

Gamlins Price Transparency Guidance

Introduction

As your trusted advisers you can be assured that your matter will be dealt with efficiently and effectively. At Gamlins we work with our clients to provide cost effective solutions to whatever legal challenge is facing them.

Our excellent client feedback tells us that our pricing structure is both reasonable and flexible in meeting our client's needs.

No two cases are however the same. What we can assure you is that at the outset of your case and throughout there will be no surprises.

Where referenced VAT is charged at 20%.

The new Transparency Rules

The Solicitors Regulatory Authority's aim with the launch of their new Transparency Rules is to make sure consumers have the information they need to make an informed choice of legal services provider, including understanding what the costs may be. Whilst at Gamlins we fully support this aim we consider that there is far more a client wishes to know other than price. At Gamlins we pride ourselves on our relationships with clients. Our aim is to work with you as a team to achieve your goals. We have provided legal services to the people and businesses of North Wales for over 100 years. Our success is due to our professionalism and our ability to get the job done. Our track record speaks for itself.

We encourage all of our clients and prospective clients to contact us to discuss their matter. The SRA price transparency rules only go so far and we are confident that we can achieve the right result for you at a price you will be happy with.

Price Transparency by Practice Area

Purchase of Residential Freehold property

Unlike many budget providers, our fees cover all of 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.

We band our fees based upon the value of the property you intend to purchase. The fee range is shown below. Please contact our friendly team who will be happy to discuss your case with you. As a word of warning, please be careful not to be confused by other providers promise of low fixed fees.

Purchase - Conveyancer's fees and disbursements

£75,000.00 to £100,000.00	£660.00 plus VAT (£132.00) and disbursements
£100,001.00 to £175,000.00	£770.00 plus VAT (£154.00) and disbursements
£175,001.00 to £300,000.00	£965.00 plus VAT (£193.00) and disbursements
£300,001.00 to £500,000.00	£1,210.00 plus VAT (£242.00) and disbursements
£500,001.00 to £750,000.00	£1,375.00 plus VAT (£275.00) and disbursements
£750,001.00 to £1,000,000.00	£1,650.00 plus VAT (£330.00) and disbursements
Over £1,000,000.00	By negotiation
Leasehold supplement ¹	As per the above plus £550.00 plus VAT (£110.00)
If property is new build and/or purchased with the benefit of Help to Buy Scheme	As per the above plus £220.00 plus VAT
If property is unregistered	As per the above plus £220.00 plus VAT

Disbursements

Usual search fees	Around £300.00
Land Registry fees	£** (Based on value)
Bank same day payment fee	£34.00 plus VAT (£6.80)
Land Transaction Tax/Stamp Duty (if applicable)	£** (Based on value)
Submission of Land Transaction Tax/Stamp Duty (if applicable)	£90.00 plus VAT (£18.00)

¹ Purchaser to be advised of Leasehold Management Co. Registration/Document fee
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Mortgage completion fee	<p>£120.00 plus VAT(£24.00) for purchases up to £150,000.00</p> <p>£150.00 plus VAT(£30.00) for purchases over £150,000.00</p>
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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.

Stamp Duty or Land Tax (on purchase)

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 <https://beta.gov.wales/welsh-revenue-authority>

Should the above fees /disbursements be any different you will be advised accordingly.

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 6 to 12 weeks.

It can be quicker or slower, depending on the parties in the chain. If there is no chain and you are not purchasing with a mortgage the process can be quicker. If you are purchasing a new build property with a mortgage in principle, it could take 6-9 months depending upon the build process which is beyond our control. 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. However, below are some key stages included:-

- 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
- 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

Our fee assumes that:

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

In the event that the property is **leasehold** then separate charges will apply.

Purchase of a leasehold residential property Conveyancer's fees and disbursements

Disbursements leasehold residential property

Disbursements are costs related to your matter that are payable to third parties, such as search 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. The disbursements which we anticipate will apply are set out as above and also separately listed below. 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.

