

## A User Guide to Paying Your Annual Fee (Licensing Act 2003 and Gambling Act 2005)

### To pay the Annual Fee you will need to know:

- Premises / Club Premises Certificate / Gambling Licence number
  - the Business Rateable Value of the Premises
  - Premises Capacity

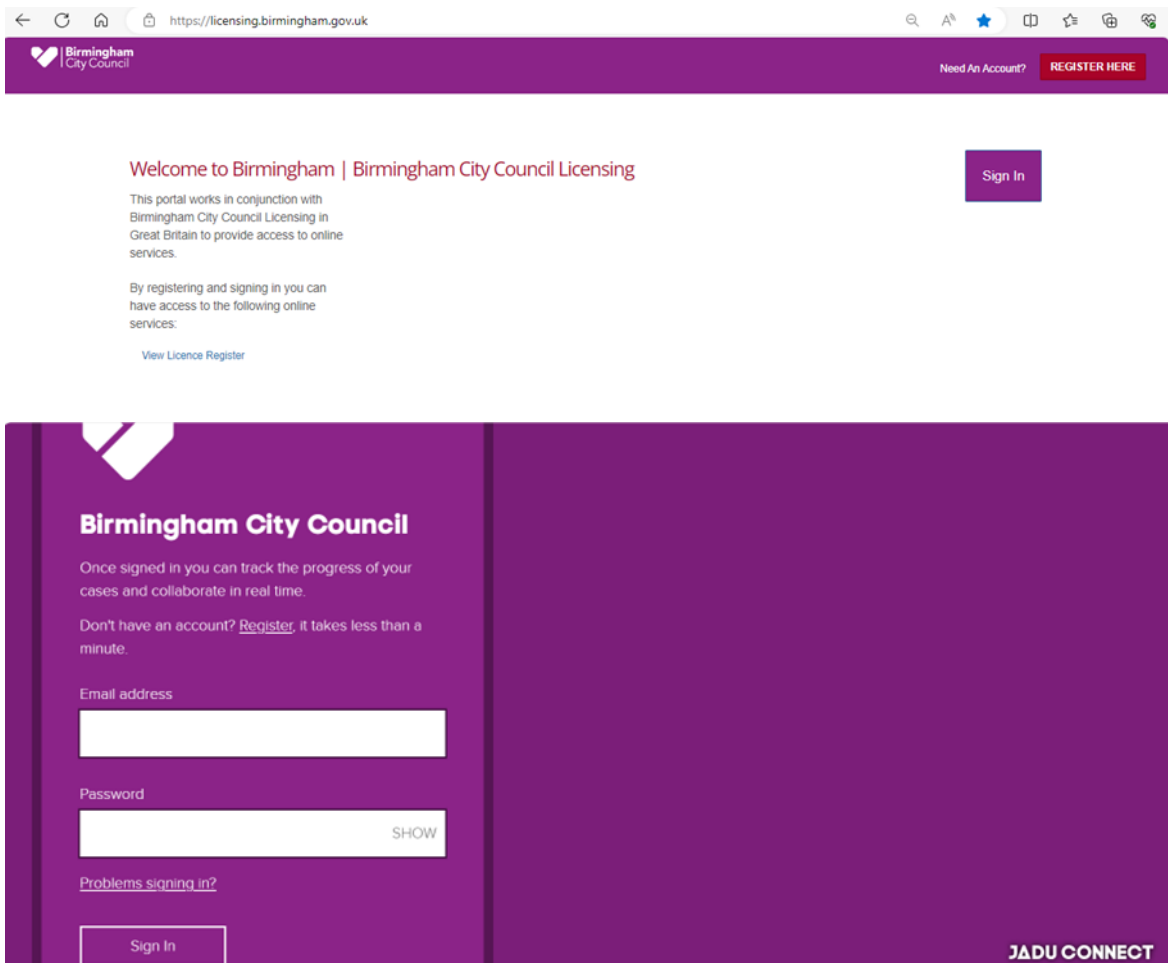
You can follow the manual below or follow the instructions in the video.  
**The process takes just 3 minutes.**

