

## FEES – Charging Structures

We understand that charges are an important consideration when choosing legal representation.

We believe in being fair, which is why we will have an upfront conversation with you prior to the commencement of any work to ensure that you fully understand our fees and how you will be charged for the work we carry out and this will also be confirmed in our engagement letters and terms of business which will be sent to you at the outset of our relationship. The most common charging structures are as follows:

### Charging by time spent

This is the most popular fee structure. We identify the most appropriate lawyer for your instructions and explain the hourly rate of the person who will act for you.

We provide a costs estimate at the outset which we keep up to date as the instructions progress (if necessary). We present invoices on the basis of time spent on your matter.

The advantage of this option is that you only pay for the lawyer's time that you need and you will only be charged for the time spent up to that point.

Partner / Associate / Senior Solicitor / FILEX with 8+ years experience	£300.00
Associate / Senior Assistant Solicitor / FILEX / Legal Executive with 4+ years experience	£270.00
Assistant Solicitor / FILEX or Legal Executive with less than 4 years experience	£240.00
Trainee Solicitor / Paralegal Assistant	£185.00

### Fixed fees

This is an increasingly popular fee arrangement. Following an initial assessment to identify the work required to complete your matter, we can offer a fixed fee for the entire matter or different fixed fees for different phases of the matter.

The advantage of this option is that you have certainty of the cost to you. This option helps you to evaluate the cost/benefit of instructing us to handle your case at the outset of your instructions.

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### **No win, no fee legal services**

Many clients are interested in the offer of no win, no fee legal services. We offer a no win, no fee funding service for what are called "contentious matters". These include personal injury cases and professional negligence.

In addition, as legal aid is not available for most civil litigation cases, no win, no fee funding may be attractive for people who are unable to fund their own case.

No win, no fee is available to individuals only, not businesses. In addition, the claim must fall within the jurisdiction of the courts of England and Wales for us to be able to accept the case.

There is no means testing, meaning that our no win, no fee service is available to everyone subject to the firm's approval.

Before making a decision on whether to take your case, we will also do a risk assessment.

Please note, that no win, no fee is not always the most suitable type of funding and we will take the time to discuss with you and agree which method of funding would be best for you. For example, if you as our client you already have a funding option, such as a legal expenses insurance policy in place, it may be more prudent for you to claim under this insurance policy than to enter into a no win no fee arrangement.

## FEES BY AREA OF LAW

Our qualified lawyers are experts in their field and are genuinely committed to excellence in every aspect of their work, providing clients with a timely, cost effective and highly personalised solution.

### Immigration & Nationality Law

#### Note

Where the applicant, client or the beneficiary of any ambit of work or disbursement payment is normally resident in the UK, then these fees will attract VAT at the prevailing rate which is currently 20%. VAT rules are complex and HMRC have produced guidance on who pays VAT, on what and where - please see [VAT Notice 741A Section 3](#).

With constant changes to UK immigration law, you need professionals on your side who can guide you through the application process to give you the best chance of a favourable outcome.

We have set out below the range of fees charged for the majority of straightforward applications, however, as we provide a bespoke and personalised service, the exact fee we will charge depends on the individual circumstances of your case

e.g.

- If your matter is particularly straightforward or you have done much of the work yourself, then we may offer a lower fee for our services.
- If you do not wish for us to provide our normal full service then we may negotiate a lower fee with you.
- If there are particular complications with a matter that mean that a lot more work will need to be done to achieve a positive prospect of success then this may be reflected in a higher fee for our services. Such complications include:
  1. Criminal convictions of the applicants and sponsors.
  2. Previous negative immigration history (such as overstaying or non-compliance with the immigration rules).
- Previous behaviour that brings into doubt good character of the applicants or sponsors.
  1. Any undisclosed information that was not disclosed to ourselves and/or the relevant immigration authority.
  2. Inability or refusal to provide standard documentary evidence.

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3. Exceptional circumstances that require mitigation (particularly in protracted matters that require extensive examination and representation)

We are also aware that sometimes our fees may be unaffordable to some and, in exceptional circumstances, we may offer to divide payments across a number of a period however we reserve the right not to submit or complete any application until full fees are paid.

