Oglethorpe Sturton & Gillibrand LLP

Indicative Pricing

Indicative Pricing Information

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1. Conveyancing

1.1 Mortgage and Remortgage

Our fees* cover the work required to complete the mortgage of your home, including dealing with registration at the Land Registry.

Conveyancer's fees and disbursements

Our fees are based on several different factors, namely the hourly rate of the Lawyer dealing with the transaction on your behalf (please see the hourly rates below), the value of the mortgage advance and the complexity.

Our fees range when acting on a mortgage value of:

- £50,000.00 to £500,000.00 from £650.00 plus VAT** and disbursements;
- £500,000.00 to £750,000.00 from £950.00 plus VAT and disbursements;
- £750,000.00 to £1,750,000.00 from £2,000.00 plus VAT; and
- More than £1,750,000.00 from £2,500.00 plus VAT.

Hourly Rates

Partner up to £315.00 plus VAT
Senior Solicitor up to £295.00 plus VAT
Trainee Solicitor £150.00 plus VAT
Legal Executive £265.00 plus VAT
Trainee Legal Executive £195.00 plus VAT

* Our fee assumes that:

1. this is a standard transaction and that no unforeseen matters arise including for example (but not limited to) a defect in title which requires remedying prior to completion.
2. the transaction is concluded in a timely manner and no unforeseen complication arise.
3. the transaction is a mortgage/remortgage only and not completing simultaneously with the completion of a purchase of a property.
4. no indemnity policies are required. Additional disbursements may apply if indemnity policies are required.

Disbursements

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.

- HM Land Registry fee – please see link to HMLR website https://www.gov.uk/guidance/hm-land-registry-registration-services-fees
- Bank Admin Electronic money transfer fee £25.00 plus VAT

In addition, please see below a list of searches we would recommend. The average costs of a full suite of searches for a residential mortgage is £500.00 inclusive of VAT. The search fees payable are dependent upon the location and type of property you are mortgaging.

- Local Authority Search.
- Local Water Authority Water & Drainage Search.
- Combined Environmental & Planning Search.
- Chancel Search.
- Search of the Index Map.

Additional Searches which may be required

- Energy Searches
- Mines and Minerals Searches
- Commons Search
- Specific Gas/Electricity Searches
- Coal Mining Search

How long will my mortgage/remortgage take?

How long it will take from receiving your mortgage offer until monies are released will depend on a number of factors. The average process takes between 8 -10 weeks.

Stages of the process

The precise stages involved in the mortgage of a residential property vary according to the circumstances. Below we have set out some key stages as follows:

- Take your instructions and give you initial advice.
- Receive and advise on the mortgage documentation.
- Carry out searches, if required by the lender.
- Obtain further planning documentation, if required.
- Report to the lender.
- Give you advice on all documents and information received.
- Go through conditions of mortgage offer with you.
- Send the mortgage deed to you for signature.
- Agree completion date.
- Arrange for all monies needed to be received from lender.
- Complete the mortgage.
- Deal with the application for registration at the Land Registry.
- Report to the lender.

** VAT refers to the VAT rate in force from time to time – this rate is currently 20%

1.2 Freehold Sale

Our fees* cover the work required to complete the sale of your new home.

Conveyancer's fees and disbursements

Our fees are based on several different factors, namely the hourly rate of the Lawyer dealing with the transaction on your behalf (please see the hourly rates below), the value of the transaction and the complexity.

Our fees range when acting on a sale of a freehold residential dwelling between the value of:

- £50,000.00 to £500,000.00 from £750.00 to £1,600.00 plus VAT** and disbursements;
- £500,000.00 to £1,000,000.00 from £1,600.00 to £3,500.00 plus VAT and disbursements;
- £1 million – £2 million from £3,500.00 plus VAT and disbursements
- More than £2 million from £4,500.00 plus VAT and disbursements.

Hourly Rates

Partner up to £315.00 plus VAT
Senior Solicitor up to £295.00 plus VAT
Trainee Solicitor £150.00 plus VAT
Legal Executive £265.00 plus VAT
Trainee Legal Executive £195.00 plus VAT

*Our fee assumes that:

1. this is a standard transaction and that no unforeseen matters arise including for example (but not limited to) a defect in title which requires remedying prior to completion or the preparation of additional documents ancillary to the main transaction
2. the transaction is concluded in a timely manner and no unforeseen complication arise
3. all parties to the transaction are co-operative and there is no unreasonable delay from third parties providing documentation
4. no indemnity policies are required. Additional disbursements may apply if indemnity policies are required.

Disbursements

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.