**Click here: [Video Tutorial – Annual Fee Payment](#)**


1. Log into the Customer Portal:

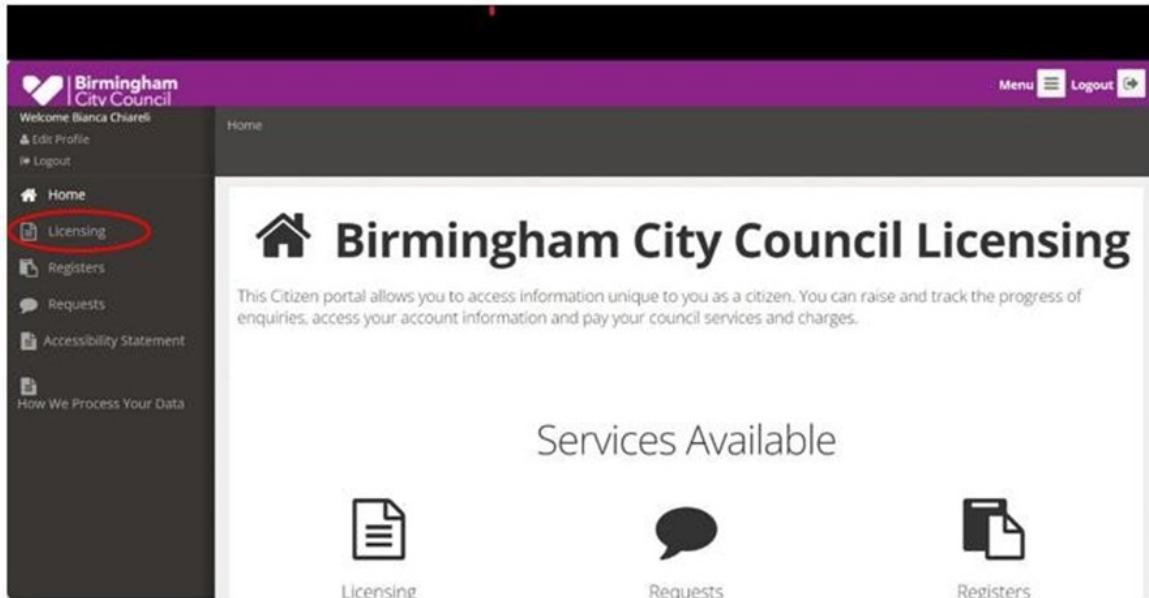
[Birmingham | Birmingham City Council Licensing Login](#)

2. You will now need to create a BRUM Account (if you have not already got one).  
**Sign In** if you have or press **Register Here** if you do not.



The screenshot shows a web browser window with the URL <https://licensing.birmingham.gov.uk>. The page header includes the Birmingham City Council logo and a navigation bar with a search icon, a star icon, and a "REGISTER HERE" button. The main content area features a "Welcome to Birmingham | Birmingham City Council Licensing" heading, a "Sign In" button, and a "View Licence Register" link. Below this, there is a section titled "Birmingham City Council" with a message: "Once signed in you can track the progress of your cases and collaborate in real time." It also includes a registration prompt: "Don't have an account? [Register](#), it takes less than a minute." The registration form has fields for "Email address" and "Password" (with a "SHOW" button), and a "Sign In" button. A "Problems signing in?" link is also present. The footer of the page includes the "JADU CONNECT" logo.

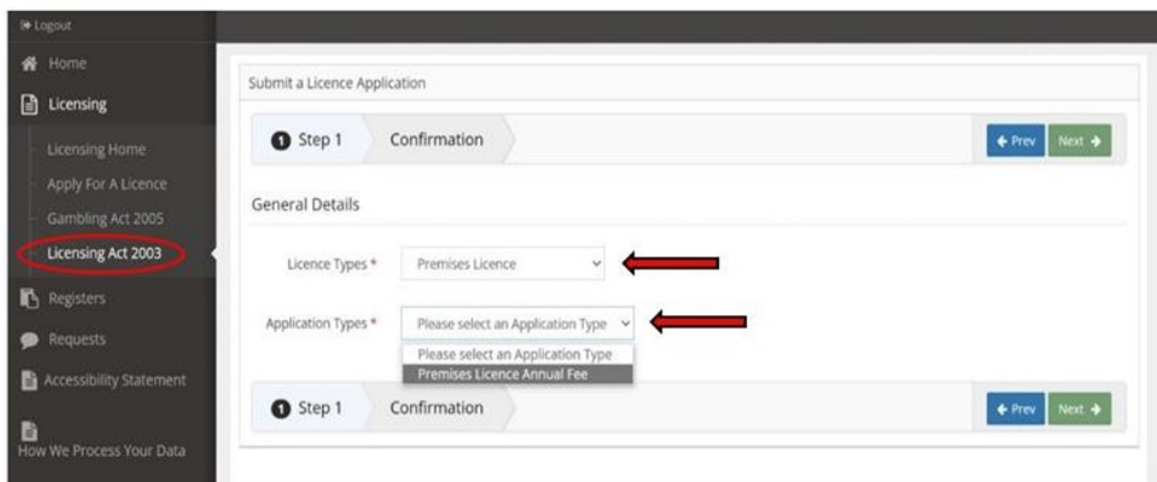
3. Click 'Licensing' on the left-hand menu. If the menu isn't visible click the menu icon at the top of the screen 



