



# Fee Guidance



This document contains fee guidance for work carried out by Furley Page in the following areas:



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### This document is an Interactive PDF. It works just like a website.

- Clicking on the menu above or those at the bottom of each page will allow you to jump straight to your chosen section.
- All website & email addresses within the document are clickable.



FOR MEMBERS OF THE PUBLIC:

# Conveyancing

This guidance is intended to give as clear an indication as is possible of our fees and the related costs involved in the sale or purchase of a residential property. No property is exactly the same and our fees and the related costs will reflect the particular requirements of your individual sale and/or purchase. For example, the sale or purchase of a Leasehold property, typically a flat, will be more complex as will the purchase of a new-build property. Because of this we are unable to give an exact estimate of the costs and disbursements in acting on your behalf until we have all the details of your intended individual transaction and circumstances.

Our fees for acting on your behalf in your conveyancing are fixed to include all of the work required to complete the sale and/or the purchase. This includes dealing with all aspects of the transaction from receipt of instructions to exchange and completion plus all post completion matters such as the registration of the transaction at the Land Registry, submission of the Stamp Duty Land Tax Return (Land Transaction Tax "LTT" in Wales) on your behalf and payment of the same and dealing with any post completion requirements for your transaction, such as serving Notices to a freeholder. Of course, if your transaction has unexpected complications we will inform of you that and we would fully discuss the potential consequences of that complication before agreeing any additional charges with you.

Our fees for a typical sale or purchase start from £750 plus VAT rising to around £4,000 plus VAT for example for a substantial historic property with land. The average fee for a sale or purchase that does not have unexpected complications is £900 plus VAT.

On a typical residential sale the typical additional costs over our fees (known as disbursements), would cover:

- Title Documents obtainable from the Land Registry – an average of £14.40 inclusive of VAT for Freehold and £18.75 for Leasehold.
- If it is a Leasehold transaction the Information Pack from Managing Agents or Freeholders – an average of £300 plus Vat but entirely dependent upon the fees charged by the individual Freeholder or Management Company.

- Electronic Money Transfers per Electronic Transfer - £42 CHAPS fee inclusive of VAT or £18.75 inclusive of VAT for a same day Bacs. Bacs payments under £100,000 are free of charge.

On a typical residential purchase the additional costs or disbursements will be:

- Search Fees for full authorised Local Authority and Drainage Searches, Environmental and Chancel Insurance of £268.15 (this will vary depending on your Local Authority and Drainage provider).

- HM Land Registry fee – This will vary depending on the price of your property and is charged by the Land Registry on a banded value basis.

 [www.gov.uk/guidance/hm-land-registry-registration-services-fees](http://www.gov.uk/guidance/hm-land-registry-registration-services-fees)

- Notice Fees to Freeholders and Managing Agents in Leasehold transactions – on average £50 per notice plus VAT but these depend entirely on the individual requirements of the Freeholders and Management Companies.
- Miscellaneous Fees for Land Registry and Bankruptcy searches and, Stamp Duty Land Tax Submission and average of £17.50 inclusive of VAT.
- Stamp Duty Land Tax ( England) and LTT ( Wales) – this will depend on a number of circumstances and we will advise you on the likely SDLT liability when we have the details of your individual transaction.

 [www.gov.uk/stamp-duty-land-tax](http://www.gov.uk/stamp-duty-land-tax)

## How long will my house sale/purchase take?

The length of time of the transaction depends very much on the length of the chain, the requirements of you and others in the chain for a mortgage advance and the nature of the properties. The average process takes between six to eight weeks for an exchange with completion typically one to two weeks between exchange and completion but this is entirely subject to agreement by all parties.



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# Probate

## How much does it cost to administer an estate?

The administration of an estate involves a number of different tasks some of which are largely administrative and bureaucratic whilst others require more technical knowledge of trust law, tax law, succession law or accountancy. To the greatest extent possible we do try to divide the various tasks required to administer an estate between those members of the firm who can undertake the relevant task at the most cost efficient charge out rate to the estate.

It is often difficult to provide an accurate cost estimate for probate services, however we offer up to a one hour free initial consultation and our fees are then based on the amount of time we will need to spend to complete your instructions.