There may be some additional costs that are required to be paid to us to pay third parties on your behalf. It is our practice not to involve ourselves in such payments, called disbursements, as we usually ask our clients to pay these directly themselves. Such payments include:

- The Home Office fee. These fees change regularly and you can find the most up-to-date version at <https://www.gov.uk/government/publications/visa-regulations-revised-table>
- Immigration Health Surcharge – this is variable based on a number of factors and the most up-to-date version can be found at <https://www.gov.uk/healthcare-immigration-application/how-much-pay>
- Interpreting and translation fees – we do not offer these services and you should assess the affordability of these services.
- DHL / Postage / Courier / Exceptionally heavy postage – couriers' fees differ depending in the weight of that being sent and the location of the recipient. As a rule, we do not make a charge for Royal Mail delivery within the UK
- Expert and Medical Expert Reports – we do not offer these services and you should assess the affordability of these services.
- Court Fees – Currently, the court fee is £140 and we may well request this as a disbursement that is hold on account.
- Non-standard counsel fees – if you plan to use counsel of your own choosing then you are liable for their fee. The fee for counsel varies wildly depending upon the qualifications and experience of each individual barrister.

### **What our work includes:**

As all applications differ depending on the type of application and the facts of the matter, all standard steps in preparing an application on your behalf. Standard steps include file opening and legal checks, 18-hour consultation, information gathering, documents review, preparation of representations, preparation and submission of applications. Generally, on a standard application, we will have completed all work no later than 3-months from the

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date of instruction, however, this is largely dependent on the timely provision of supporting documents.

### What the work does not include:

- Any non-standard steps including unexpected problems or complexities, further representations, advice following a negative decision
- Changes in your instruction
- Delays resulting in unforeseen work
- A change in the facts of a matter such as by misrepresentation

<b>Matter</b>	<b>Fees Start At (excl VAT)</b>
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<b>EUROPEAN &amp; EEA APPLICATIONS</b>	
EEA Family Permit As Family Member of An EEA National	£1,800
Residence Card As Family Member Of An EEA National	£1,500
Retaining Right Of Residence As Family Member Of An EEA National After Divorce Or Death Of The EEA National	£1,600
Derivative Residence Card As A Primary Carer	£1,600
Residence Card As Extended Family Member Of An EEA National	£1,600
Registration Certificate As An EEA National	£1,250
Permanent Residence (PR) As An EEA National	£1,500

<b>LONG RESIDENCE APPLICATIONS</b>	
ILR - 10 Years Long Residence (Same Day Visa Service)	£1,800
Extension Of Stay - 10 Years Long Residence	£1,800
<b>TIER 4 AND STUDENT APPLICATIONS</b>	
Dependants Of Tier 4 General Students	£1,500
Tier 4 General Student Extension	£1,500
Switching Into Tier 4 General Student	£1,500
Entry Clearance - Tier 4 General Student	£1,500
Switching Into Tier 4 Child Student	£1,500
Entry Clearance - Tier 4 Child Student	£1,500

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<b>CITIZENSHIP</b>	
Registration As A British Citizen If You Had Previously Given Up British Citizenship	£1,800
Registration Of A Child As British Citizen - MN1 Application	£1,250
Registration Of A Child As British Citizen Who Was Born In The UK And Has Lived In The UK For 10 Years	£1,250
UKM Application	£1,800
Registration As British Citizen By British Subject	£1,800
Registration As British Citizen By British Protected Person	£1,800
Registration As British Citizen By BOC	£1,800
British Citizenship As BNO	£1,800
Registration As British Citizen Under The British Nationality (Hong Kong) Act 1997	£1,800
Registration As A British Citizen By BOTC	£1,800
Registration As A British Citizen By A BOTC With A Connection With Gibraltar	£1,800
Registration As A British Overseas Territories Citizen If You Had Previously Given Up Citizenship	£1,800
Registration As A British Citizen By A Stateless Person	£1,800

<b>VISITOR VISAS</b>	
Business Visitor Visa UK	£1,500
Family Visitor Visa UK	£1,500
Child Visitor	£1,500
Entertainer Visitor Visa UK	£1,500
General Visitor Visa UK	£1,500
Parent Of A Child At School	£1,500
Prospective Entrepreneur Visa UK	£1,500
Sports Visitors Visa UK	£1,500
Student Visitor Visa UK	£1,500
UK Visa For PLAB Test	£1,500
Visitor For Marriage/Civil Partnership	£1,500
Visitor For Private Medical Treatment	£1,500
Visitor In Transit Visa UK	£1,500
Visitor Under Approved Destination Status (ADS) Agreement With China	£1,500
Visitors Undertaking Permitted Paid Engagements	£1,500

