**Pre-application Advice – Merton Council**

**FEES AND CHARGES FROM 1ST APRIL 2021 – 31ST MARCH 2022**

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| **Application Type** | **Time Estimate** | **Without VAT** | **With VAT** |
| **Check & Send -**  Up to 45 mins include assistance in checking completed draft application form and advising on statutory requirements and the statutory fee: Application for Transfer of licence, Variation of Designated Premises Supervisor (DPS) and Temporary Event Notice (TEN)  | 45 mins | £77 | £92 |
| Notice preparation and place on site(subject to resources) up to one hour | 1 hour | £102 | £122 |
| **Small Application**- Up to one hour of advice regarding small licence applications, the effect of which would have a minimal environmental impact on neighbouring properties. We would deal with the licensing process, guidance on plans, possible conditions, etc. | 1 hour | £102 | £122 |
| **Medium Application**- Up to 2 hours advice for medium size applications including a site visit by an Environmental Health Officer and/or a Licensing Officer if required, a meeting and written report(s). | 2 hours | £204 | £245 |
| **Large Application**- Up to 4 hours advice for large applications including multiple (if necessary) site visits by an Environmental Health Officer, meetings with Environmental Health Officers and Licensing Officers and written report(s).  | 4 hours | £408 | £490 |
| **Extra large events -** 5000 people or more- Category A - up to 7 hours advice for extra large public events includes the cost of specialist officers carrying out inspections, giving advice, providing written reports and the cost of a supervising officer monitoring any reports provided as part of this service | 7 hours | £714 | £857 |
| **Extra large events** - 5000 people or more- Category B - up to 14 hours advice for extra large public events includes the cost of specialist officers carrying out inspections, giving advice, providing written reports and the cost of a supervising officer monitoring any reports provided as part of this service | 14 hours | £1,428 | £1,714 |
| **Extra large events** - 5000 people or more - Category C - up to 21 hours advice for extra large public events includes the cost of specialist officers carrying out inspections, giving advice, providing written reports and the cost of a supervising officer monitoring any reports provided as part of this service | 21 hours | £2,142 | £2,570 |