4. In the left-hand menu click on the option you require:

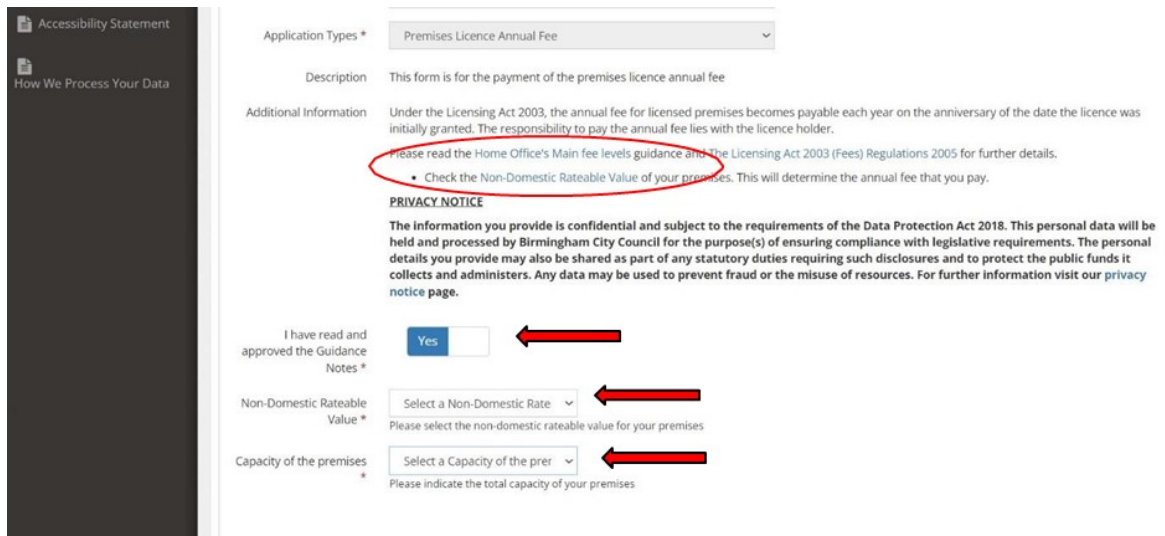
- Licensing Act 2003 (premises licences and club premises certificates)
- Gambling Act 2005 (gambling premises and permits)

Select the 'Licence Type' and 'Application Type'



## 5. For Licensing Act 2003 only

Scroll down and mark the details below as per your requirements



Accessibility Statement  
How We Process Your Data

Application Types \* Premises Licence Annual Fee

Description This form is for the payment of the premises licence annual fee

Additional Information 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. The responsibility to pay the annual fee lies with the licence holder.  
Please read the Home Office's Main fee levels guidance and The Licensing Act 2003 (Fees) Regulations 2005 for further details.  
• Check the Non-Domestic Rateable Value of your premises. This will determine the annual fee that you pay.

**PRIVACY NOTICE**  
The information you provide is confidential and subject to the requirements of the Data Protection Act 2018. This personal data will be held and processed by Birmingham City Council for the purpose(s) of ensuring compliance with legislative requirements. The personal details you provide may also be shared as part of any statutory duties requiring such disclosures and to protect the public funds it collects and administers. Any data may be used to prevent fraud or the misuse of resources. For further information visit our [privacy notice page](#).

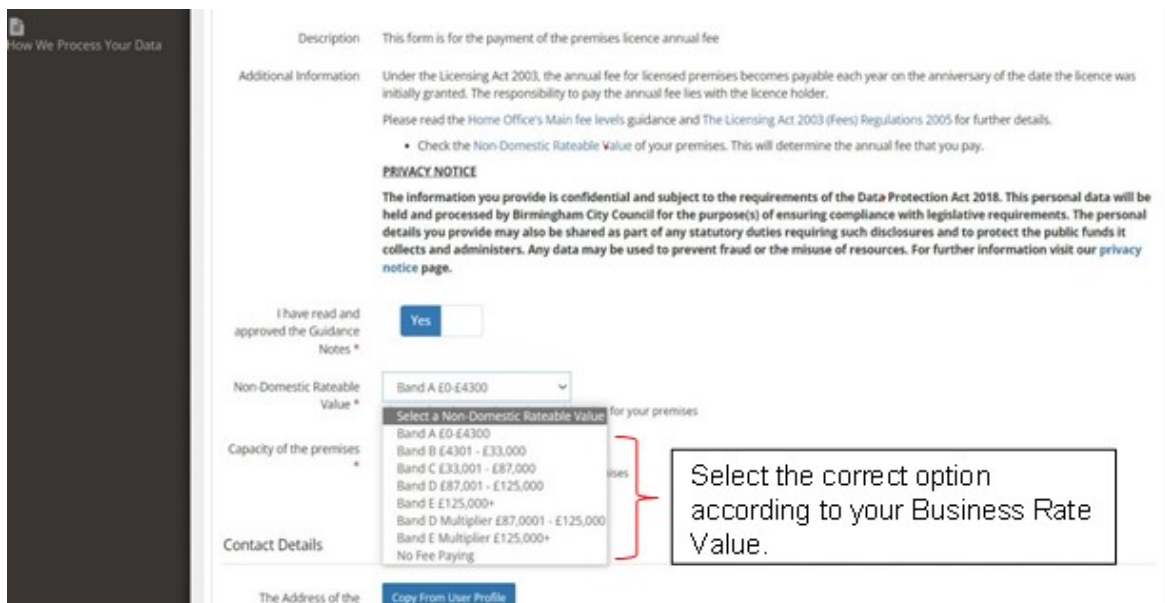
I have read and approved the Guidance Notes \*  Yes

Non-Domestic Rateable Value \*  Please select the non-domestic rateable value for your premises

Capacity of the premises \*  Please indicate the total capacity of your premises

**Check your Non-Domestic Rateable Value here:** [Find a business rates valuation](#)  
(Right-click to open in a new tab and keep your entered information).