Additional leasehold Anticipated Disbursements*

Notice of Transfer fee – This fee if chargeable is set out in the lease. Often the fee is between £50 to £150. 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 and £150.

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 £150 and £350.

Management company fees

Certificate of Compliance fee - To be confirmed upon receipt of the lease, as can range between £150 to £350.

*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.

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

Sale residential property - Conveyancer's fees and disbursements

£0.00 to £125,000.00	£715.00 plus VAT (£143.00) and disbursements
£125,001.00 to £250,000.00	£825.00 plus VAT (£165.00) and disbursements
£250,001.00 to £500,000.00	£960.00 plus VAT (£192.00) and disbursements
£500,001.00 to £750,000.00	£1,200.00 plus VAT (£240.00) and disbursements
£750,001.00 to £1,000,000.00	£1,650.00 plus VAT (£330.00) and disbursements (or by negotiation)
Leasehold supplement ²	As per the above plus £550.00 plus VAT (£110.00)
If property is unregistered	As per the above plus £220.00 plus VAT (£44.00)

Transfer of Equity and Remortgage

Transfer subject to mortgage	£600.00 plus VAT (£120.00)
Transfer and remortgage	£660.00 plus VAT (£132.00)
Transfer with no mortgage	£500.00 plus VAT (£100.00)
Remortgage	£660.00 plus VAT (£132.00)

Other

Assent	£500.00 plus VAT (£100.00)
Trust Deed	£440.00 plus VAT (£88.00)

Conveyancer's fees as outlined above.

² Seller to be advised of potential Management Co. fees for assignment (and account arrears of rent/service charge up to date)

Disbursements

Office Copies £7-£30

Additionally, if the property is **leasehold** you may need to pay for a management pack from the Management Company or freeholders, the cost of which varies.

For precise quotes please telephone our friendly team

Please note that we do have preferential rates and discounts for conveyancing on offer throughout the year.

Please enquire for details.

Probate

Obtaining a Grant of Probate or Letters of Administration Only

If you would like to carry out the most of the administration of the estate, you might wish to instruct us to obtain a Grant of Probate or Grant of Letters of Administration only for you.

The exact cost will depend on the individual circumstances of the matter. Our charges would usually be between £800 to £2,000 plus VAT, plus expenses. These expenses will commonly be a Probate Registry Fee of £300 plus £16.00 for each copy of the probate you require. Please also note there is a £20 plus VAT (£4.00) electronic ID check charge per executor/administrator and each beneficiary.

Because costs can vary we offer a **free** first appointment to discuss your requirements.

As part of our service we will:

- All work will be carried out by or under the supervision of an experienced solicitor. We will meet with you to take your instructions including identifying the legally appointed executors or persons entitled to take out the probate based on your family information
- Complete the Probate application paperwork and meet with you again to sign the documents
- Make the application to the Probate Registry
- Obtain the Probate and send to you
- On average, obtaining the grant of probate takes 3-6 months.

Our fees of £800 plus VAT (@20% would be £160.00) are charged on the basis that:

- i. You provide identification documents for you and any other executor.
- ii. You let us have an original death certificate
- iii. We hold the original Will or provide the original and there are no questions relating to it's validity
- iv. You provide a schedule of assets and liabilities which sets out the values and how they are owned, either at the meeting or shortly afterwards
- v. You provide details of all gifts made 7 years proceeding death, including the date and the person who received the gift. This should be provided in a schedule at the meeting or shortly afterwards.
- vi. The gross value of the estate including gifts made in the proceeding 7 years do not exceed £325,000
- vii. The value of lifetime gifts do not exceed £150,000
- viii. There are no Trust assets
- ix. The deceased was domiciled in Wales or England
- x. There are no foreign aspects.
- xi. There are no disputes.