Anticipated Disbursements

- Electronic money transfer fees £25.00 plus VAT.
- H M Land Registry office copies of title register £7.00 plus £1.50 provider's fee plus VAT.
- H M Land Registry title plan £7.00 plus £1.50 provider's fee plus VAT.
- H M Land Registry office copies of documents referred to on the title £7.00 each plus £1.50 provider's fee plus VAT.

How long will my house sale take?

How long it will take from you accepting an offer until you can move out of your house will depend on a number of factors. The average process takes between 8-12 weeks. It can be quicker or slower, depending on the number of parties in the chain and their circumstances. For example, if you are a first-time buyer, purchasing a new build property which is build complete with a mortgage in principle, it could take 6 weeks. 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 charge would apply.

Stages of the process

The precise stages involved in the sale of a residential property vary according to the circumstances. Below we have set out some key stages as follows:

- Take your instructions and give you initial advice.
- Request you complete initial forms dealing with standard enquiries.
- Draft contract documents.
- Obtain further planning documentation, if required.
- Reply to enquiries raised by the Purchaser's solicitors.
- Approve the Transfer Deed.
- Send final Contract and Transfer Deed to you for signature.
- Agree completion date (date from which you no longer own the property).
- Exchange contracts and notify you that this has happened.
- Complete the sale.
- Deal with redemption of any mortgages.
- Pay Estate Agent's fees and transfer net sale proceeds to you.

** VAT refers to the VAT rate in force from time to time – this rate is currently 20%

1.3 Leasehold Sale

Our fees* cover the work required to complete the sale of your new home.

Conveyancer's fees and disbursements

Our fees are based on several different factors, namely the hourly rate of the Lawyer dealing with the transaction on your behalf (please see the hourly rates below), the value of the transaction and the complexity.

Our fees range when acting on a sale of a leasehold residential dwelling between the value of:

- £50,000.00 to £500,000.00 from £1,500.00 to £1,900.00 plus VAT** and disbursements;
- £500,000.00 to £1,000,000.00 from £2,100.00 to £4,000.00 plus VAT and disbursements;
- £1 million to £2 million from £4,000.00 plus VAT and disbursements; and
- More than £2 million from £5,000.00 plus VAT and disbursements.

If the property is within a 'Relevant Building' in connection with the Building Safety Act our fee are a minimum of £2,500.00 plus VAT (sales and purchases).

Hourly Rates

Partner up to £315.00 plus VAT
Senior Solicitor up to £295.00 plus VAT
Trainee Solicitor £150.00 plus VAT
Legal Executive £265.00 plus VAT
Trainee Legal Executive £195.00 plus VAT

*Our fee assumes that:

1. this is a standard transaction and that no unforeseen matters arise including, for example, (but not limited to) a defect in title which requires remedying prior to completion or the preparation of additional documents ancillary to the main transaction.
2. this is the assignment of an existing lease and is not the grant of a new lease.
3. all parties to the transaction are co-operative and there is no unreasonable delay from third parties providing documentation.
4. no indemnity policies are required. Additional disbursements may apply if indemnity policies are required.

Disbursements

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.

Anticipated Disbursements

- Electronic money transfer fees £25.00 plus VAT.
- H M Land Registry office copies of title register £7.00 plus £1.50 provider's fee plus VAT.

- H M Land Registry title plan £7.00 plus £1.50 provider's fee plus VAT.
- H M Land Registry office copies of documents referred to on the title £7.00 each plus £1.50 provider's fee plus VAT.
- Leasehold Management Pack – estimated £150.00 to £500.00.
- Deed of Covenant – estimated £150.00 to £300.00.

How long will my house sale take?

How long it will take from you accepting an offer until you can move out of your house will depend on a number of factors. The average process takes between 8-12 weeks. It can be quicker or slower, depending on the number of parties in the chain and their circumstances.

Stages of the process

The precise stages involved in the sale of a residential leasehold property vary according to the circumstances. However, below we have suggested some key stages that you may wish to include:

- Take your instructions and give you initial advice.
- Request you complete initial forms dealing with standard enquiries.
- Apply for the Leasehold Management Pack.
- Draft Contract documents.
- Obtain further planning documentation if required.
- Reply to enquiries of Purchaser's solicitors.
- Give you advice on all documents and information received.
- Send final contract and associated documents to you for signature.
- Agree completion date (date from which you will no longer own the property).
- Exchange contracts and notify you that this has happened.

** VAT refers to the VAT rate in force from time to time – this rate is currently 20%

1.4 Freehold Purchase

Our fees* cover the work required to complete the purchase of your new home, including dealing with registration at the Land Registry and dealing with the payment of Stamp Duty Land Tax (Stamp Duty) if the property is in England, or Land Transaction Tax (Land Tax) if the property you wish to buy is in Wales.