**Capacity of the Premises:** Most premises licences fall under the 0 to 4,999 capacity. However, if you hold a licence with a large capacity, please select the relevant band.



Description This form is for the payment of the premises licence annual fee

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I have read and approved the Guidance Notes \*  Yes

Non-Domestic Rateable Value \*  Select a Non-Domestic Rateable Value for your premises

Capacity of the premises \*  Select a Non-Domestic Rateable Value for your premises

Contact Details

The Address of the

Select the correct option according to your Business Rate Value.

I have read and approved the Guidance Notes \*  Yes

Non-Domestic Rateable Value \*   
Please select the non-domestic rateable value for your premises

Capacity of the premises \*   
**Select a Capacity of the premises** premises

Contact Details

The Address of the Premises

**This is the address of the licensed premises, where the annual fee is due.**

Do not use the 'Copy from User Profile' button unless your home address is the same as the premises address.

Can't find your address? Click here to enter it manually.

Trading Name

Select the option that suits your Premises.

Additional Information 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. The responsibility to pay the annual fee lies with the licence holder.  
Please read the Home Office's Main fee levels guidance and The Licensing Act 2003 (Fees) Regulations 2005 for further details.  
\* Check the Non-Domestic Rateable Value of your premises. This will determine the annual fee that you pay.

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I have read and approved the Guidance Notes \*  Yes

Non-Domestic Rateable Value \*   
Please select the non-domestic rateable value for your premises

Capacity of the premises \*   
Please indicate the total capacity of your premises

**Total Fee**

Your annual fee will be displayed

6. Enter the **Premises** address

Contact Details

The Address of the Premises

**This is the address of the licensed premises, where the annual fee is due.**

Do not use the 'Copy from User Profile' button unless your home address is the same as the premises address.

House Name or Number \*

Postcode \*

Can't find your address? Click here to enter it manually.

Trading Name

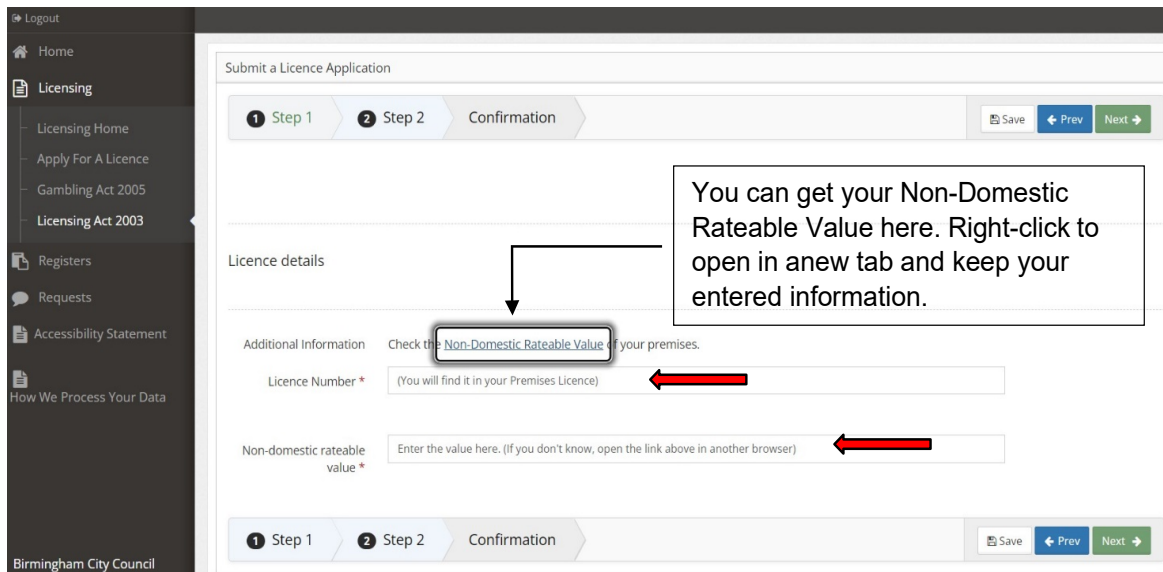
I am the \*  Proposed Licence Holder  Agent

This form should be completed by the applicant (licence holder) or agent acting on their behalf.

If you are paying on behalf of someone else, please select I am the Agent option and provide the details of the main licence holder. If there are to be additional licence holders.

Enter your details as the proposed licence holder or agent.