In more complex cases, where an IHT400 form is required then charges increase to £1000 + VAT (@20% VAT would be £200) to £1,200 + VAT (@ 20% VAT would be £240). When an IHT400 form is required and Inheritance Tax is payable then charges increase to £1,500 + VAT (@ 20% VAT would be £300) to £2,000 + VAT (@ 20% VAT would be £400).

If you request us to carry out additional work, we will agree additional charges with you. These are normally calculated based on the time spent working on your instructions at the hourly rate of the person(s) acting on your behalf. We would provide you with an estimate before undertaking such work.

Administration of an Estate

If you would like a more comprehensive service where we assist in all aspects of the estate administration, we would agree a fee on an individual basis once the extent and the nature of the assets of the estate have been identified and you have confirmed instructions of the level of work you wish us to carry out on your behalf.

There are two elements to the fee that we may charge. The first is calculated by reference to time spent working on the estate and the second part by reference to the value of the estate (which may or may not be included).

For the above reasons, the fee varies greatly. We therefore offer a **free** first appointment to discuss your requirements.

As an indication for estates where the gross value of the estate does not exceed £75,000 plus VAT our fees would be in the region of £1,500 plus VAT plus expenses. For estates in excess of this then the fees normally vary between 1% - 3% of the value estate but are based on time spent. In addition, a value element may be charged.

As part of our fee we will:

- All work will be carried out by or under the supervision of an experienced solicitor. We will meet with you to take your instructions including identify the legally appointed executors or persons entitled to take out the probate based on your family information. In some case we will instruct a genealogist. Agree with you what work we will undertake and what work you will undertake.
- Consider papers supplied by you in relation to the actual or potential assets and liabilities of the estate.
- Contact instructions with whom an asset or liability may be held or owed and obtain their confirmation and details of papers required to be completed.
- Prepare the Probate application paperwork and any inheritance Tax accounts required by HMRC. Claim any inheritance Tax allowances available and calculate the amount of inheritance Tax due. Meet with you to complete the paperwork and provide an update regarding the administration of the estate.
- Arrange the payment of inheritance tax due.
- Obtain the probate
- Collect all assets in the estate and settle liabilities.
- Distribute pecuniary and specific legacies
- Apply for HMRC clearance certificate (if required)
- Prepare Estate Accounts for executors / administrators and supply copies or obtain residuary beneficiary approval.
- Distribute residuary estate
- On average dealing with the administration of an estate can take 6-12 months dependent upon the circumstances for example, if property is to be sold it can take longer.

In addition to our fees there are the following expenses which are incurred in estates:

- Probate Registry fees of £300 to obtain the Grant plus £16.00 for each sealed copy of the Grant you require.
- Inheritance Tax which in general terms is charged at the rate of 40% upon the net estate for Inheritance Tax purposes after deduction of available tax allowances.

If a member of the firm is appointed as an executor, then we would incur the following additional expenses:

- Certainty register search – £120 plus VAT (£24.00) approximately.

- Landmark lost assets search – £200 approximately.
- Statutory advertisements for creditors – £250 approximately.

These expenses are optional if a member of the firm is not an executor.

Sometimes additional expenses may be incurred such as fees to sell assets such as property, personal possessions or shares. There may also be income tax, capital gains tax and accountant expenses.

Motoring offences: Fixed fee

Drink driving offence, guilty plea	£450 to £850 plus VAT
Attendance plus written plea in mitigation e.g., careless driving	£200 to £350 plus VAT
Trial on motoring matter	£850 to £2,500 plus VAT
Exceptional Hardship Argument	£600 to £1,000 plus VAT

Summary trials (magistrates court – non motoring)

Guilty plea to summary offence	£350 to £900 plus VAT
Trial- Summary offence external barrister is instructed)	£800 to £5000 plus VAT (not including if an

Fee includes:

- Limit of 2 hours attendance/preparation:
- considering evidence
- taking your instructions
- providing advice on likely sentence
- Attendance and representation at a single hearing at the Magistrates Court, if appropriate

The fee does **not** include:

- instruction of any expert witnesses
- taking statements from any witnesses
- advice and assistance in relation to a special reasons hearing advice or;
- assistance in relation to any appeal

The key stages of your matter are based on the presumption that you have entered a guilty plea and have a date for your hearing including:-

- Meet with your solicitor to provide instructions on what happened.
- We will consider initial disclosure, and any other evidence and provide advice.
- Arranging to take any witness statements if necessary (this will have an additional cost which you will be advised of if necessary).
- We will explain the court procedure to you so you know what to expect on the day of your hearing, and the sentencing options available to the court.
- We will conduct any further preparatory work, obtain further instructions from you if necessary and answer any follow up queries you have.
- We cannot provide a timescale of when your hearing will take place, as this depends on the court listing for that day.
- We will attend court on the day and meet with you before going before the court. We anticipate being at court for [e.g. half a day].
- We will discuss the outcome with you. If advice is required on appeal, this will carry an additional cost.

Employment tribunal: Range of costs

Our pricing for bringing and defending claims for unfair or wrongful dismissal depends entirely on the complexity involved in your case.

Our fees can range from £1,500 (exc VAT) in simple proceedings to £20,000 + (exc VAT) in cases of high complexity.

We will however work with you to agree a funding option which suits your requirements, which may include fixed fees, advice on specific stages of your case and Damage Based Agreements.

Disbursements

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

You will be fully advised on any disbursements which may be payable at the onset of your case and throughout.

Key stages

The fees set out above cover all 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

Preparation and attendance at Final Hearing, including instructions to Counsel

How long will my matter take?

The time that it takes from taking your initial instructions to the final resolution of your matter depends largely on the stage at which your case is resolved. If a settlement is reached during pre-claim conciliation, your case is likely to take 2-4 weeks. If your claim proceeds to a Final Hearing, your case is likely to take between 6 months and 9 months. 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.

Fixed fee for application for a new premises licence (simple application)

Fixed fee ranging between £1,000 and £1,200 (plus VAT but excluding disbursements)

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.

Application fee (payable to licensing authority) – Amount depends on licensing authority Advertising fee- Amount depends on Newspaper- Range between £100 and £200.

Enquiry agent fees to display public notices - To be confirmed on instruction

Special delivery fee to serve the application £10-25

*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.

Fee includes:

- 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.
- Checking the licence once granted and correcting any errors with the licensing authority.

The 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
- advising on varying the licence
- 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 5-8 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. 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.

Debt Recovery

Much depends on whether your case relates to a one off debt or you are instructing us to carry out Bulk Debt Recovery work for you.

Our hourly rates range from £120-200 (exc VAT), although Fixed Fees will be agreed with you if possible.

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.

Where possible we will of course seek to obtain a costs order against the debtor. Anyone wishing to proceed with a claim should note that:

The VAT element of our fee cannot be reclaimed from your debtor and will be subject to Fixed Costs and Judicial Assessment if not agreed.

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.

Work we will carry out for you:

- Taking your instructions and reviewing documentation
- Undertaking appropriate searches
- Sending a letter before action
- Receiving payment and sending onto you, or if the debt is not paid, drafting and issuing claim, if instructed to do so.
- Where no Acknowledgment of Service or Defence is received, applying to the court to enter Judgement in default
- When Judgement in default is received, write to the other side to request payment
- If payment is not received, providing you with advice on next steps and likely costs
- It is impossible to give an accurate time estimate. Your debt may be paid shortly after receipt of our Letter Before Action. If proceedings are required matters could take up to 6-9months and longer.

Staff, experience & hourly rates

We have an experienced team available to help.

A Partner in each department will have overall responsibility for each matter and will supervise the work. The day-to-day work will often be handled by an Associate or Assistant Solicitor with support from Legal Assistants, Trainee solicitors or Paralegals as required.

We will provide details for the staff member dealing with your matter when confirming our appointment. You can see all members of our team on our website www.gamlins.com