Generally, we provide three levels of probate services:

- **Probate Only**
- **Probate Premium**
- **Probate Select**

### Probate Only service

Where there is no Inheritance Tax to pay and the estate assets are all based in the UK this option can help you manage fees. We will charge between £1,500 – £3,000 plus VAT to provide this service and will deal with preparation of the relevant Inheritance Tax return and the application for the Grant of Probate. There may also be additional costs required for disbursements\*.

This service is based on the assumption that you will carry out a number of enquiries and administrative tasks yourself, without the need for our involvement.

If you wish to use this service, it is assumed that you will:

- make full enquiries and disclosure of the assets and liabilities of the estate
- obtain valuations of all assets and liabilities, as at the date of death (unless agreed otherwise)
- make full enquiries and disclosure of the nature and value of any lifetime gifts
- provide details of any trusts of which the deceased was a beneficiary

- assume full responsibility for the accuracy of the information provided and for the content of the Inheritance Tax return that we will prepare on your behalf; and
- if applicable, provide us with the necessary documentation to enable us to apply for the “transferable nil rate band”

The Probate Only service does not include any work completed once the Grant of Probate has been obtained and sent to you and we would need to revise the fee estimate if we were asked to handle additional tasks, such as:

- arranging to encash the assets of the estate
- payment of liabilities
- payment of and obtaining clearance for Income Tax and Capital Gains Tax during the estate administration
- preparation of the Estate Accounts
- distributing the net estate
- providing additional information or negotiating with the HMRC
- providing tax advice or organising tax returns for either the beneficiaries or the Personal Representatives

Under this service we would normally expect to obtain the Grant of Probate within six months of receipt of all the necessary information from you.

### Probate Premium service

This is our full Probate service. This service enables you to instruct us to deal with all aspects of the estate administration. If instructed under this band, we will manage the process from start to finish and ensure that the estate is administered appropriately.

We will also report to you throughout the administration of your estate to obtain full and up-to-date instructions.

The fees for this service are more difficult to predict until an initial consultation has taken place. Generally fees range between 1%-3% of the gross value of the estate (i.e. the value before any liabilities are taken off). We will be able to offer a more specific estimate of fees once we have a clear understanding of the nature of the assets involved.



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If you wish to use this service, we will undertake the following tasks:

- identify the assets and liabilities of the estate
- obtain valuations of those assets and liabilities
- account to HMRC with full details of the assets and liabilities
- submit the Executor’s Oath to obtain the Grant of Probate
- receive the Grant of Probate
- use the Grant of Probate to encash the assets of the estate
- discharge the liabilities of the estate
- obtain tax clearances
- produce the Estate Accounts
- distribute the estate

There may also be additional costs required for disbursements\*.

Under this service we would normally expect to administer the estate within 12 months but, in some circumstances, complexities can arise and a longer timeframe will be required. This may have an impact on our fee estimate.

### Probate Select service

This is our bespoke service which allows you to specify the extent of our involvement within the estate administration and create your own ‘probate package’. This option provides flexibility and allows you to choose which tasks you would like us to undertake on your behalf, and which tasks you wish to complete yourself.

We will be able to provide you with a detailed estimate of costs once the package has been agreed.

### Things that can impact our fee estimate

It is possible that unforeseen events may arise which can impact on our fees. Issues that could increase the complexity and, therefore, the cost of administering the estate might include:

- where there are complex assets, difficult valuations and liquidations (private company and overseas shareholdings and accounts)
- where difficulties arise in claiming the inheritance tax transferable nil rate band
- where there are Wills or assets to be administered overseas and where there are issues of private international law involved
- where there are a large number of assets or some of them are difficult to trace
- where there are a large number of residuary beneficiaries or some are difficult to trace
- where there are taxable Life Interest Trusts
- where the deceased engaged in complex tax planning during his lifetime or if there is an investigation by HMRC
- where the deceased made lifetime gifts within last seven years of his life or made gifts with reservation of benefit since March 1986
- where the deceased owned joint assets
- where there are life policies held in Trust
- where there are pension arrangements to be dealt with
- where there are conflicts or disagreements between family members
- where the executors and beneficiaries do not co-operate
- where there are claims against the estate from creditors
- where there are claims against the estate from family members or dependants
- where there are challenges to the validity of the Will on grounds of:
  - lack of testamentary capacity
  - undue influence
  - want of knowledge and approval
  - duress



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Please note that any fees relating to conveyancing and Income Tax returns (up to the date of death) will be subject to a separate agreement between us, unless these are considered minor issues in the overall context of the administration of the estate.