7. Enter your Premises Licence number and the non-domestic rateable value



Submit a Licence Application

1 Step 1 2 Step 2 Confirmation Save Prev Next

Licence details

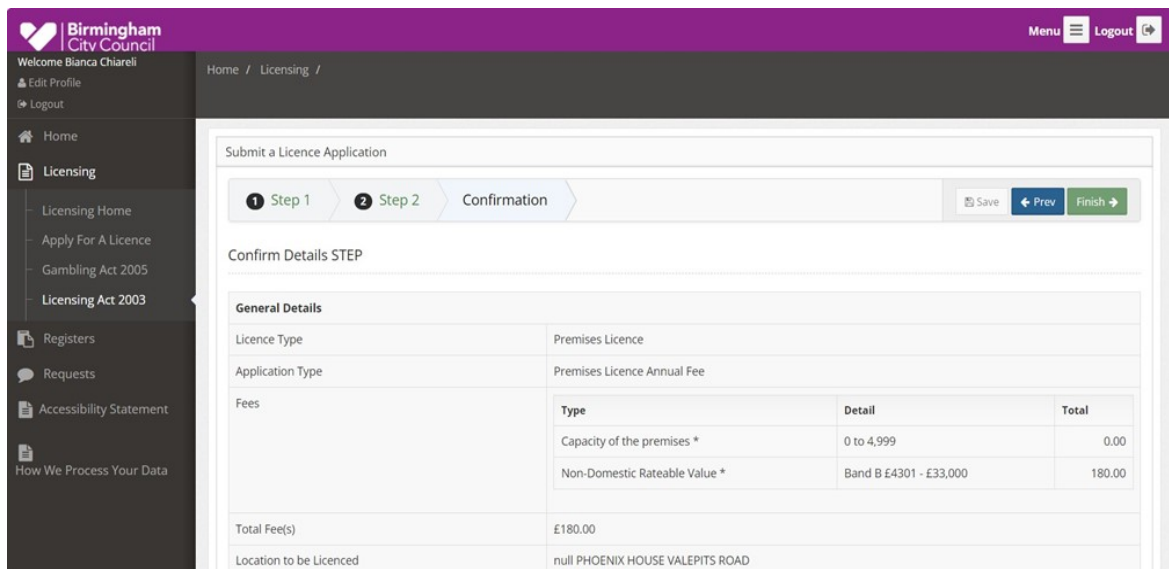
Additional Information Check the [Non-Domestic Rateable Value](#) of your premises.

Licence Number \* (You will find it in your Premises Licence)

Non-domestic rateable value \* (Enter the value here. (If you don't know, open the link above in another browser))

1 Step 1 2 Step 2 Confirmation Save Prev Next

8. You will then be taken to the confirmation page which will provide a summary of the information you have entered



Submit a Licence Application

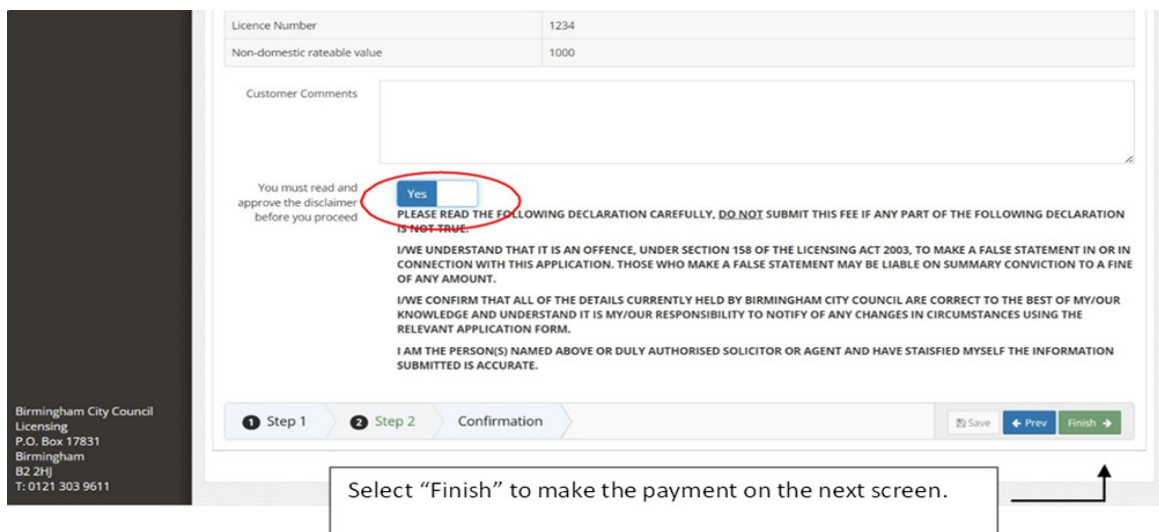
1 Step 1 2 Step 2 Confirmation Save Prev Finish

Confirm Details STEP

**General Details**

Licence Type	Premises Licence		
Application Type	Premises Licence Annual Fee		
Fees	Type	Detail	Total
	Capacity of the premises *	0 to 4,999	0.00
	Non-Domestic Rateable Value *	Band B £4301 - £33,000	180.00
Total Fee(s)	£180.00		
Location to be Licenced	null PHOENIX HOUSE VALEPITS ROAD		

9. At the bottom of the page, you will find a declaration which you must read and confirm (as indicated in the screen below) then click Finish



Licence Number: 1234  
 Non-domestic rateable value: 1000  
 Customer Comments:

You must read and approve the disclaimer before you proceed

**Yes**

PLEASE READ THE FOLLOWING DECLARATION CAREFULLY. **DO NOT** SUBMIT THIS FEE IF ANY PART OF THE FOLLOWING DECLARATION IS **NOT TRUE**.

