



monmouthshire
sir fynwy

Monmouthshire Licensing Section, County Hall, The Rhadyr, Usk, Monmouthshire,
NP15 1GA

Special Procedures Fees
(November 2024 – March 2026)

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)
Other Fees		
Special Procedure Licence - Variation (Add Procedure)	£131	
Special Procedure Licence - Variation (Change of Detail)	£26	
Special Procedure Licence - Replacement Licence	£13	
Temporary Special Procedure Licence	£92	

Approved premises / Vehicle - Variation (Add Procedure)	£189
Approved Premises / Vehicle - Variation (Structural Change	£189
Approved Premises / Vehicle - Change of Detail	£26
Approved Premises / Vehicle - Replacement Certificate	£13
Approved Premises / Vehicle - Temporary Approval (Ancillary Event)	£385
Approved Premises / Vehicle - Temporary Approval (Convention / Main Purpose)	£680

How to Pay

Bank Transfer

If you wish to pay by BACS you may do so by using the following information (quoting your licence number as a reference if a renewal application)

The bank details requested for	Monmouthshire County Council
Account Name	Main Account
Sort code	20 – 18 – 23
Account number	13996565
Bankers	Barclays Bank plc Leicester Leicestershire UK LE87 2BB
International Payments use	
Swift / BIC code	BARCGB22
IBAN	GB43 BARC 2018 2313 9965 65

(If you do pay by BACS you will need to inform the licensing office that the payment has been made, you can do so by emailing licensing@monmouthshire.gov.uk quoting your licence number if a renewal application)

Telephone payment

You can make a payment by telephoning our payments line on 01633 644355 (quoting your licence number as a reference if a renewal).

Visiting Monmouthshire County Council's Hub

Payment can also be made via chip and pin at the following Council hub's:

Abergavenny Town Hall, Cross Street, Abergavenny, NP7 5HD

Caldicot, [Woodstock Way, Caldicot NP26 5DB](#)

Chepstow, [Manor Way, Chepstow NP16 5HZ](#)

Monmouth, [Rolls Hall, Whitecross St, Monmouth NP25 3BY.](#)

Usk, [35 Maryport St, Usk NP15 1AE](#)

(quoting your licence number as a reference if a renewal).

By Cheque

Cheques should be made payable to Monmouthshire County Council and returned to, Licensing Section, Monmouthshire County Council, County Hall, The Rhadyr, Usk NP15 1GA. (quoting your licence number as a reference if a renewal).