Under the Solicitors Regulation Authority transparency rules we are required to publish information regarding our fees and services.

All work undertaken by this firm is carried out by experienced solicitors and not by unqualified staff. Consequently, we do not aim to be the cheapest. We do however strive to provide high standards and a quality service to all clients on a cost-effective basis.

Every matter is different and the following guidance provides estimates of our fees. We cannot give you an accurate estimate of our fees until we have further information from you as to the particular circumstances of your matter. Please therefore contact us to discuss your requirements.

1. Purchase of a freehold residential property

Our fees cover all of the work required to complete the purchase, including dealing with the payment of Land Transaction Tax if the property is in Wales, or Stamp Duty Land Tax if the property is in England, and registration at the Land Registry. **

Our estimated fee is between £650- £3,000 plus vat at the current rate of 20% depending on the purchase price. Our fee can sometimes exceed this amount in certain circumstances. The likely disbursements include:-

• Search fees approximately £200.00 plus vat at the current rate of 20% – £40.00 totalling £240.00

• Land Registry search fees approximately £25 no vat payable

• Land Registry registration fees. The amount depends upon the value of the property, minimum £20 and a maximum of £1,105 – no vat payable

• Electronic bank transfer fee and administration fee £40

• Anti-money laundering search fee £35.00 including vat

Disbursements are costs related to your matter that are payable to third parties, such as Land Registry fees. We handle the payment of the disbursements on your behalf to ensure a smoother process.

Land Transaction Tax or Stamp Duty Land Tax – no vat payable

This depends on the purchase price of your property. You can calculate the amount you will need to pay by using the Welsh Revenue Authority's website https://beta.gov.wales/welsh-revenue-authority if the property is located in Wales or by using the HMRC's website https://www.gov.uk/stamp-duty-land-tax if the property is located in England.

2. Purchase of a leasehold residential property

Our fees cover all of the work required to complete the purchase, including dealing with the payment of Land Transaction Tax if the property is in Wales, or Stamp Duty Land Tax if the property is in England, and registration at the Land Registry.**

Our estimated fee is between £950 – £3,000 plus vat at the current rate of 20% depending on the purchase price. Our fees can sometimes exceed this amount in certain circumstances. The likely disbursements will be those outlined above for a purchase of a freehold residential property and the following in addition:

• Notice of transfer fee – this fee if chargeable is as set out in the Lease and is often between £50 and £150 plus vat at the current rate of 20%

• Notice of Charge fee – this fee applies if the property is to be mortgaged. Again this fee is as set out in the Lease and is often between £50 and £150 plus vat at the current rate of 20%

• Deed of Covenant fee – this fee is charged by the Management Company for the property and is often between £150 and £300 plus vat at the current rate of 20%

• Certificate of Compliance fee – this will be as set out in the Lease and is often between £150 an £350 plus vat at the current rate of 20%

You should also be aware that ground rent and service charges are likely to apply throughout your ownership of the property. We will confirm the ground rent and anticipated service charge as soon as we receive this information.

Land Transaction Tax or Stamp Duty Land Tax (not vat payable) is also applicable as outlined above for a purchase of a freehold residential property

How long will my property purchase take?

How long it will take from your offer being accepted until you can complete the purchase will depend on a number of factors. The average process takes between 6 to 12 weeks.

It can be quicker or slower, depending on the parties in the chain. For example, if you are a first time buyer, purchasing a new build property with a mortgage in principle, it could take much longer depending on the build process.

However, if you are buying a leasehold property that requires an extension of the lease, this can take significantly longer. In such a situation additional charges would apply.