Conveyancer's fees and disbursements

Our fees are based on several different factors, namely the hourly rate of the Lawyer dealing with the transaction on your behalf (please see the hourly rates below), the value of the transaction and the complexity.

Our fees range when acting on a purchase of a freehold residential dwelling between the value of:

- £50,000.00 to £500,000.00 from £900.00 to £1,900.00 plus VAT** and disbursements;
- £500,000.00 to £1,000,000.00 from £1,900.00 to £4,000.00 plus VAT and disbursements;
- £1 million to £2 million from £4,000.00 plus VAT and disbursements; and
- More than £2 million from £5,000.00 plus VAT and disbursements.

Hourly Rates

Partner up to £315.00 plus VAT
Senior Solicitor up to £295.00 plus VAT
Trainee Solicitor £150.00 plus VAT
Legal Executive £265.00 plus VAT
Trainee Legal Executive £195.00 plus VAT

* Our fee assumes that:

1. this is a standard transaction and that no unforeseen matters arise including for example (but not limited to) a defect in title which requires remedying prior to completion or the preparation of additional documents ancillary to the main transaction.
2. the transaction is concluded in a timely manner and no unforeseen complication arise.
3. all parties to the transaction are co-operative and there is no unreasonable delay from third parties providing documentation.
4. no indemnity policies are required. Additional disbursements may apply if indemnity policies are required.

Disbursements

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.

- HM Land Registry fee – please see link to HMLR website https://www.gov.uk/guidance/hm-land-registry-registration-services-fees
- Bank Admin Electronic money transfer fee £25.00 plus VAT

In addition, please see below a list of searches we would recommend. The average costs of a full suite of searches for a residential purchase is £500.00 inclusive of VAT. The search fees payable are dependent upon the location and type of property you are purchasing.

- Local Authority Search.
- Local Water Authority Water & Drainage Search.
- Combined Environmental & Planning Search.

- Chancel Indemnity.
- Search of the Index Map.

Additional searches which may be required

- Energy Searches
- Mines and Minerals Searches
- Commons Search
- Specific Gas/Electricity Searches
- Coal Mining Search

Stamp Duty Land Tax or Land Transaction Tax

Stamp Duty Land Tax or Land Transaction Tax depends on the purchase price of your property. You can calculate the amount you will need to pay by using HMRC's website or if the property is located in Wales by using the Welsh Revenue Authority's website here.

How long will my house purchase take?

How long it will take from your offer being accepted until you can move into your house will depend on a number of factors. The average process takes between 8 – 12 weeks.

It can be quicker or slower, depending on the number of parties in the chain and their circumstances. For example, if you are a first-time buyer, purchasing a new build property which is already build complete with a mortgage in principle, it could take 6 weeks. 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.

Stages of the process

The precise stages involved in the purchase of a residential property vary according to the circumstances. Below we have set out some key stages as follows:

- Take your instructions and give you initial advice.
- Check finances are in place to fund purchase and contact lender's solicitors if needed.
- Receive and advise on contract documents.
- Carry out searches.
- Obtain further planning documentation, if required.
- Make any necessary enquiries of seller's solicitor.
- Draft the Transfer Deed.
- Advise you on joint ownership.
- Give you advice on all documents and information received.
- Go through conditions of mortgage offer with you.
- Send final contract to you for signature.
- Agree completion date (date from which you own the property).
- Exchange contracts and notify you that this has happened.

- Arrange for all monies needed to be received from lender and you.
- Complete purchase.
- Deal with payment of Stamp Duty/Land Tax.
- Deal with application for registration at Land Registry.

** VAT refers to the VAT rate in force from time to time – this rate is currently 20%

1.5 Leasehold Purchase

Our fees* cover the work required to complete the purchase of your new home, including dealing with registration at the Land Registry and dealing with the payment of Stamp Duty Land Tax (Stamp Duty) if the property is in England, or Land Transaction Tax (Land Tax) if the property you wish to buy is in Wales.

Conveyancer's fees and disbursements

Our fees are based on several different factors, namely the hourly rate of the Lawyer dealing with the transaction on your behalf (please see the hourly rates below), the value of the transaction and the complexity.

Our fees range, when acting on a purchase of a leasehold residential dwelling, between the value of:

- £50,000.00 to £500,000.00 from £1,900.00 to £2,900.00 plus VAT** and disbursements;
- £500,000.00 to £1,000,000.00 from £2,900.00 to £5,000.00 plus VAT and disbursements; and
- £1 million to £2 million from £5,000.00 plus VAT and disbursements; and
- More than £2 million from £6,000.00 plus VAT and disbursements.