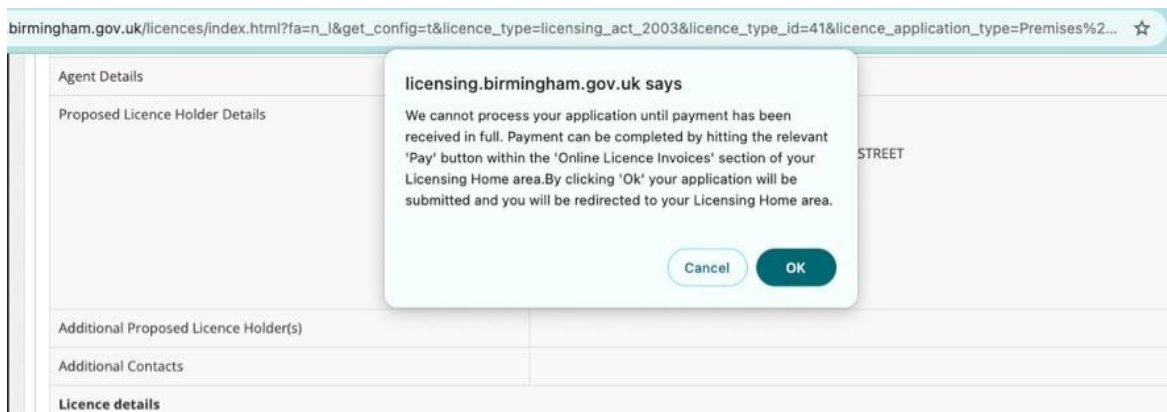
I/WE UNDERSTAND THAT IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

I/WE CONFIRM THAT ALL OF THE DETAILS CURRENTLY HELD BY BIRMINGHAM CITY COUNCIL ARE CORRECT TO THE BEST OF MY/OUR KNOWLEDGE AND UNDERSTAND IT IS MY/OUR RESPONSIBILITY TO NOTIFY OF ANY CHANGES IN CIRCUMSTANCES USING THE RELEVANT APPLICATION FORM.

I AM THE PERSON(S) NAMED ABOVE OR DULY AUTHORISED SOLICITOR OR AGENT AND HAVE STAISFIED MYSELF THE INFORMATION SUBMITTED IS ACCURATE.

1 Step 1   2 Step 2   Confirmation   Save   Prev   Finish

Select "Finish" to make the payment on the next screen.



birmingham.gov.uk/licences/index.html?fa=n\_l&get\_config=t&licence\_type=licensing\_act\_2003&licence\_type\_id=41&licence\_application\_type=Premises%2...

Agent Details

Proposed Licence Holder Details

Additional Proposed Licence Holder(s)

Additional Contacts

Licence details

licensing.birmingham.gov.uk says

We cannot process your application until payment has been received in full. Payment can be completed by hitting the relevant 'Pay' button within the 'Online Licence Invoices' section of your Licensing Home area. By clicking 'Ok' your application will be submitted and you will be redirected to your Licensing Home area.

Cancel   OK

### Message:

“We cannot process your application until payment has been received in full. Payment can be completed by hitting the relevant 'Pay' button within the 'Online Licence Invoices' section of your Licensing Home area. By clicking 'OK' your application will be submitted, and you will be redirected to your Licensing Home area”.

Pressing "OK" will take you to the next step (payment).

**Please note** there may be a short pause whilst the system transfers you to the WorldPay screen (please remain on this screen until transferred).

10. You will be automatically transferred to the payment screen where you can enter your card details

**worldpay**  
from FIS

**Order summary**

Reference: Licence\_175\_73916\_RN1703067757\_1  
Description: Premises Licence | Annual Fee  
Amount (GBP): £70.00


