



## **FEES**

Our fees are dependent on the nature of your instructions as well as the complexity of the issues in each matter. Our fees are calculated in accordance with the rates set by HM Courts & Tribunal Service. Please click on the link below to see the Solicitors' guideline hourly rates:

<https://www.gov.uk/guidance/solicitors-guideline-hourly-rates>

The Solicitor Regulations Authority require all firms to publish pricing guide for specific services in some typical scenarios. These services and prices are listed below:

1. Residential Conveyancing
2. Probate
3. Motoring offences
4. Immigration
5. Employment tribunal
6. Debt recovery

For all further enquiries regarding our fees or services, please contact our office on 01702 556688 or by email to [info@ansolicitors.com](mailto:info@ansolicitors.com)

### **1. Residential Conveyancing- Fixed Fee**

#### **a) Freehold Purchase:**

Our fees cover work required to complete the purchase of your new home, including application to the Land Registry for completion of registration and dealing with the payment of Stamp Duty Land Tax (Stamp Duty) for property in England, or Land Transaction Tax (Land Tax) for property in Wales. This estimate excludes indemnity costs for restrictive covenants or defective titles or other issues resulting from previous sale or purchase.

#### **Example of purchase price at £249,000.00:**

<b>Conveyancers fees and disbursements</b>	<b>£</b>
Legal fee	<i>1,000.00</i>
Search fees	<i>200.00</i>
HM Land Registry fee	<i>135.00</i>
Electronic money transfer fee	<i>42.00</i>
VAT payable	<i>145.00</i>
<b>Estimated total</b>	<b><i>£1,522.00</i></b>
Stamp Duty or Land Tax on purchase	<i>Linked to the value of transaction</i>

## b) Freehold Sale:

Example of sale price at £249,000.00

Conveyancers fees and disbursements	£
Legal fee	1,000.00
Same day payment	50.00
Legal fee + Same day payment VAT	210.00
Official Copy of Land Registry Title	20.00
Electronic money transfer fee	24.00
<b>Estimated total costs</b>	<b>£1,304.00</b>

## 2. Probate: (Range of costs with fixed fee for additional work)

Applying for the grant, collecting, and distributing the assets

We anticipate this will take between 5 and 7 hours work at £217.00 per hour. Total costs estimated at £1000.00 to £1500.00 (+VAT).

The exact cost is dependent on individual circumstances and the size of the Estate in each matter, e.g. number of Executors, beneficiaries, properties, bank accounts, investments, debts etc.

We will deal with the application for Grant of Probate and Administration for the said quote for Estates e.g.

- If there is a valid will or Intestacy
- No more than one property and no more than 2 bank/ building society accounts with no other intangible assets
- There are 1-4 beneficiaries
- No dispute between beneficiaries on division of assets. If disputes arise this is likely to lead to an increase in costs for additional level of work
- No inheritance tax payable and the executors do not need to submit a detailed account to HMRC for different assets or gifts/ transfers in last 7 years prior to the death
- No claims against the estate by a dependent

Disbursements for this work are:

1. Probate application fee of £155.00
2. £1.50 per copy of Grant of Probate
3. Bankruptcy search against each Beneficiary - £2.00
4. £170.00 Advertisement in The London Gazette – To protect against unexpected claims from unknown creditors.
5. £250.00 Advertisement in a Local Newspaper – This also helps to protect against unexpected claims.

Potential additional costs

- Indemnity cost
- Sale or Transfer of any property, land and investments in the estate is not included.
- Land Registry fee – Not included

How long will this take?

On average, estates that fall within this range are dealt with within 6 – 12 months or sooner if we are in a position to apply for Grant of Probate.

Larger Estates

Please note that we are also able to agree a percentage rate for larger Estates as and when required which means that there can be a substantial saving in dealing with the said Estates. Please contact our office for further information relating our costs and larger Estates.

**3. Motoring offences: (Fixed fee):**

Description	Amount (exclusive VAT)	Amount (inclusive VAT)
Drink driving - guilty plea	£850.00 + VAT	£1,020.00
Careless driving- guilty plea	£850.00 + VAT	£1,020.00
Dangerous driving -guilty plea	£1,000.00 + VAT	£1,200.00
Penalty Point disqualification	£1,000.00 + VAT	£1,200.00
Speeding -discretionary qualification	£1,000.00 + VAT	£1,200.00

The fee includes:

- taking instructions
- 2 hours attendance/preparation
- considering evidence
- advice on likely sentence
- representation at a single hearing at the Magistrates Court

The fee excludes:

- instruction to expert witnesses
- taking statements from a witness
- advice and assistance in relation to a special reason hearing
- Any disbursement that we may have to be incurred on your behalf e.g. Counsel's fees

