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Civil Litigation Fees

The Fee Earner's hourly rate of £250 plus VAT

Costs may include but not be limited to:

Advice throughout the process, drafting of letters and documents, including Court applications and/or response

Court fees

Counsel's fees

Travel costs

All fees are subject to VAT charged at 20%

Conveyancing Fees

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.

Conveyancer's fees and disbursements

Legal fees

Our fees are banded commencing from £620 plus VAT at 20% for a Freehold sale or purchase between £100,000 and £200,000. Our fees increase by £80 for every additional £100,000 over the initial band. For any transaction over £800,000 please contact the office for an estimate.

Search fees

We request a search fee of £280 on account for searches. The cost of searches depends on the area in which you are buying and if you want a chancery search. Our search bundle covers a personal regulated local authority search, drainage and water search, environmental search and chancel check, the fees for which total approximately £236.

In addition we may have to conduct an identification check and a bankruptcy search. These are normally £6 per person and £2 per person respectively.

HM Land Registry fee

Please visit <https://www.gov.uk/guidance/hm-land-registry-information-services-fees>

Electronic money transfer fee

We charge £30 plus VAT for each telegraphic transfer

VAT payable at the current rate of 20%

The subtotal will depend on the purchase price and number of buyers. An example is as follows:

Purchase Price	£150,000
Hawkridge & Company fees	£620
VAT @ 20%	£124
Fee for sending completion funds	£30
VAT @ 20%	£6
AML Search (Electronic ID Check)	£10
VAT @ 20%	£2
Land Registry Fees	£95
Stamp Duty	£500
Search Bundle	£236
Land Registry Search Fee	£3
Bankruptcy Search Fee	£4
TOTAL	£1,630

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 [here](#).

Estimated total on a £150,000 purchase will be £151,630. Please note Stamp Duty can vary depending on your circumstances. For an exact estimate please contact us.

How long will my house purchase take?

How long it will take from your offer being accepted until you can move in to your house will depend on a number of factors. The average freehold sale or purchase process takes between 4-8 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 26 weeks. However, if you are buying a leasehold property that requires an extension of the lease, this can take significantly longer, between 3 and 6 months. 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 we have suggested some key stages that you may wish to include:

- 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

Purchase of a leasehold residential property

Our fees cover all 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 is in Wales.

Conveyancer's fees and disbursements

Legal fee

Our fees are banded and are £100 more than the purchase/sale of a freehold property due to having to liaise with the landlord and or the management company.

Estimated total: Please see above plus £100 and VAT.

Disbursements

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 separately 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.

Anticipated Disbursements*

- Notice of Transfer fee - This fee if chargeable is set out in the lease. Often the fee is between £50 and £350.
- 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 £350.
- 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 £50 and £350.
- Certificate of Compliance fee – To be confirmed upon receipt of the lease, as can range between £50 and £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 this we receive this information.

Stamp Duty Land 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.

The precise stages involved in the purchase 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
- 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
- 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

How long will my house purchase take?

How long it will take from your offer being accepted until you can move in to your house will depend on a number of factors. The average process takes between 6-12 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 26 weeks. However, if you are buying a leasehold property that requires an extension of the lease, this can take significantly longer, between 3 and 6 months. In such, a situation additional charges would apply.

*** 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 or the preparation of additional documents ancillary to the main transaction

This is the assignment of an existing lease and is not the grant of a new lease

The transaction is concluded in a timely manner and no unforeseen complication arise

All parties to the transaction are co-operative and there is no unreasonable delay from third parties providing documentation

No indemnity policies are required. Additional disbursements may apply if indemnity policies are required.

Please note in certain circumstances we will need to provide you with an estimate before we commence work, especially in circumstances whereby the funding is coming from third parties.

Employment Fees

The Fee Earner's hourly rate of £250 plus VAT at 20%

Our pricing for bringing and defending claims for unfair or wrongful dismissal

Simple case : £750 to £1,000 (excluding VAT)

Medium complexity case : £1,000 to £2,500 (excluding VAT)

High complexity case : £2,500 to £5,000 (excluding VAT)

There will be an additional charge for attending a Tribunal Hearing of £750 per day (excluding VAT).

Generally, we would allow 1 day depending on the complexity of your case.

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 4 – 6 weeks. If your claim proceeds to a Final Hearing, your case is likely to take 12 – 26 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.