**Payment details**  
\* Indicates a required field

Card number \* **×**  
  
Enter a valid card number

Expiry date \*  
MM / YY

Cardholder validation \*  
Please complete the reCAPTCHA before continuing

Cardholder's name \*

Security code  
  Last 3 digits on the back of card

VISA    MASTERCARD    MOESTRO    JCB

11. Press "Make Payment" at the bottom of the screen and allow the payment to be processed.

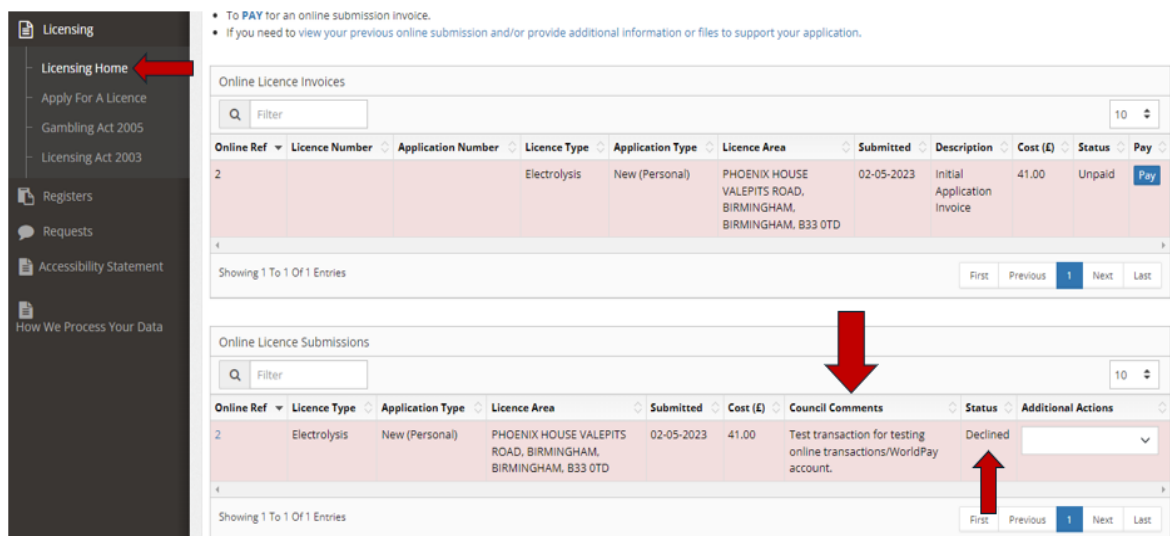
12. When you do submit your fee, WorldPay may take a while to process (sometimes longer than what you may be used to), please allow it time to process and do not exit the page and start again as you may be charged twice.

**This completes the process.**

## Licensing Portal – Licensing Home

You can keep track of progress with your submissions by clicking the Licensing Home option in the left-hand menu.

- Top section (Online Licence Invoices) will show invoices relating to your submissions. If they are paid, they will be highlighted green, if they are not paid, they will be a pink/red colour and there will be a blue pay button on the right-hand side.
- The second section (Online Licence Submissions) will list all the submissions from your account including a Council Comments column where we will post any appropriate notes and a Status column that will update when we have either accepted or rejected your submission.



• To **PAY** for an online submission invoice.  
• If you need to view your previous online submission and/or provide additional information or files to support your application.

**Online Licence Invoices**

Online Ref	Licence Number	Application Number	Licence Type	Application Type	Licence Area	Submitted	Description	Cost (£)	Status	Pay
2			Electrolysis	New (Personal)	PHOENIX HOUSE VALEPITS ROAD, BIRMINGHAM, BIRMINGHAM, B33 0TD	02-05-2023	Initial Application Invoice	41.00	Unpaid	<a href="#">Pay</a>

Showing 1 To 1 Of 1 Entries

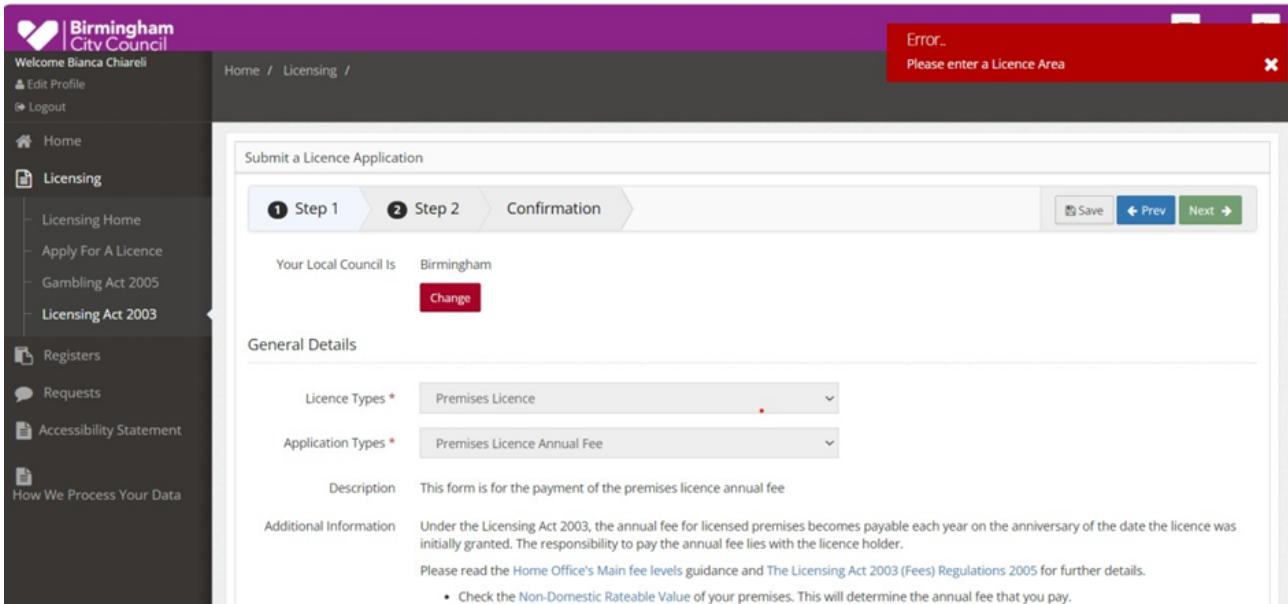
**Online Licence Submissions**

Online Ref	Licence Type	Application Type	Licence Area	Submitted	Cost (£)	Council Comments	Status	Additional Actions
2	Electrolysis	New (Personal)	PHOENIX HOUSE VALEPITS ROAD, BIRMINGHAM, BIRMINGHAM, B33 0TD	02-05-2023	41.00	Test transaction for testing online transactions/WorldPay account.	Declined	

