



Pre-application Licensing solutions

Need help with a licensing application?

Coventry City Council's Licensing Team offers assistance, guidance, and support with a range of licensing applications from outdoor events to new premises licences.

Our new pre-application advice and assistance service gives you the best of local licensing knowledge at an affordable rate.

How we can help?

- We will ensure that your licensing applications are dealt with safely, securely, saving you time and money, and giving you peace of mind that your application is correct and ready to be processed without delay.
- You will get the correct licence to suit your needs, and we will help with any problems which may arise during the application process.

What does our service provide?

- We provide Pre-application advice so that you can determine which licence, if any, you need.
- We have extensive local knowledge and can ensure your licence is tailored to meet the needs of your business.
- This means we can assist you with how to successfully complete the application forms and with any extra documents or information that may need to go with your application.

What are the benefits to you?

- It saves time and avoids errors and avoids delays and refusals. We assist you to correctly complete the application forms first time.
- We can save you money because we will electronically submit your application to the Responsible Authorities on your behalf, ensuring that you meet all application formalities.
- You will have the peace of mind that the application process runs smoothly, meaning that you only apply for what you need and won't have to resubmit an application and incur any additional application fees.

Applications we provide advice on:

- **Licensing Act 2003 applications**
- **Scrap Metal Act 2013 Applications**
- **Local Government (Miscellaneous Provisions) Act 1982 – Street Trading applications**
- **Gambling Act 2005**

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How much does it cost?

The fixed fees for this quality service are inclusive of VAT. Fees cover the cost of administration, delivery of the service, and are not for profit.

Fees

- We offer a basic check and send service for **£36**.
- Our pre-application advice starts at **£72**. Payment for the service (which is in addition to the relevant application fee) will be made by Debit or Credit card.
- Coventry City Council operates impartially and free from conflicts of interest. By using the service there is no guarantee that representations will not be received, and your application may still be subject to the formal hearing process. You should be aware that it is possible to obtain this same chargeable service and advise from Licensing Agents and Licensing Solicitors.
- We actively encourage you to make your own enquiries regarding alternative providers of this service, and it is up to you to determine whether the services we offer is suitable for your needs and provides you with the best value for money.

Please note: There is no obligation for you to take up this services offered by Coventry City Council. If you do wish to take advantage of our services, or for any queries please do not hesitate to contact us

Email

licensing@coventry.gov.uk

or telephone the **Licensing Team** on

024 7697 5496