3. Sale of a residential property (freehold or leasehold)

Our fees cover all of the work required to complete the sale, including dealing with repaying any existing mortgages and liaising with a Management Company if applicable in a leasehold property sale. **

Our estimated fee is between £650 – £3,000 plus vat at the current rate of 20% depending on the sale price. Our fee can sometimes exceed this amount in certain circumstances. The likely disbursements include:

- Office copies of your title £18 per title – no vat payable
- Anti-money laundering search fee £35.00 including vat at the current rate of 20%
- Electronic bank transfer fee and administration fee £40

Additionally, if the property is leasehold you may have to pay for a management pack from the Management Company, the cost of which varies but are typically between £150 and £300 plus vat at the current rate of 20%.

How long will my property sale take?

How long it will take from you accepting the offer until the sale completes will depend on a number of factors. The average process takes between 6 to 12 weeks.

It can be quicker or slower, depending on the parties in the chain

4. Mortgage or re-mortgage of a residential property (already owned property)

Our fees cover all of the work required to complete the mortgage/re-mortgage, including dealing with repaying any existing mortgages**

Our estimated fee is between £500 – £1,500 plus vat at the current rate of 20% depending on the amount borrowed. Our fee can sometimes exceed this amount in certain circumstances. The likely disbursements include:

• Office copies of your title £18 per title (no vat payable)

• Anti-money laundering search fee £35.00 including vat at the current rate of 20%

• Search fees approximately £200 plus vat at the current rate of 20% – £40.00 totalling £240.00

• Land Registry search fees approximately £25 – no vat payable

• Land Registry registration fees. Usually, the amount depends upon the sum borrowed, minimum £20 and a maximum of £1,105 – no vat payable

• Electronic bank transfer fee and administration fee £40

• Notice of charge fee (if leasehold) – this is often between £50 and £150 plus vat at the current rate of 20%

** Our fees assume that:

• The above are standard transactions and that no unforeseen matters arise including for example (but not limited to) a defect in the title which requires remedying prior to completion or the preparation of additional documents ancillary to the main transaction

• That in respect of a leasehold property it is an assignment of an existing lease and is not the grant of a new lease

• The transaction is concluded in a timely manner and no unforeseen complications arise

• All parties to the transaction are co-operative and there is no unreasonable delay from third parties providing documentation

• No indemnity policies are required. Additional disbursements may apply if indemnity policies are required

5. Probate

We provide below information regarding our fees and services in relation to uncontested Probate matters where all assets are in the UK.

Every estate is different and our fees will reflect the individual circumstances of the matters and its complexity. For example, if there is a Will and one beneficiary and no house (property), our fees will be lower, than if there is no Will and/or multiple beneficiaries, a house and numerous bank accounts and investments

We have set out below our fees for a typical probate scenario but these figures will vary in complex and other probate scenarios. We have also set out the likely disbursements (charges related to your matter that are payable to third parties). Additional disbursements may apply if there is no Will. Occasionally, there can be unforeseen disbursements and/or disbursements can be higher than the figures given.

Our Fees

Our Solicitors will handle the full process of applying for the Grant of Representation (the official document confirming who the Personal Representatives are and their authority to act), collecting and distributing the estate.

The estimate is for estates where:

• There is a valid Will

• There is no more than one property

• There are no more than 5 bank or building society accounts

• There are no other intangible assets

• There are no more than 3 residuary beneficiaries who are all adults and are immediately entitled

• There are no disputes between beneficiaries on division of assets

• There is no inheritance tax payable (and it is an excepted estate which requires the shorter form of account to be submitted to the HMRC)

• There are no reliefs to be applied for from inheritance tax

• There are no claims made against the estate

Our basic fees dependent on the solicitor instructed are charged on an hourly basis ranging from £230 to £273 plus vat at the current rate of 20% and disbursements

Disbursements that usually apply are:

• Probate application fee – £300 plus £1.50 per sealed copy – no vat payable

• Statutory Notices in the London Gazette and local newspapers (to protect the Personal Representative against any unknown creditors and claims) – £150 -£250 plus vat at the current rate of 20%

• Fees payable to Surveyors, Stockbrokers, Jewellers, house clearance companies (for valuation of assets and other services) – fees vary (some incur vat charges at the current rate of 20%)

In addition a value element may be charged as between 0.5% and 1.75% on the gross value of the estate. We do not always charge the value element and we will consider the circumstances of each case in making a decision.