### \* Disbursements

In most cases the following costs will arise in addition to our fees:

- probate court fee of £155
- £0.50 for each official copy of the Grant of Probate
- bankruptcy searches (£2 each name)

There may be other disbursements which arise during the administration period; however we will always keep you updated with any changes and additional fees.



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## Employment tribunals *(claims for wrongful or unfair dismissal)*

This guidance is intended to provide as clear an indication as is possible of our fees and the related costs (disbursements) involved in an individual pursuing an employment case at the Employment Tribunal. Each case is, of course, different and specific to the individual circumstances; generally no two cases are the same. Therefore, our fees and the related costs will reflect the particular requirements of your individual case.

As a guide, typically our pricing for bringing or defending claims for unfair and/or wrongful dismissal at an Employment Tribunal (excluding disbursements – see below) are:

Complexity	Cost range excluding VAT	Days in Employment Tribunal
Simple	£10,000 – £12,500	1 – 2
Medium	£12,500 – £20,000	3 – 4
High	£20,000 – £35,000	5 – 10

Factors that could make a case more complex:

- If it is necessary to make or defend applications to amend claims or to provide further information about an existing claim
- Making or defending a costs application
- Complex preliminary issues such as whether the claimant is disabled (if this is not agreed by the parties)
- The number of witnesses and documents
- If it is an automatic unfair dismissal claim e.g. if you are dismissed after blowing the whistle on your employer
- Allegations of discrimination which are linked to the dismissal

### Disbursements

Disbursements are costs related to your matter that are payable to third parties, such as the cost of a barrister (Counsel) for representation at the Employment Tribunal Hearing or a medical report. We handle the payment of the disbursements on your behalf to ensure a smoother process.

As a guide, typically Counsel's fees (depending on experience of the advocate) for attending and representing at an Employment Tribunal Hearing (including preparation) are:

Complexity	Brief fee excluding VAT	Refresher (additional daily charge after first day of Employment Tribunal Hearing) excluding VAT
Simple	£2,500	£750 – £1,000
Medium	Up to £5,000	£1,250 – £1,500
High	Up to £10,000	£1,250 – £1,500

It is important to appreciate there is generally a no costs rule in the Employment Tribunal and costs are only awarded in a small number of cases. Whilst there are some limited exceptions, this means that if you are successful in Employment Tribunal proceedings, you are unlikely to recover any of your costs from the losing party. Conversely, if you are unsuccessful you are unlikely to have to pay any of the costs of the successful party.

You may wish to explore whether any additional funding options are available to you. For example, you may have legal expenses cover within an existing insurance policy.



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## Employment tribunals *(claims for wrongful or unfair dismissal)* continued

### Key stages

The fees set out above cover all of the work in relation to the following key stages of a claim:

- Taking your initial instructions, reviewing the papers and advising you on merits and likely compensation (this is likely to be revisited throughout the matter and subject to change)
- Entering into pre-claim conciliation where this is mandatory to explore whether a settlement can be reached through ACAS
- Preparing claim
- Reviewing and advising on response from other party
- Exploring settlement and negotiating settlement throughout the process
- Preparing or considering a schedule of loss
- Preparing for (and attending) a Preliminary Hearing
- Exchanging documents with the other party and agreeing a bundle of documents
- Taking witness statements, drafting statements and agreeing their content with witnesses
- Preparing bundle of documents
- Reviewing and advising on the other party's witness statements
- Agreeing a list of issues, a chronology and/or cast list
- Preparation and attendance at Final Hearing, including instructions/brief to Counsel

The stages set out above are an indication and if some of stages above are not required, the fee will be reduced. You may wish to handle the claim yourself and only have our advice in relation to some of the stages. This can also be arranged on your individual needs.

### How long will my matter take?

The time that it takes from taking your initial instructions to the final resolution of your matter depends largely on the stage at which your case is resolved. If a settlement is reached during pre-claim conciliation through ACAS, your case is likely to take 4 to 12 weeks. If your claim proceeds to a Final Hearing, your case is likely to take up to 12 months, but could take longer for more complex cases. This is just an estimate and we will of course be able to give you a more accurate timescale once we have more information and as the matter progresses.