Principal: Mr Sam Lodh

Authorised and regulated by the Solicitors Regulation Authority

Reg. No: 510494

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<b>PASSPORTS &amp; TRAVEL DOCUMENTS</b>	
Application For British Passport	£950
Refugee Travel Document	£950
Stateless Person Travel Document	£950
Certificate Of Travel	£950
One Way Travel Document	£950

<b>APPLICATIONS BY TURKISH CITIZENS</b>	
Entry Clearance (Visa) As A Turkish ECAA Businessperson	£2,300
Switching Into Turkish ECAA Businessperson Category	£2,300
Extension Of Stay As A Turkish ECAA Businessperson	£2,100
ILR As Turkish ECAA Businessperson	£2,300
Dependents of Turkish ECAA Businesspersons	£1,800
Turkish ECAA Workers	£1,700
Dependents of Turkish ECAA Worker	£1,300

<b>DISCRETIONARY LEAVE &amp; OTHER APPLICATIONS</b>	
Discretionary Leave	£2,050
Bail Application to the Chief Immigration Officer (CIO)	£1,800
Subject Access Request (SAR)	£2,800
Returning Resident Visa UK	£800
TOC Application	£900
NTL Application	£900

<b>APPEALS &amp; REVIEWS</b>	
Administrative Review Against Refusal Of Entry Clearance As PBS Migrant	£1,800
Admin Review Against Refusal Of An In-Country Refusal By The Home Office	£1,200
Entry Clearance Appeal Stage 1 (Pre-Hearing Notice)	£1,200
Entry Clearance Appeal Stage 2 (Post-Hearing Notice)	£1,200
In-Country Immigration Appeal	£2,100
Application To 1st Tier Tribunal For Permission To Appeal To Upper Tribunal	£1,150
Application To Upper Tribunal For Permission To Appeal To Upper Tribunal	£1,150

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Appeal To The Upper Tribunal Following Grant Of Permission To Appeal	£2,100
Application To The Upper Tribunal For Permission To Appeal To The Court Of Appeal	£1,800
Application To The Court Of Appeal For Permission To Appeal To Court Of Appeal	£2,300
Appeal To The Court Of Appeal	£3,300

<b>JUDICIAL REVIEW</b>	
Pre Action Protocol For Judicial Review Against The Home Office, UKBA	£1,800
Paper Application To Upper Tribunal For Permission To Apply For Judicial Review (JR)	£2,800
Renewal Of An Application For Permission To Apply For Judicial Review (JR) Against The Home Office, UKBA	£2,100
Judicial Review Against The Home Office, UKVI Following Grant Of Permission To Apply For Judicial Review (JR)	£3,300
Emergency Injunction To Stop Removal From The UK	£1,300

<b>Misc.</b>	
Spouse Visa (5 year route)	£2,500
Spouse Visa (10 year route)	£3,000
ILR applications	£2,500
Naturalisation	£2,800
Visit Visa	£1000 - £1500
Discretionary Leave to Remain	£2,800



### Family Law

Family law is an increasingly complex area and requires a demanding set of skills. An experienced and intelligent analysis of complex financial circumstances is needed, together with a sensitive and authoritative approach to guide clients and obtain the best possible outcomes through this difficult time. We understand the importance of preserving our clients' confidentiality and exercising discretion at all times.

We offer a competitive set of fixed fee packages for uncontested and less complex cases.

#### Note

Where the applicant, client or the beneficiary of any ambit of work or disbursement payment is normally resident in the UK, then these fees will attract VAT at the prevailing rate which is currently 20%. VAT rules are complex and HMRC have produced guidance on who pays VAT, on what and where - please see [VAT Notice 741A Section 3](#).