Potential Additional Costs

• If there is no Will or the Estate consists of any shareholdings (stock and bonds) there is likely to be additional costs. These could range significantly depending upon the Estate and how it is to be dealt with. We can give you more accurate estimates once we have more information

• Additional services that are not included in the estimate fee may be required. Should this happen then we will discuss this with you when we become aware that these are likely to be necessary. Examples of additional services include:

a) Selling or transferring property

b) Preparing tax returns

c) Advising on/creating, managing any ongoing Trusts

d) Deeds of Variation (used to vary the terms of a Will or Intestacy)

Relevant factors

Every estate is different and so it is important we consider each individual matter carefully before confirming an estimate. We have set out below some of the factors that we take into consideration once we have further information whereupon we can provide a reliable estimate and confirm whether or not a value element will be charged.

• Whether there is a valid Will

• Who are the Personal Representatives? Can we easily identify them?

• The value of the estate

• Is the estate subject to Inheritance Tax

• Are there any available reliefs for Inheritance Tax (including the Transferable Nil Rate Band, the Residence Nil Rate Band, Agricultural Property Relief and Business Property Relief)?

• The number of bank accounts

• The number of other investments

• The number of beneficiaries (and their ages)

• Whether there are disputes between beneficiaries

• Are there any ongoing Trusts?

• The person in charge of your matter and their hourly charging rate

• The complexity of the administration

How long will your matter take?

This is difficult to estimate without knowing more about an individual Estate. On average Estates that are not subject to Inheritance Tax are concluded within 3 to 12 months. Obtaining a Grant of Representation takes 6-20 weeks. Collecting the assets can take between 4-8 weeks (if there is no house or other land or property). Finally distributing the Estate can take up to a further 3 months.

Should Inheritance Tax be payable and/or additional work be necessary such as dealing with complex issues and additional services, then the above timescales are likely to be varied.

Licensing

Alcohol Licensing

Applications for new premises licence or full variation to the premises licence plus VAT and disbursements:

Application type	Fee Estimate
Simple application (e.g. a small convenience store or restaurant with standard hours, premises which are not located within a cumulative impact area and with no contentious circumstances i.e. no history of complaints by residents and involvement by responsible authorities)	£1,000 - £1,850
Medium complexity application (e.g. a medium sized restaurant wishing to extend the area for licensable activities but still within standard hours and non-contentious conditions being applied for, which may or may not attract representations)	£1,500 - £3,000

Application for a minor variation to premises licence:

Application Type	Fee Estimate
This would include a minor variation to the layout of a premises such as the removal of seating or the removing outdated and obsolete conditions from the premises licence.	£950 - £1,850

Disbursement (Dependent on the Licensing Authority)	Fee
Premise Licence application fee	£100 - £1,905
Personal License application fee	£37
Application for minor variation	£89
Application to transfer premises licence	£23
Application to vary Designated Premises Supervisor	£23
Plan fees	Prescribed fee plus VAT
Advertisement in local press	Prescribed fee plus VAT

Taxi Licensing

Application for a new licence, appeals, attendance for an interview under caution with a licensing officer, attendance at a hearing before the Local Authority Licensing Committee when a licence is to be revoked plus VAT and disbursements.

Application Type	Fee Estimate
Application to the Local Authority	£1,000 - £2,500
Appeal to the Magistrates Court	£1,500 - £3,000
Attendance at an interview	£450 - £1,000

Disbursement (Dependent on Licensing Authority)	**Fee**
Vehicle Licence	£223 - £243
Operators' Licence (5 Year)	£358 - £568
Drivers Licence	£361 - £368
Application to transfer licence	£52 - £75

A full list of disbursements can be found on the website of the relevant licensing authority or get in touch with for a detailed, no obligation quote.