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## Debt recovery *(up to £100,000)*

### Debt Recovery Fees for work up to £100,000

This guidance applies where your claim is in relation to an unpaid invoice which is not disputed and includes enforcement if needed.

We charge according to the time spent on your claim at a rate of £200 per hour with a minimum fee of £250. These rates are exclusive of VAT.

You must pay in addition the court fees in relation to any proceedings and enforcement process. These may be added to the debt being recovered.

We require payment of court fees and other disbursements on account before work is carried out.

If the other party disputes your claim at any point, we will discuss any further work required and provide you with revised advice about costs if necessary, which would be at an hourly rate depending upon seniority of lawyer handling the case.



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## Employment tribunals *(defending claims for wrongful or unfair dismissal)*

This guidance is intended to provide as clear an indication as is possible of our fees and the related costs (disbursements) involved in an employer defending an employment case at the Employment Tribunal. Each case is, of course, different and specific to the individual circumstances; generally no two cases are the same. Therefore, our fees and the related costs will reflect the particular requirements of your individual case.

As a guide, typically our pricing for bringing or defending claims for unfair and/or wrongful dismissal at an Employment Tribunal (excluding disbursements – see below) are:

Complexity	Cost range excluding VAT	Days in Employment Tribunal
Simple	£10,000 – £12,500	1 – 2
Medium	£12,500 – £20,000	3 – 4
High	£20,000 – £35,000	5 – 10

Factors that could make a case more complex:

- If it is necessary to make or defend applications to amend claims or to provide further information about an existing claim
- Defending claims that are brought by litigants in person
- Making or defending a costs application
- Complex preliminary issues such as whether the claimant is disabled (if this is not agreed by the parties)
- The number of witnesses and documents
- If it is an automatic unfair dismissal claim e.g. if the claimant alleges they are dismissed after blowing the whistle on their employer
- Allegations of discrimination which are linked to the dismissal

### Disbursements

Disbursements are costs related to your matter that are payable to third parties, such as the cost of a barrister (Counsel) for representation at the Employment Tribunal Hearing or a medical report. We handle the payment of the disbursements on your behalf to ensure a smoother process.

As a guide, typically Counsel's fees (depending on experience of the advocate) for attending and representing at an Employment Tribunal Hearing (including preparation) are:

Complexity	Brief fee excluding VAT	Refresher (additional daily charge after first day of Employment Tribunal Hearing) excluding VAT
Simple	£2,500	£750 – £1,000
Medium	Up to £5,000	£1,250 – £1,500
High	Up to £10,000	£1,250 – £1,500

It is important to appreciate there is generally a no costs rule in the Employment Tribunal and costs are only awarded in a small number of cases. Whilst there are some limited exceptions, this means that if you are successful in Employment Tribunal proceedings, you are unlikely to recover any of your costs from the losing party. Conversely, if you are unsuccessful you are unlikely to have to pay any of the costs of the successful party.

You may wish to explore whether any additional funding options are available to you. For example, you may have legal expenses cover within an existing insurance policy.



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# Employment tribunals *(defending claims for wrongful or unfair dismissal)* continued

## Key stages

The fees set out above cover all of the work in relation to the following key stages of a claim:

- Taking your initial instructions, reviewing the papers and advising you on merits and likely compensation (this is likely to be revisited throughout the matter and subject to change)
- Entering into pre-claim conciliation where this is mandatory to explore whether a settlement can be reached through ACAS
- Reviewing and advising on claim from other party
- Preparing response
- Exploring settlement and negotiating settlement throughout the process
- Preparing or considering a schedule of loss
- Preparing for (and attending) a Preliminary Hearing
- Exchanging documents with the other party and agreeing a bundle of documents
- Taking witness statements, drafting statements and agreeing their content with witnesses
- Preparing bundle of documents
- Reviewing and advising on the other party's witness statements
- Agreeing a list of issues, a chronology and/or cast list
- Preparation and attendance at Final Hearing, including instructions/brief to Counsel

The stages set out above are an indication and if some of stages above are not required, the fee will be reduced. You may wish to handle the claim yourself and only have our advice in relation to some of the stages. This can also be arranged on your individual needs.

