

## Annual Fees - Licensed Premises

Under the Licensing Act 2003 the annual fee for Licensed Premises becomes payable each year on the anniversary of the date the licence was initially granted and covers the year ahead. **The annual fee is payable irrespective of whether the holder of the current licence intends to close the business at some point during the coming year or has taken over mid year.**

### Annual fee Amount

The annual fee amount is based on the non-domestic rateable value of the premises. Please note these amounts are set by the government and not by Wiltshire Council – see the table below.

Rateable Value	Up to £4,300	£4,301-£33,000	£33,001-£87,000	£87,001-£125,000	£125,001 and above
Band	A	B	C	D	E
Annual fee	£70.00	£180.00	£295.00	£320.00	£350.00

### Reminder Letters / Invoices

There is no legal requirement for councils to do so however Wiltshire Council assists premises licence holders by sending out reminder letters to premises in the north of the county and invoices to the remaining premises approximately one month prior to the due date. These documents detail how much is due, when it's due and the options for making payment.

### Who Pays?

The responsibility to pay the annual fee lies with the current holder of the Premises Licence. If you have recently become the Premises Licence holder you will still be required to pay this annual fee.

### How to make a payment

There are several different ways you can pay:

#### 1. By Credit / Debit Card

- For invoices only - you can use our automated payment online service – [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk) – click on 'pay your council tax' and choose 'invoices' or use our automated payment telephone line on 0300 456 0119 – 24 hours a day, 7 days a week - and again choose invoices. Please quote your invoice reference number – 90.... and state the premises name and confirm the amount you need to pay.
- For either reminder letters or invoices - you can call during office hours to speak to one of our Customer Services team on 0300456 0100 to make a payment. Please quote either your reminder letter reference number – WK/..... or your invoice reference number – 90..... and state the premises name and confirm the amount you need to pay.

#### 2. Internet Banking/ Telephone Banking/ BACS Payments

In order for you to arrange payment by any of these methods you will need to know the following details:

- Wiltshire Council's bankers – HSBC, 46 Fore Street, Trowbridge, Wiltshire
- Sort code – 40-44-33
- Account number – 51460021
- Please quote either your reminder letter reference number – WK/..... or your invoice reference number – 90..... and state the premises name and confirm the amount you need to pay.

### 3. **Cheque / Postal order**

- Please make your cheque or postal order payable to Wiltshire Council
- Please write the reminder letter reference number – WK/..... or your invoice reference number – 90..... on the reverse of your cheque or postal order or attach the invoice / reminder letter to the cheque or postal order.
- For invoices please send your cheque or postal order to Banking Team Business Services – Finance, PO Box 4385, Trowbridge, BA14 4DS.
- For reminder letters please send your cheque or postal order to Wiltshire Council Licensing Team, Monkton Park, Chippenham, Wiltshire, SN15 1ER.

### 4. **In person**

By calling into one of the service delivery hubs and paying at the reception desk – you will need to be able to quote either your reminder letter reference number – WK/..... or your invoice reference number – 90..... and state the premises name and confirm the amount you need to pay.

- Chippenham – Monkton Park
- Devizes – Snuff Street
- Trowbridge – County Hall
- Salisbury – Bourne Hill

**Please note – for all methods of payment in order for us to match it up against your premises you will need to quote either your reminder letter reference number – WK/..... or your invoice reference number – 90..... stating the premises name and confirming the amount you need to pay.**

**Please note – cash payments are not accepted by Wiltshire Council for annual fees**

**Please note – Wiltshire Council cannot waive or reduce the annual fee or accept payments of annual fees in instalments.**

### **Failure to Pay**

As a result of the introduction of the Police Reform and Social Responsibility Act 2011 the 2003 Licensing Act has been amended. Where the annual fee has not been paid Wiltshire Council MUST suspend the Premises Licence and no licensable activities will be able to take place.

### **Disputing the Annual Fee**

If there is a dispute relating to the amount of the annual fee and/or a genuine administrative error (made by the holder, Wiltshire Council or anyone else) before or at the time the annual fee became due AND the Premises Licence holder notified the authority in writing of the dispute there is a Statutory Grace Period (21 days) whilst the dispute is determined.

If the dispute or error is not resolved during this 21 day period then Wiltshire Council MUST suspend the licence and no licensable activities will be able to take place.

### **Suspension of the premises licence**

Wiltshire Council will notify the Premises Licence holder of the suspension in writing and specify the date on which the suspension will take effect if the annual fee is not paid. This date will be at least 2 working days after the day the notice of suspension is given.

Once payment is received then the suspension can be lifted. The suspension ceases to have effect on the day Wiltshire Council receives payment of the outstanding annual fee. Wiltshire Council will give the Premises Licence holder written acknowledgement of receipt as required by the legislation.