**4. Immigration: Price information**

Please note that we have a range of fees which are as follows:

1. The estimate of hours set out below is based on an average hourly rate of £217.00 for standard applications.
2. Additional work is dependent on personal circumstances and the nature of each application as well as the legal assistance you require from time to time during the process.
3. We may be able to agree a fixed fee prior to formalising our engagement in your matter.
4. The fees listed below relate to work undertaken for individual applications and are intended to provide an overview of some of the most common applications.
5. We will discuss the nature of the work; our estimated fees and the Home Office fees to be able to assist in your specific immigration or nationality application and provide quote tailored to your specific instructions.
6. This fee quote assumes that you meet all the requirements of the Immigration Rules, EEA Regulations or British Nationality Act 1981 (as applicable) without discretion to be exercised

in your favour. It excludes fees for all other factors which may make the application more complex such as a criminal record or a history of non-compliance with UK immigration Rules.

7. The exact amount of time or number of hours is variable in each matter which is dependent on the history of the personal circumstances and documentation e.g. SETM application requires longer amount of time to avoid refusal.
8. In addition, the costs are charged after taking into account the following matters, e.g.:
  - The complexity of the legal issues involved
  - The urgency of the matter
  - The level of documentation available and any issues in obtaining this
  - Nature of application e.g. extension or an application for indefinite leave to remain
  - Number of dependants and their personal circumstances
  - Number of third parties such as accountants, financial institutions or GP, Social Services or other Experts
  - If Counsel is to be instructed e.g. Immigration Appeal Tribunal, Judicial Review hearings or written advice on the merits of each application including representation at each hearing.
  - The number of adjournments

#### **What services are included?**

The work will involve:

- To take full instructions and provide an assessment, advice on the key issues and the evidence required to deal with your application.
- To review all supporting documents prior to submission of the application.
- To liaise with third parties where required to obtain additional evidence.
- To prepare the relevant application forms prior to submission on your behalf and dealing with any appointment if so required.
- To draft a detailed covering letter in support of your application.
- To advise on the procedure for each application and the likely time frames.
- To advise on the outcome of the application and the Appeal process for unsuccessful applications.
- To advise on compliance of your visa conditions and the eligibility criteria for extensions and indefinite leave to remain or next steps.

The costs quoted exclude any other fees e.g. Home Office fees, Tribunal fees and Experts fees relating to each matter. The processing times for each application are different and linked to the service to be selected on your behalf. We are unable to guarantee the timescales taken by the Home Office, the Tribunals or third parties in processing your application other than to promptly report the outcome to you. All applications are subject to their own timeframes and we will be able to give more accurate information once we have details of your specific case. Our cost estimates are as follows:

#### **A. Applications under the British Nationality Act 1981**

On average, this work takes between 8-20 hours at our estimated average rate to complete. This means that on average costs are between £1736.00 - £4340.00 plus VAT.

**B. Applications on behalf of European Economic Area (EEA) nationals and their family members under the applicable EEA Regulations or Immigration Rules, including applications for permanent residence, residence cards and registration certificates**

On average, this work takes between 6.5-20 hours at our estimated average rate to complete. This means that on average costs are between £1,410.50 - £4,340.00 plus VAT.

**C. Applications for student and work experience visas**

On average, this work takes between 8-20 hours at our estimated average rate to complete. This means that on average costs are between £1,736.00 - £4,340.00 plus VAT.

**D. Applications for work, study and business under the Points-Based system**

On average, this work takes between 8-50 hours at our estimated average rate to complete. This means that on average costs are between £1,736.00 - £10,850.00 plus VAT.

**E. Applications for spouse and partners applications (including fiancé(e)s or proposed civil partners) and dependent relative and family reunion applications**

On average, this work takes between 15-25 hours at our estimated average rate to complete. This means that on average costs are between £3,255.00 - £5,425.00 plus VAT.

**F. Visitor visas**

On average, this work takes between 8-20 hours at our estimated average rate to complete. This means that on average costs are between £1,736.00 - £4,340.00 plus VAT.

**G. Leave to enter or remain under Appendix FM of the Immigration Rules**

On average, this work takes between 15-25 hours at our estimated average rate to complete. This means that on average costs are between £3,255.00 - £5,425.00 plus VAT.

**H. Ancestry visas**

On average, this work takes between 8-18 hours at our estimated average rate to complete. This means that on average costs are between £1,736.00 - £3,906.00 plus VAT.

**I. Other categories, such as applications on the basis of long residence**

On average, this work takes between 8-25 hours at our estimated average rate to complete. This means that on average costs are between £1,736.00 - £5,425.00 plus VAT.

**J. Appeals**

On average, this work takes between 20-65 hours at our estimated average rate to complete. This means that on average costs are between £4,340.00 - £14,105.00 plus VAT excluding any adjournments.