#### Fixed price guide service

	Our fee	VAT	Court Fees	Total
First consultation and case assessment (up to one hour) with letter of advice	£300	£60	NIL	£360
First consultation and case assessment (up to one hour) with letter to ex-partner	£400	£80	NIL	£480

Separating	Our fee	VAT	Court Fees	Total
Divorce/dissolution of civil partnership (petitioner - uncontested)	£550	£110	£593	£1,253
Divorce/dissolution of civil partnership (respondent - uncontested)	£450	£90	NIL	£540

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<b>Financial settlements - unbundled services</b>	<b>Our fee</b>	<b>VAT</b>	<b>Court fees</b>	<b>Total</b>
Financial consent order (agreed division of limited/straightforward assets, valued at less than £350,000) <i>*Total includes £3 Land Registry charge</i>	£900	£180	£58	£1,138
Financial consent order (agreed division of multiple/complex assets)	Costs to be agreed			
Separation agreement (agreed terms - no advice, valued at less than £350,000)	£1,000	£200	NIL	£1,200
Representation at court	Costs to be agreed			

<b>Children</b>	<b>Our fee</b>	<b>VAT</b>	<b>Court fees</b>	<b>Total</b>
Representation at court	Costs to be agreed			

<b>Protection from domestic abuse</b>	<b>Our fee</b>	<b>VAT</b>	<b>Court fees</b>	<b>Total</b>
Initial consultation and warning letter	£400	£80	NIL	£480
Representation at court	Costs to be agreed			

If you would like more information about our fixed fee family law services, please contact our Sheffield Office on **0114 275 6763**.

## Employment and discrimination

### Note

Where the applicant, client or the beneficiary of any ambit of work or disbursement payment is normally resident in the UK, then these fees will attract VAT at the prevailing rate which is currently 20%. VAT rules are complex and HMRC have produced guidance on who pays VAT, on what and where - please see [VAT Notice 741A Section 3](#).

We provide advice on most aspects of the employment relationship, whether related to its formation, operation or dissolution.

Subject to our standard terms and conditions of business, our legal fees are calculated by reference, among other things, to the total amount of time spent on a case e.g. charges are made for telephone calls, outgoing letters and emails, consideration of documentation, meetings and general preparation and pursuit of a claim.

We will provide an estimate of overall costs once we have enough information to do so. The amount of work involved in each case will depend upon the facts and issues but also the level of support required by each individual client.

As a general guide, the overall costs of bringing or defending claims for wrongful or unfair dismissal, excluding barristers' fees or expert witness fees, are as follows:

- A standard case - £15,000 to £20,000;
- A case of medium complexity - £25,000 to £35,000;
- A complex case - £40,000 to £60,000.

These fees are excluding VAT.

The overall costs of a case may be higher or lower than the range of figures given above if additional factors require consideration including but not limited to additional time required for:

1. The weight of the documentation to be considered;
2. The complex history of the case;
3. The number of witnesses;
4. The client's personal requirements or circumstances e.g. cases involving exceptional distress or ill health;
5. The level of opposition encountered;
6. The length of the hearing required;
7. The seniority of the barrister chosen to present the case;

Cases can also be made more complicated where:

1. It is necessary to make or defend a variety of applications e.g. to gain access to documentary evidence;
2. The nature of discrimination is complex or there are whistle-blowing arguments;
3. There is a need to bring proceedings in a different court or jurisdiction. In such cases, it may be necessary to incur not only barristers' fees but also third party expenses, for example, to provide independent medical evidence or material related to employment prospects.

There are no Employment Tribunal fees at present although there are Court fees, should action have to be brought in the civil courts as well as the tribunal.

### **Counsels' fees (for a barrister)**

Barristers' fees depend upon the level of experience of the barrister appointed.

We will seek to agree fees with the barrister before they are incurred but third-party expenses (barristers' fees and experts' fees) will have to be provided by the client in advance of liability for the fees being incurred.

A junior barrister appearing at a preliminary hearing of up to 2 hours might charge fees in the range of £750 to £1,000 plus VAT.

A senior barrister at a final hearing in a complex or valuable case might charge £15,000 - £25,000 plus VAT. Any additional days may be charged at a daily rate of £5,000, again plus VAT.

A final hearing may take between 3 and 10 days depending on the complexity of the issues and number of witnesses called.

More junior Counsel engaged for the final hearing might charge £7,500 to £12,500 plus VAT with an additional daily fee of £1,500 to £2,000.