If the property is within a 'Relevant Building' in connection with the Building Safety Act our fees are a minimum of £2,500.00 plus VAT (for sales and purchases).

Hourly Rates

Partner up to £315.00 plus VAT
Senior Solicitor up to £295.00 plus VAT
Trainee Solicitor £150.00 plus VAT
Legal Executive £265.00 plus VAT
Trainee Legal Executive £195.00 plus VAT

* Our fee assumes that:

1. this is a standard transaction and that no unforeseen matters arise including, for example, (but not limited to) a defect in title which requires remedying prior to completion or the preparation of additional documents ancillary to the main transaction.

2. the transaction is concluded in a timely manner and no unforeseen complications arise.
3. all parties to the transaction are co-operative and there is no unreasonable delay from third parties providing documentation.
4. no indemnity policies are required. Additional disbursements may apply if indemnity policies are required.

Disbursements

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. There are certain disbursements which will be set out in the individual lease relating to the Property.

- HM Land Registry fee – please see link to HMLR website https://www.gov.uk/guidance/hm-land-registry-registration-services-fees
- Bank Admin Electronic money transfer fee £25.00 plus VAT

Anticipated Disbursements*

- Notice of Transfer fee – This fee if chargeable is set out in the lease. Often the fee is between £50.00 to £150.00.
- Notice of Charge fee (if the property is to be mortgaged) – This fee is set out in the lease. Often the fee is between £50.00 to £150.00.
- Deed of Covenant fee – This fee is provided by the management company for the property and can be difficult to estimate. Often it is between £100.00 to £250.00.
- Certificate of Compliance fee – To be confirmed upon receipt of the lease, as can range between £100.00 to £250.00.

*These fees vary from property to property and can, on occasion, be significantly more than the ranges given above. We can give you an accurate figure once we have sight of your specific documents.

In addition, please see below a list of searches we would recommend. The average costs of a full suite of searches for a residential purchase is £500.00 inclusive of VAT. The search fees payable are dependent upon the location and type of property you are purchasing. This list is not exhaustive and other disbursements may apply depending on the term of the lease*.

We will update you on the specific fees upon receipt and review of the lease from the Seller's solicitors.

- Local Authority Search
- Local Water Authority Water & Drainage Search
- Combined Environmental & Planning Search
- Chancel Indemnity
- Search of the Index Map

Additional Searches which may be required

- Energy Searches
- Mines and Minerals Searches
- Commons Search
- Specific Gas/Electricity Searches
- Coal Mining Search

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

Stamp Duty Land Tax or Land Transaction Tax

This depends on the purchase price of your property. You can calculate the amount you will need to pay by using HMRC's website or if the property is located in Wales by using the Welsh Revenue Authority's website.

How long will my house purchase take?

How long it will take from your offer being accepted until you can move into your house will depend on a number of factors. The average process takes between 8 – 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 8 – 12 weeks. 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.

Stages of the Process

The precise stages involved in the purchase of a residential leasehold property vary according to the circumstances. Below we have set out some key stages as follows:

- Take your instructions and give you initial advice.
- Check finances are in place to fund purchase and contact lender's solicitors, if needed.
- Receive and advise on Contract documents and lease.
- Carry out searches.
- Obtain further planning documentation, if required.
- Make any necessary enquiries of seller's solicitor.
- Give you advice on all documents and information received.
- Go through conditions of mortgage offer.
- Send final contract to you for signature.
- Draft Transfer.
- Advise you on joint ownership.
- Obtain pre-completion searches.
- Agree completion date (date from which you own the property).

- Exchange contracts and notify you that this has happened.
- Arrange for all monies needed to be received from lender and you.
- Complete purchase.
- Deal with payment of Stamp Duty/Land Tax.
- Deal with application for registration at Land Registry.
- Deal with notice of assignment/charge and any post completion requirements under the terms of the lease.

** VAT refers to the VAT rate in force from time to time – this rate is currently 20%

2. Litigation

2.1 Estimated fees for Civil Proceedings

Hourly rates (2025):

Partner £290.00 plus VAT
Associate Solicitor £250 plus VAT
Solicitor £195.00 plus VAT
Trainee Solicitor £155.00 plus VAT

* VAT refers to the VAT rate in force from time to time – this rate is currently 20% (2026)

2.1 (a) Fast Track, Intermediate Track & Multi Track Proceedings

1. Part 8 Claims and claims in the Commercial Court, Technology and Construction Court and Circuit Commercial Court are automatically allocated to the Multi-Track. All other proceedings will be allocated to a Track at the discretion of the court and on the basis of the Financial Value of the Claim (please refer to Table below) but also taking into account the nature of the remedy sought, the complexity of the facts, law and evidence, the number of parties or likely parties, the value of any counterclaim or other Part 20 claim and the complexity of any matters relating to it, the amount of witnesses likely to be called and the nature of their evidence, the importance of the claim to persons who are not parties to the proceedings, the parties views and their circumstances.