**5. Employment Tribunal Claims: Price Information**

Many Employment Tribunal claims involve complex areas of law. However, to give an idea of what a typical unfair (and wrongful) dismissal claim may cost (for both individuals and employers), the following sets out our typical fees for such claims:

Simple case: £4,000-£7,000 (excluding VAT)

Medium complexity case (which may involve complex facts, significant evidential material and/or a claim or claims in addition to an unfair dismissal claim, such as discrimination): £7,000-£15,000 (excluding VAT)

High complexity case (which would usually involve complex facts, significant evidential material and a claim or claims in addition to an unfair dismissal claim, such as discrimination): £15,000+ (excluding VAT).

Please note many cases are likely to be settled prior to a final Tribunal hearing which will reduce the overall costs for the preparation of the trial and representation at the hearing.

The type of factors that could make a case more complex include the following:

- 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
- Preparation for and attendance at any preliminary hearing, including complex preliminary issues, such as employment/worker status, time limits, whether the claimant is disabled etc. (if this is not agreed by the parties)
- The number of witnesses, experts and documents
- The issues in the case – allegations of dishonesty or conspiracy are harder to prove and require considerably more preparation to execute successfully
- 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
- Making or defending a costs application
- Preparation for and attendance at a separate remedy or costs hearing.

We usually instruct Counsel for representation at a Tribunal hearing and Counsel's fees for such attendances are as follows (subject to seniority of Counsel and the complexity of the case):

Simple case: £850-£1,500 (excluding VAT)

Medium complexity case: £1,500-£2,500 (excluding VAT)

High complexity case: £2,500+ (excluding VAT).

We will discuss the said charges with you prior to instructions to Counsel so that you are aware of your costs at all times. An initial preparation fee will also be payable, which will usually include the cost of the first day's hearing as well and will depend on the facts of the case.

When an unforeseen complexity arises or additional work is required, we will advise you of this and provide revised costs information. You may also incur disbursements, which are costs related to your matter that are payable to third parties, such as court fees or expenses e.g. travel and accommodation expenses. We handle the payment of the disbursements on your behalf to ensure a smoother process and will advise you of any required disbursements.

### **Key stages**

The fees set out above cover all of the work in relation to the following key stages of a claim (of which some or all will be necessary depending on the complexity of the claim):

- Taking initial instructions, reviewing the papers and advice on merits and likely damages/compensation (to be revisited throughout the matter and subject to change)
- Entering into pre-claim conciliation where this is mandatory to explore possible settlement
- Preparation of the claim or response
- Review and advice on claim or response from other party
- Proposals for settlement and negotiation
- Preparation of schedule of loss and counter schedules
- Preparation/ Representation at Preliminary Hearing
- Exchange of documents with the other party and agreeing a bundle of documents
- Consideration of the evidence disclosed by other party
- Take proof of evidence from all witnesses, draft statements and approval of the content of the witness statements with witnesses
- Preparation of Trial bundles
- Review and advice on the other party's witness statements
- Agreeing lists of issues, chronology, cast lists etc.
- Preparation and attendance at Final Hearing.

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 according to your individual needs. This is likely to save you money although, if you require significant support, it may not do so.

**How long will my matter take?**

The time that it takes from taking initial instructions to the final resolution of each matter depends largely on the stage at which the issues are resolved. In some cases, we can resolve matters prior even to issue to the ET1 (claim form), in which case it may be a matter of weeks. If your case proceeds to a full hearing, it can take anything between six months and 18 months. The Tribunal will allocate hearings according to the availability of the Judges from time to time and for this reason we are unable to give a time estimate. We will however keep you updated as to likely timescales as the matter progresses.

**6. Debt Recovery:**

These costs 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.

Debt value	Court fee	Our fee (exc. VAT)	Our fee Total + VAT
Up to £5,000	£35-£205	£350.00 + VAT	£420
£5,001 - £10,000	£455	£550.00 + VAT	£660

£10,001 - £100,000	5% value of the claim	As per our hourly rates set in accordance with HM Courts & Tribunal Services' Solicitors' guideline hourly rates	N/A
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**Should you wish to proceed with a claim, please 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 listed above exclude all enforcement actions e.g. bailiff to collect your debt
- The costs listed above exclude all appeal work or further advice and action
- The costs listed above exclude any other related matter

**Our fee includes:**

- Taking your instructions and reviewing documentation
- Undertaking appropriate searches
- Sending a letter before action and a response
- Receiving payment and sending onto you, or if the debt is not paid, drafting and issuing claim
- To enter Judgment in default if no Acknowledgment of Service or Defence is filed with court
- When Judgment in default is received, write to the other side to request payment
- If payment is not received within 28 days, further advice on next steps and likely costs