## Wills, Probate & Estate Administration

### Note

Where the applicant, client or the beneficiary of any ambit of work or disbursement payment is normally resident in the UK, then these fees will attract VAT at the prevailing rate which is currently 20%. VAT rules are complex and HMRC have produced guidance on who pays VAT, on what and where - please see [VAT Notice 741A Section 3](#).

### Making a Will

Whether you have a complex estate or you simply want to make sure certain belongings go to certain people, we can make a Will to suit you.

We will send out a pre-appointment questionnaire for you to complete as far as possible and return in advance so that it ensures we can get your Will done in as few visits as possible and will go through it with you before signing.

If you prefer to provide your instructions in person or your needs are more complex, we can also arrange an appointment to discuss your needs first before preparing a draft Will for your consideration.

We offer 3 tiers of charging depending on the complexity of your wishes.

### Level 1 - £210 Single Will / £260 Mirror Wills

This is our basic Will package where the Will does not involve any complex arrangements such as multiple legacies or trusts and you are able to provide your instructions by completing and returning the pre-appointment questionnaire in advance and approve and sign your Will in one appointment attendance.

### Level 2 Wills - £315 Single Will / £365 Mirror Wills

If the Will is more complicated e.g. it requires multiple legacies or you would like a draft to be sent to you to consider further, this option allows for the additional time required including if you would prefer to attend an appointment to provide your instructions.

### Level 3 Wills - £395 Single Will / £520 Mirror Wills

This higher tier would be applicable where the Will includes a trust to protect against factors which could affect the surviving spouse/civil partner together with the relevant deed to ensure that the jointly owned property is owned in such a way to allow a half share to pass into a trust on the first death.

Additionally, should you need to leave someone out of your Will, a further fee of £90 including VAT will be payable to cover the cost of the advice we need to give you on the implications of this.

## Probate & Estate Administration

We offer fixed fees for all aspects of our estate administration work.

Alternatively, we are able to charge on an hourly timed basis should you prefer to instruct on this basis.

### Note

Where the applicant, client or the beneficiary of any ambit of work or disbursement payment is normally resident in the UK, then these fees will attract VAT at the prevailing rate which is currently 20%. VAT rules are complex and HMRC have produced guidance on who pays VAT, on what and where - please see [VAT Notice 741A Section 3](#).

### Grant of Probate Only

Our "Grant Only" service starts at £350 + VAT for us to obtain the Grant of Representation for you and is ideal for those who are willing and able to deal with the other aspects of the estate administration themselves.

This fee does not include disbursements such as court fees for obtaining the Grant.

### Full Administration of the Estate

Our full estate administration package is priced between £2,250 and £5,000 + VAT for a typical estate which meets the requirements below.

These fees do not include disbursements such as court fees or any other third party or additional charges required.

The lower fixed fee would apply where there are fewer assets (i.e. only one or two bank accounts) and fewer beneficiaries involved (i.e. only 2 beneficiaries sharing the whole estate).

The higher fixed fee would apply where there are the maximum number of beneficiaries and the estate includes both property and bank accounts.

The requirements for a typical estate in our local area that we would deal with in this fixed fee bracket would be an estate where:

- There is a valid will;
- All executors are based in the UK and have full mental capacity to provide joint instructions to us;
- The total value of the estate does not exceed £325,000;
- All assets are known to the executor(s) and are held in England;

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- There is no more than one property which was the deceased's home and which is registered at HM Land Registry in the deceased's sole name;
- There are no more than 3 UK bank or building society accounts;
- There are no farming or business assets in the estate;
- There are no other intangible assets in the estate;
- The deceased paid all tax via the PAYE scheme and was not subject to the self-assessment tax regime;
- The liabilities in the estate relate to household bills only;
- There are no more than 4 beneficiaries receiving legacies and no more than 4 beneficiaries entitled to the residue of the estate;
- The deceased was not a trustee or beneficiary of any trust;
- All beneficiaries are adults who live in the UK and have full mental capacity to be able to receive and manage their legacy/share of the estate and are not subject to any form of bankruptcy or other insolvency order or proceedings;
- 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 (whether by beneficiaries, creditors or other third parties);
- There are no disputes between the executors and there are no disputes between beneficiaries on division of assets.

