

Application process

Once a valid application has been made and received an officer will carryout the appropriate visits and assessments and communicate their decision to the applicants. Guidance notes on the application form identify what documents must be submitted for a valid application.

Fees

All Local Authorities in Wales currently charge the following fees for the application process covering the licensing: -

| Licence Type | New | Renewal |
|--|--|--|
| Special Procedures Licence (3yr Licence) | £203 (£159 Application £44 Compliance) | £189 (£148 Application £41 Compliance) |
| Approved Premises Certificate (3yr Licence) | £385 (£244 Application £141 Compliance) | £345 (£204 Application £141 Compliance) |
| Special Procedure Licence Variation (Add Procedure) | £131 | |
| Special Procedure Licence Variation (Change of Detail) | £26 | |
| Replacement Licence | £13 | |
| Temporary Special Procedure Licence. | £92 | |
| Special Procedure approved premises variation (Add Procedure) | £189 | |
| Approved Premises Variation (Structural Change) | £189 | |
| Approved Premises - Change of Detail | £26 | |
| Replacement Licence | £13 | |
| Approved Premises Temporary Approval (Ancillary Event) | £385 | |
| Approved Premises Temporary Approval (Convention / Main Purpose) | £680 | |