2. The court will assess the financial value of a claim for the purpose of allocation to a Track and in doing so, it will disregard any amount not in dispute, any claim for interest, costs, any contributory negligence and where the claim is or includes a claim for non-monetary damages, any amount specified under the Civil Procedure Rules. The court will then allocate the proceedings to one of four Tracks and, where applicable, assign the proceedings to a complexity band in the Fast Track and Intermediate Track.

3. Subject to any other forecast or estimate which may be given to you by us, our general forecast or estimate of the overall costs which could be incurred in progressing any Claim or Defence of a Claim to a trial under the Civil Procedure Rules process in the Fast Track (£10,000 - £25,000), Intermediate Track (£25,000 - £100,000) or Multi-Track (over £100,000) excluding Mediation/ADR and interim applications are set out in the table below. However, please note that costs could be more than these general guideline estimates depending on how the case develops.

Track	Financial Value	Estimated costs of 1 Day Trial	Estimated costs of 2 – 3 Day Trial	Estimated costs of over 3 Days Trial
Fast Track	£10,000 to £25,000	**Pre-action costs:** £1,500 to £3,500 plus negotiations / narrowing issues, VAT & disbursements. **Post issue costs to trial:** over £21,750, plus negotiations, VAT & disbursements.		
Intermediate Track	£25,000 to £100,000	**Pre-action costs:** £2,500 to £4,500, plus negotiations / narrowing issues, VAT & disbursements. **Post-issue costs to trial:** over £27,500, plus negotiations, VAT & disbursements.	**Pre-action costs:** £2,500 to £4,500, plus negotiations / narrowing issues, VAT & disbursements. **Post-issue costs to trial:** over £52,500, plus negotiations, VAT & disbursements.	
Multi-Track	Over £100,000	**Pre-action costs:** £4,000 to £7,000, plus negotiations / narrowing issues, VAT & disbursements. **Post-issue costs to trial:** over £60,000, plus	**Pre-action costs:** £4,000 to £7,000, plus negotiations / narrowing issues, VAT & disbursements. **Post-issue costs to trial:** over £80,000, plus	**Pre-action costs:** £4,000 to £7,000, plus negotiations / narrowing issues, VAT & disbursements. **Post issue costs to trial:** over £100,000 plus negotiations, VAT & disbursements.

		negotiations VAT & disbursements.	negotiations, VAT & disbursements.	

2.1 (b) Small Claims Track Proceedings (claims under £10,000)

If your claim has a financial value of less than £10,000 (or a larger sum if the parties consent), the proceedings may be allocated to the Small Claims Track in which the "no solicitors costs" rule applies. This means that even if you win the case, the Court will not normally* order the other side to pay your solicitor's costs, except some nominal fixed costs which relate to the issue of your claim and which are limited. These fixed costs include the Court fee. The Court may also order the losing party to pay any expenses which you or your witnesses have reasonably incurred in travelling to and from the hearing, a sum in respect of loss of earnings for both you and any witnesses incurred in connection with attending the hearing (up to £50.00 for each person) and a sum for any expert's fees (up to £200.00 for each expert). That means if you lose the case, you will not normally be ordered to pay the other side's costs. Please note that it may not be economic for us to be instructed in relation to all stages of a case allocated to the Small Claims Track although it may be economic for us to be instructed in relation to *certain stages*.

*There are some situations when the Court could order you or the other side to pay any solicitors costs incurred in relation to small claims proceedings. These include, inter alia, any costs assessed by the Court if any of the parties have behaved unreasonably or potentially if a contract obliges one party to indemnify the other for any costs of legal action for breach of the contract or enforcement of the contract terms.

County Court Small Claims Track	OSG Estimated Fees
Stage 1(A): Initial Review & Advice Letter Consider the issues, your documentation and advice letter to you	£750 - £1,500 + VAT + disbursements (2 – 4 hours assistant/partner & 3 – 6 hours paralegal)
Stage 1(B): Letter of Claim / Defence to Letter of Claim Instructions and work carried out for preparation of letter of claim or defence to letter of claim	£750 - £1,000 + VAT + disbursements (2 – 3 hours assistant/partner & 3 – 4 hours paralegal)
Stage 1(C): Negotiations / Narrowing Issues and ADR / seeking settlement before issue of proceedings under CPR	Hourly rates apply and budgets provided