## How long will my matter take?

The time that it takes from taking your initial instructions to the final resolution of your matter depends largely on the stage at which your case is resolved. If a settlement is reached during pre-claim conciliation through ACAS, your case is likely to take 4 to 12 weeks. If the claim proceeds to a Final Hearing, your case is likely to take up to 12 months, but could take longer for more complex cases. This is just an estimate and we will of course be able to give you a more accurate timescale once we have more information and as the matter progresses.



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## Licensing applications for business premises

This guidance is intended to give as clear an indication as is possible of our fees and the related costs involved in making an application for a new premises licence or an application to vary a premises licence under the Licensing Act 2003. No application is exactly the same so it is impossible to provide an accurate estimate until we have all the details of your intended transaction but our fees and the related costs will reflect the particular requirements of your premises and the licensable activities which you wish to provide there.

Based on our knowledge and experience the range of costs for submitting an application (but not for representation at any hearing) is likely to be as follows:

**Simple application:** £1,300 to £1,625 plus VAT (based on four to five hours work at £325 per hour). This type of application would generally cover an application to vary a premises licence to extend existing licence activities and/or existing hours of operation.

**Medium complexity:** £1,625 to £2,275 plus VAT (based on five to seven hours work at £325 per hour). Typically this application might be an application for a new premises licence for a restaurant to provide meals and alcohol up until midnight without the need for other licensable activities.

**High complexity:** in excess of £2,275 plus VAT, requiring more than seven hours work at £325 per hour. Such an application is likely to involve an application for a new premises licence for large premises where it is intended to provide a range of licensable activities in different parts of the premises and at different hours, including hours beyond midnight with the provision of live music and the possibility of a cumulative impact policy being in force in the licensing area with a view to restricting the number of licensed premises.

### Disbursements

Disbursements are costs related to your matter that are payable to third parties, such as the application fee. We are willing to pay the disbursements on your behalf to ensure a smoother process, provided you have paid these sums to us in advance:

- application fee (payable to licensing authority) is based on the rateable value of the premises and will range from £100 to £1,905\*
- advertising fee (payable to local newspaper) in the region of £100 to £250\*

\*These fees vary depending on the size of the individual premises and where it is located. The fees can on occasion be higher than the ranges given above. We will give you an accurate figure for each item as soon as we are able to do so.

Our fee includes:

- taking your instructions and advising you about the licensing objectives and how to promote or meet those objectives within your application
- advising you as the type of plans you are required to submit with your application
- completing the application form for a new premises licence or variation of an existing licence (including the operating schedule) in accordance with your instructions, obtaining your approval and signature and submitting this to the local licensing authority with suitable plans. You must provide suitable plans
- preparing copies of the application for disclosure to the responsible authorities and serving copies of the application on the responsible authorities, where required
- drafting the notice to advertise the application and submitting the notice to the local newspaper for publication
- arranging for you to display the notice(s) advertising the application and advising where and how this should be done in order to comply with the requirements of the Licensing Act 2003
- providing a Designated Premises Supervisor (DPS) consent form for signature by a personal licence holder proposed by you
- checking the licence once granted and correcting any errors with the licensing authority



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The fee does not include:

- obtaining suitable plans
- attending pre-consultation meetings with the Licensing Authority or Responsible Authorities, nor their fee for any meeting
- dealing with or advising you in relation to queries or representations received from either the responsible authorities or other interested parties
- preparation for and attendance and representation at a licensing sub-committee hearing. If representations are received and attendance and representation at a licensing sub-committee is required then we will provide a separate fee estimate for this work which will be charged at an hourly rate

### How long will be application take?

The preparation and submission of an application to the local authority will usually take between three and five weeks from receipt of full instructions from you. This is on the basis of the application being relatively straightforward and you being able to provide all the necessary documents promptly. If your matter is more complex, for example, if there is likely to be substantial opposition from interested parties, or if there is a delay in receiving the documents we need, it may take longer.



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For further information about fees speak to your Furley Page legal adviser. on 01227 763939 or email [info@furleypage.co.uk](mailto:info@furleypage.co.uk) 

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