'

VIA OUR WEBSITE

Please log on to our host website for on-line payments:

[East Northamptonshire Council - Do It Online](#) > 24 hour internet payment service. To pay an application fee:

- Select "All Other Council Bills"
- Select "Licensing Unit"
- Select the correct application descriptor and Council reference.

BY POST

Cheques should be made payable to EAST NORTHAMPTONSHIRE COUNCIL and crossed a/c payee.

Send your cheque payment to: Central Licensing Administration Unit,
Cedar Drive, Thrapston, Northamptonshire NN14 4LZ

To Pay an invoice select "DBI Sundry Debtors"

Payments may be made by debit or credit card.

TELEPHONE PAYMENT

However you chose to pay please provide us with sufficient information to enable us to match your information to your application.

If you are paying an invoice please ensure you quote the invoice number (for automated payments enter the invoice number excluding the dbi prefix)

WE DO NOT ACCEPT CASH PAYMENTS

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