Stage 1(D): Preparation of Claim Form and Particulars of Claim or Defence	£1,500 - £2,000 + VAT + disbursements (8 hours assistant/partner)
Stage 2: Directions	£500 + VAT + disbursements (1 ½ hours assistant/partner & 1 ½ hours paralegal)
Stage 3: Disclosure	£500 + VAT + disbursements (1 ½ hours assistant/partner & 1 ½ hours paralegal)
Stage 4: Witness Statements Based on drafting your witness statements – maximum of 4 witnesses)	£1,500 - £2,000 + VAT + disbursements (2 – 4 hours assistant/partner & 8 – 10 hours paralegal)
Stage 5: Preparation of bundles for Hearing	£600 - £800 + VAT + disbursements (5 hours paralegal)
Stage 6: Preparation and attend ½ day Hearing	Hourly rates apply. Cost estimate can be provided including the instruction of Junior Counsel

2.2 Commercial Debt Recovery

The fixed costs below apply where your claim is in relation to an unpaid invoice which is not disputed, and enforcement action is not needed. 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 could be on a fixed fee (e.g. if a one-off letter is required), or an hourly rate if more extensive work is needed. There may be circumstances where we may advise insolvency proceedings against the debtor, and we will quote separately for the costs.

<u>Solicitors Letter of Demand</u>

1. **Business to Business**

Invoices / Statements of Account for Debt	**Fixed Fee**
£500 - £5,000	£150 + VAT per letter of demand
£5,001 - £10,000	£300 + VAT per letter of demand

2. **Business to Individual**

Invoices / Statements of Account for Debt	**Fixed Fee**
£500 - £5,000	£150 + VAT per letter of demand
£5,001 - £10,000	£300 + VAT per letter of demand

Does Your Debtor Have Money or Property to Pay?

Credit Reference Report	£25 + VAT + disbursements per report
HM Land Registry Office Copy Search	£25 + VAT + disbursements for each leasehold or freehold title searched

Issue a Claim in the County Court

Amount of Debt	Fixed Fee	Debtor ordered to pay
£500 - £2,500	£250 + VAT + Court fee	£70 - £80 + Court fee
£2,501 - £5,000	£350 + VAT + Court fee	£80 + Court fee
£5,001 - £10,000	£500 + VAT + Court fee	£110 + Court fee

No Response from Debtor

Amount of Debt	Fixed Fee	Debtor further ordered to pay
£500 - £2,500	£50 + VAT + Court fee	£25
£2,501 - £5,000	£75 + VAT + Court fee	£25
£5,001 - £10,000	£100 + VAT + Court fee	£35

Debtor Admits Debt or Makes an Offer

Amount of Debt	Fixed Fee	Debtor Further Ordered to Pay
£500 - £2,500	£50 + VAT	£40
£2,501 - £5,000	£75 + VAT	£40
£5,001 - £10,000	£100 + VAT	£55

Defended Claims

If your debtor defends the claim, we can carry out a review your Claim and the Defence / Counterclaim and advise you in writing on prospects of success. Our fixed fees do not include any work associated with any Counterclaim issued against you and your Defence to any Counterclaim. Our usual hourly rate charges will apply.

Anyone wishing to proceed with a claim should note that:

- The VAT element of our fee cannot be reclaimed from your debtor.
- Interest and compensation may take the debt into a higher banding, with a higher cost.
- The costs quoted above are not for matters where enforcement action, such as the bailiff, is needed to collect your debt.
- A default judgment will include an award of fixed costs and the Court fee.

Matters usually take about 10 weeks from receipt of instructions. This is on the basis that the other side pays promptly on receipt of judgment in default. If enforcement action is needed, the matter will take longer to resolve; if payment is received at an earlier stage, the fee will be reduced.

2.3 Enforcing Your Judgement

Following obtaining a Court Order for payment of your costs and if the other side does not pay within the timeframe set, enforcement proceedings may be required in relation to the recovery of your legal costs and disbursements, meaning additional work would also need to be carried out and further legal costs incurred in relation to enforcement of the Order. These further enforcement costs may not be recoverable from the other side except some fixed costs which would be ordered by the Court and which are limited.

2.4 Residential Possession Proceedings

1. If the possession proceedings are undefended and an order is made for possession under the accelerated process (section 21 notice) or on the standard process (section 21 or section 8 notice), the Court will generally only order the Tenant to pay the fixed costs of the claim which are very limited (generally under £100.00) together with the Court issue fee.

