

Dear Sir/Madam,

### **IMPORTANT**

#### **Introduction of Late Night Levy in the City of London**

On 13 June 2014 the Court of Common Council of the City of London approved the introduction of a Late Night Levy from 1 October 2014. The Levy will apply to all premises that supply alcohol between the times of 00:01 and 06:00.

According to our records your premises supplies, or can supply, alcohol at some time within this period and accordingly, the Levy will become payable after 1 October and on the date that your annual licence fee becomes due. The Levy for your premises has been prescribed by statute at £[insert levy fee] (Police Reform and Social Responsibility Act 2011).

If for whatever reason you wish to cease the supply of alcohol between 00:01 and 06:00 and thus not be liable for the Levy, you may apply to the City of London licensing team for a minor variation of your licence. Any supply of alcohol after 00:01 will need to be brought forward to end no later than midnight. Any non-standard timings that will result in alcohol being supplied after midnight, such as extended hours on New Year's Eve, will have to be removed in order for the Levy not to apply.

The application for a minor variation in these circumstances will be free of charge and should be made by 12 September 2014. Applications made after this date will not be accepted free of charge, but can be made in the normal way for a fee of £89.00.

#### **Levy Reduction**

It was agreed by the City of London Corporation that a reduction of 30% be applied to the Levy if a premises can show that it meets the necessary criteria for membership of the Corporation's Safety Thirst Scheme. The scheme accepts applications from premises until the end of March each year which are then audited between April and August with a presentation ceremony held in October.

Anyone achieving such membership will be eligible for a Levy reduction of 30%, if applicable, in the twelve month period from 1 October 2014 until 30 September 2015.

As this is the first year the Safety Thirst scheme has been linked to the Levy, we will accept late applications from you until **Friday 18 July 2014**. Application forms for Safety Thirst can be found on our website by clicking at [www.cityoflondon.gov.uk](http://www.cityoflondon.gov.uk). Alternatively you may contact the Licensing Team by telephone on 020 7332 3406 or by email to [licensing@cityoflondon.gov.uk](mailto:licensing@cityoflondon.gov.uk).

Please contact the licensing team if you have any queries regarding the content of this letter.

Yours faithfully,