Showing 1 To 1 Of 1 Entries

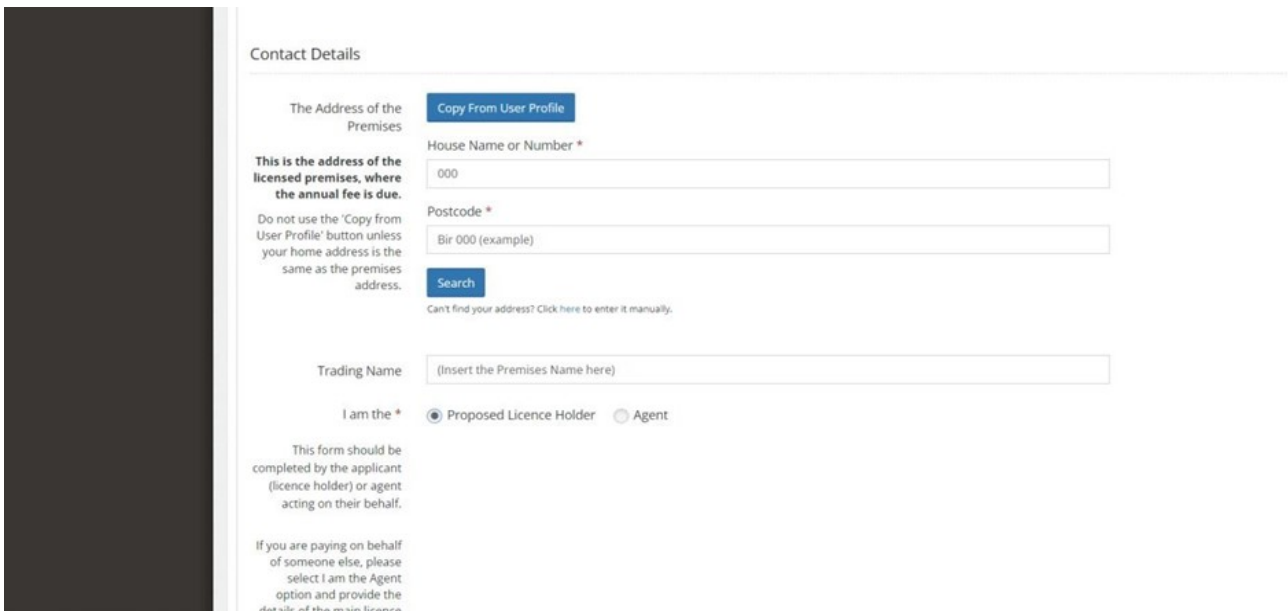


## Possible Error



The screenshot shows the Birmingham City Council website interface. At the top right, a red error banner reads: "Error.. Please enter a Licence Area". The main content area is titled "Submit a Licence Application" and shows a progress bar with three steps: "Step 1", "Step 2", and "Confirmation". Below the progress bar, the user's local council is set to "Birmingham" with a "Change" button. The "General Details" section includes a dropdown for "Licence Types" set to "Premises Licence" and "Application Types" set to "Premises Licence Annual Fee". A description states: "This form is for the payment of the premises licence annual fee". Additional information notes that the annual fee is payable each year on the anniversary of the licence grant and provides a link to guidance on non-domestic rateable value.

You most likely did not complete the Premises address correctly



The screenshot shows the "Contact Details" section of the application form. It includes a "Copy From User Profile" button for the premises address. A note states: "This is the address of the licensed premises, where the annual fee is due." Below this, there are input fields for "House Name or Number" (containing "000") and "Postcode" (containing "Bir 000 (example)"). A "Search" button is provided, with a link for manual entry if the address is not found. The "Trading Name" field contains the placeholder "(Insert the Premises Name here)". At the bottom, there are radio buttons for "Proposed Licence Holder" (selected) and "Agent". A final note explains that the form should be completed by the applicant or agent, and that the "Agent" option should be selected if paying on behalf of someone else.

## Frequently Asked Questions

### How do I know my Premises Licence / Club Premises Certificate Number?

Your Licence number is at the top of your Premises Licence and Summary page (as in the image below).



Licensing Act 2003

Premises Licence Summary

<b>Premises Licence Number</b>	00000
--------------------------------	-------

**Premises Details**

**Postal address of premises, or if none, ordnance survey map reference or description**

Restaurant XX – Birmingham, BXXXX

**Telephone Number**

Not specified

**Where the licence is time limited the dates**

N/A

**Licensable activities authorised by the licence.**

Sale of Alcohol by Retail

**Times the licence authorises the carrying out of licensable activities.**

### How do I know the anniversary of my licence?

Send an email to [licensing@birmingham.gov.uk](mailto:licensing@birmingham.gov.uk) with your licence number, premises name and premises address requesting the licence anniversary (annual fee due) date.