Stage 1: Initial review and advice	Review of any notices prepared and served by you and any correspondence between you and your tenant, considering your tenancy documentation and advising you in writing.	£400 + VAT + Disbursements

Stage 2: Serving Possession Notices	Preparation and service of notices on your tenant (Section 21 Notice and/or Section 8 Notice).	Section 21 Notice £375 + VAT + Disbursements Section 8 Notice £475 + VAT + Disbursements
Stage 3: Issuing Possession Proceedings	Accelerated Possession Proceedings (Section 21): This work is based on uncontested proceedings	£1,750 + VAT + Disbursements (court fee)
	Standard Possession Proceedings (Section 8 and Section 21): This work is based on uncontested proceedings and includes drafting and filing the court proceedings, preparing a hearing bundle, preparing for Review Hearing and attending any uncontested Possession Hearing	£2,250 + VAT + Disbursements (court fee)
Stage 4: Issuing Warrant of Possession for County Court Bailiff to secure possession	Drafting and filing Warrant of Possession and arranging Possession by Bailiff Appointment.	£450 + VAT + Disbursements (court fee)

2. The possession proceedings will usually be listed for hearing to decide the claim. If the possession proceedings are defended, the Court will use the hearing to give case management directions. Where the claim is genuinely disputed on grounds which appear to be substantial, the case management directions will include the allocation of the claim to a Track (usually the Fast Track or the Intermediate Track) and directions of the defended claim will be ordered to trial. Further costs would be incurred in any defended possession proceedings.

3. Provided you succeed in those proceedings and obtain a possession order, then subject to the discretion of the Judge, a costs contribution may be claimed and ordered to be paid by the other party but those costs may be restricted in accordance with the Schedule of Fixed Recoverable Costs which the Court will allow. There is therefore likely to be a shortfall between the costs incurred and the costs ordered to be paid by the other party and there are often difficulties in relation to the enforcement of Orders against Tenants particularly if the Tenant is impecunious or receives legal representation through Legal Aid.

4. Please note that additional agency charges will apply in relation to possession of residential property located outside the areas and jurisdiction of Morecambe &

Lancaster, Barrow & South Lakes, Kirkby Lonsdale, Bentham and Clitheroe, Preston and Blackpool.

3. Wills, Probate and Power of Attorney

For an estate of £325,000.00 and below or otherwise on an excepted estate, costs are estimated at between £2,000.00 to £6,000.00 (plus VAT*) based on the hourly rate of the person or persons dealing with your matter.

Partner up to £335.00 plus VAT
Associate £295.00 plus VAT
Solicitor £275.00 plus VAT
Trainee Solicitor £150.00 plus VAT

The exact cost will depend on the individual circumstances of the matter. For example, if there is one beneficiary and no property, costs will be at the lower end of the range. If there are multiple beneficiaries, a property and multiple bank accounts, costs will be at the higher end.

We will handle the full process for you. This quote is for estates where:

- There is a valid Will
- There is no more than one property
- There are no more than 10 bank or building society accounts
- There are no other intangible assets
- There are 1-6 beneficiaries
- There are no disputes between beneficiaries on division of assets. If disputes arise this is likely to lead to an increase in costs
- There is no inheritance tax payable, and the executors do not need to submit a full account to HMRC
- There are no claims made against the estate

Disbursements in addition to this fee:

- Probate application fee of £300.00
- Bankruptcy-only Land Charges Department searches (£6.00 + VAT plus £1.50 provider fee per beneficiary)

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

Potential additional costs

- If there is no will or the estate consists of any share holdings (stocks and bonds) there is likely to be additional costs that could range significantly depending on the estate and how it is to be dealt with. We can give you a more accurate quote once we have more information.

- If any additional copies of the grant are required, they will cost £1.50 (1 per asset usually).
- Dealing with the sale or transfer of any property in the estate is not included.

Stages in the Probate Process

- Identifying all of the legally appointed Executors or Administrators and Beneficiaries
- Contacting the various institutions to obtain valuations of all of the assets in the estate and balances of any liabilities.
- Completing the Probate Application and the relevant HM Revenue and Customs forms for approval
- Making the application to the Probate Registry on your behalf
- Upon receipt of the Grant of Probate, collecting in the assets and discharging any liabilities
- Drafting a full set of Estate Accounts for the Executors and Beneficiaries approval
- Distributing the estate to the beneficiaries

Timescales

We estimate that a straightforward excepted estate will be completed within 12 to 18 months. We estimate that more complex estates take between 1 to 3 years to complete. These estimates are on the basis that the matter does not become unduly complicated or protracted or involve the sale of property. We will keep you updated on the progress of your matter throughout.

* VAT refers to the VAT rate in force from time to time – this rate is currently 20% (2026)

4. Family Law

Fixed Fee Meeting

We offer an initial fixed fee meeting with one of our specialist family solicitors. The meeting can take place at either of our offices in Lancaster or Kirkby Lonsdale (or remotely if required).