The resolution of any disputes between executors and/or beneficiaries would not form part of the work covered by our quote and where disputes arise this will lead to an increase in our costs.

### **Disbursements**

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

### **Probate court fee**

As at 1 December 2018, there is a fixed fee of £155 with a charge of 50 pence per additional sealed copy required. (Please note, however, that HM Government has announced plans to increase Probate Court Fees so that these will be linked to the value of the estate but that the value will not exceed 0.5% of the value of the estate with the maximum Probate Court Fee being £6,000.)

### **Swearing the Oath Fee**

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As at 1 December 2018, the Probate Registry continue to accept sworn oaths for a fee of £7 per executor swearing the oath. There with an additional fee of £2 per executor per codicil. (Please note, HM Government has announced that changes are being made to the format of the oath which will remove the need to swear the oath and consequently this disbursement. We will update the applicable fees when the changes come into force).

### • **Bankruptcy**

Land Charges Department searches are £2 per UK beneficiary where we are dealing with the full administration.

### • **Trustee Act Notices**

This protects against unexpected claims from unknown creditors and involves the cost of a posting in both the London Gazette and a local newspaper. The fees for this are set by the London Gazette and the local newspaper but typically these will cost £250 - 300. (This is an optional disbursement).

### • **Electronic ID verification**

The fee is generally £12 per person and will only apply to any executor or beneficiary who is unable to produce 2 forms of original ID. This needs to include one form of photographic ID (e.g. passport/driving license) and one form of ID with your home address (e.g. utility bill or bank statement).

## **Complex Estates and Complications**

Whilst we will do our utmost to ensure that things run as smoothly as possible there are many factors which may make the administration of an estate more complex and result in higher fees as well as often making the administration of the estate take much longer.

We have set out some the possible factors that can complicate or delay completion of the administration below:-

- No valid will – this may result in professional genealogists being required;
- The need to register the death and/or make the funeral arrangements;
- The need to secure the house and/or change the locks;
- Dealing with mail redirection;
- The need to rehome pets;
- Shareholdings and investments, farming assets or other business assets;
- Debts owed by the deceased;
- Any assets held overseas;



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- The deceased has made gifts in excess of £3,000 per tax year in any of the 7 years prior to death;
- The death has been referred to the Coroner (certain organisations require a full death certificate which may not be issued until after any inquest has concluded);
- The deceased's paperwork was not maintained in good order making assets and liabilities difficult to establish;
- Beneficiaries who are not able to receive their legacy of share of the estate outright e.g. due to age (the beneficiary is under 18), loss of mental capacity or insolvency issues;
- Trusts in the will.
- The current address of the beneficiary is not known to the executors;
- A beneficiary has pre-deceased the deceased and the executors are unable to provide a death certificate for the beneficiary;
- Beneficiaries based overseas;
- The property is not registered at HM Land Registry in the deceased's sole name e.g. a previous co-owner pre-deceased the deceased and his/her estate was not dealt with at the time or the property has never been registered;
- The property is to be transferred to beneficiaries. This involves additional fees dealing with requirements from HM Land Registry as well as fees payable to HM Land Registry which are calculated in respect of the value of the property;
- The property is not insured (we can arrange for the property to be insured if required via specialist insurance brokers);
- Where access to the property is not provided for the purposes of valuing the property or contents;
- Where household and personal goods are to be sold (perhaps at auction) or require removal from the property via property clearance agents (we can arrange for this to take place);
- Where the property is to be sold as part of the administration, the executors will be responsible for selecting the most appropriate method of sale (i.e. using estate agents, placing the property in an auction or arranging a private sale). The time to be taken for the property to be sold will depend on factors beyond our control. We can act for the executors in respect of the sale of the property.
- There are inadequate cash funds in the estate to fund the disbursements. In this situation the executors may need to arrange funding from the beneficiaries or from a third party source of credit;
- The estate is insolvent;
- Previously unknown creditors are identified following the issue of the Trustee Act Notices;
- Additional assets are identified by the executors after the Grant of Representation has been issued;

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- There are disputes amongst beneficiaries which need to be resolved;
- Beneficiaries do not respond promptly to our requests to produce ID and approve the estate accounts;
- Inheritance Tax is payable;
- Our clients to not provide their instructions promptly.