The meeting will last up to 1 hour and is followed up with confirmation of our advice tailored to your specific case. The cost is £300.00 plus VAT, payable in advance.

To arrange a meeting, please contact us on 01524 846846.

5. Employment Tribunal

Set out below are details of a range of potential fees for bringing and defending claims for unfair or wrongful dismissal. These are only general estimates based on an hourly Partner rate of £300.00 plus VAT*.

Please contact us so that we can provide a bespoke quote that fits your circumstances:

- Simple case: £4,000.00 - £7,000.00 (excluding VAT);
- Medium complexity case: £7,000.00 - £15,000.00 (excluding VAT); or
- High complexity case: £15,000.00 - £30,000.00 (excluding VAT).

Wrongful dismissal cases would tend to be at the lower end as they are usually less complicated.

Factors that could make a case more complex include:

- 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 you are dismissed after blowing the whistle on your employer; and
- Allegations of discrimination which are linked to the dismissal.

It is not always necessary for us to attend the Tribunal Hearing but if we do attend there will be an additional charge for attending a Tribunal Hearing of £1,500.00 per day (excluding VAT). Generally, we would allow 1 – 10 days depending on the complexity of your case.

If a matter settles before a hearing the costs will reflect the time spent to that point.

Disbursements

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

Expected disbursements include Counsel's fees estimated between £750.00 to £2,000.00 per day (depending on experience of the advocate) for attending a Tribunal Hearing (including preparation).

Key stages

The estimate of our fees covers 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;
- Preparing claim or response;
- Reviewing and advising on claim or 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; and
- Preparation and attendance at Final Hearing, including instructions to Counsel.

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

How long will my matter take?

The time 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, and the listing timescales dictated by the Tribunal and/or Court. If a settlement is reached during pre-claim process, your case is likely to take 6-8 weeks. If your claim proceeds to a Final Hearing, your case is likely to take 52 or more weeks. 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.

* VAT refers to the VAT rate in force from time to time – this rate is currently 20%

6. Licensing

Set out below are details of a range of potential fees for an application for a new premises licence. These are estimates only. Please contact us so that we can provide a bespoke quote that fits your circumstances:

- Simple application: £900.00 – £1,500.00 plus VAT* (based on 3 – 4 hours at an hourly Partner rate of £300.00 plus VAT);
- Medium complexity: £1,500.00 – £2,500.00 plus VAT (based on 5 – 7 hours at an hourly Partner rate of £300.00 plus VAT); or
- High complexity: £2,500.00 – £4,000.00 + plus VAT (based on 7 – 12 hours at an hourly Partner rate of £300.00 plus VAT).
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A number of factors affect the complexity of a case including:

- Type of licensable activity covered by the application;
- Location of premises (such as whether in a cumulative impact policy area); and
- The type and size of premises/event.
-

An application to vary an existing premises licence should be less complex and therefore our fees would usually be in the same range as a simple first application.

Disbursements

Disbursements are costs related to your matter that are payable to third parties, such as the application fee. We will pay the disbursements on your behalf to ensure a smoother process. Expected disbursements include:

- Application fee (payable to licensing authority). The fee varies depending on rateable value of premises for new licences. Fixed at £23.00 for applications to vary an existing licence;
- Advertising fee £250.00 – £400.00; and
- Enquiry agent fees to display public notices (if required) fee depends on location.

These fees vary depending on 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.

The estimate of our fee includes the following work:

- Taking your instructions and advising you as to how you can promote the licensing 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 (including the operating schedule) in accordance with your instructions and submitting this to the local licensing authority alongside suitable plans. You must provide suitable plans;

- Providing guidance on the fee levels payable to the licensing authority;
- Preparing copies of the premises licence application for disclosure to the responsible authorities and serving copies of the application on the responsible authorities;
- Drafting the notices advertising the premises licence application and submitting the notice to the local newspaper;
- Arranging with you for you to display the notice(s) advertising the premises licence application and advising as to where and how this should be done by you 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 yourself; and
- Checking the licence once granted and correcting any errors with the licensing authority.

The estimate fee does not include:

- obtaining suitable plans;
- attending pre-consultation meetings with the Licensing Authority or Responsible Authorities, nor their fee for this meeting;
- dealing with or advising you in relation to queries or representations received from either the responsible authorities or other interested parties; or
- advising on varying the licence; or
- attendance and representation at a licensing sub-committee hearing of the responsible authority. 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 my application take?

Matters usually take 6 – 8 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 (and includes the 28 day consultation period, where relevant). If your matter is more complex, for example, if there is substantial opposition from interested parties, or if there is a delay in receiving the documents we need, it may take longer.

* VAT refers to the VAT rate in force from time to time – this rate is currently 20%