Family Law Fees

The Fee Earner's hourly rate of £200 plus VAT at

20% Advice to include but not be limited to:

- Drafting divorce petition
- Applying for a Decree Nisi
- Applying for a Decree Absolute
- Kent Family Mediation Service
- Drafting application for financial remedy proceedings
- Preparation of Form E and associated documents
- Drafting Chronology, Statement of Issues, Form G and Form H
- Arranging representation for Hearings
- Preparation for Final Hearing
- Drafting Final Hearing bundle
- Counsel's fees
- Court fees
- Process Server fees
- Land Registry fees – Office Copy Entries
- Travel costs

All fees are subject to VAT at 20%

Fixed fees

£195 (plus VAT) Fixed Fee Interview available for the following areas of law:

- Contentious Probate
- Divorce & Family
- Employment
- Litigation

For a specific quote or for more information please call 01634 854 381

Immigration Fees

Immigration fees guide

Hourly rate of £195 plus VAT at 20%

The exact number of hours it will take depends on the circumstances in your case. Such as:

- The amount of supporting evidence that we need to consider
- Which language(s) you speak
- Whether you are applying with other dependants

If you are able to provide sufficient evidence at our first meeting and clearly meet the applicable Immigration Rules, the cost is likely to be lower than if further evidence gathering is required or there are issues as regards eligibility.

Of the time spent the work will involve:

- Discussing your circumstances in detail and confirming whether this is the most appropriate application for you to make and what other options may be available to you;
- Giving you advice about the requirements of the Immigration Rules and whether you meet the criteria.
- If you do not fulfil certain criteria, whether this can be overcome and how, which on average takes 1 – 2 hours;
- Considering the supporting evidence you have provided, which we anticipate will take 2 to 4 hours*;
- Where necessary, helping you obtain further evidence (such as medical records and bank statements), including taking statements of any witnesses;
- Preparing your application and submitting it on your behalf, which we anticipate will take 1 – 2 hours;
- Attendance at a Home Office interview: if the Home Office ask you to attend an interview, we will give you clear advice (and discuss the possibility of us attending with you) at the appropriate time. This could be between 2 and 4 hours of work.
- Giving you advice about the outcome of the application and any further steps you need to take.

* The amount of hours depends on the number of documents, whether they need to be translated, whether anything is missing and how long it will take to obtain the missing documents.

Disbursements (not included in costs set out above):

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

Interpreter's fees depend upon the language concerned and range between £65 and £125 per hour. This kind of application will normally require between 2 – 4 hours with an interpreter, depending on the complexity of your case.

Independent expert reports e.g. medical experts. These are not required in many cases: we will let you know as soon as possible if we consider an expert report is necessary.

If there is an interview and we do attend with you, there will be additional disbursements in respect of our mileage/travel expenses and travel time.

The costs quoted here do not include:

Any Home Office fees for making the application. You will pay this to the Home Office directly as part of the application process.

Where the Home Office refuse your application, advice and assistance in relation to any appeal

How long will my application take?

We cannot guarantee how long the Home Office will take to process your application. Please read the current processing times.

We will normally be able to submit this type of application within X weeks of you instructing us, but we will let you know at the earliest opportunity if it is likely to take longer than this.

Please note the anticipated number of hours and fees are an estimate based on the facts above. All applications are likely to vary and of course, we can give you a more accurate estimate once we have more information about your specific case.

Lasting Powers of Attorney Fees

Lasting Power of Attorney – Property & Affairs or Health & Care

£350 + £70 VAT = **£420** + OPG registration fees of £82 per document

Lasting Powers of Attorney – Property & Affairs and Health & Care

£500 + £100 VAT = **£600** + OPG registration fees of £82 per document

Lasting Powers of Attorney – Property & Affairs and Health & Care for Spouses

£750 + £150 VAT = **£900** + OPG registration fees of £82 per document

Preparing Simple Declaration – Single

£150 + £30 VAT = **£180**

Preparing Simple Declaration – Couple

£200 + £40 VAT = **£240**

Swearing or witnessing documents

£11 + £2 for each exhibit – inclusive of VAT

All fees are subject to VAT at 20%

Other Fees

Change of Name Deed

£175 + £35 VAT = **£210**

Statutory Declaration of Solvency

£150 + £30 VAT = **£180**

Fixed Fees

£195 (plus VAT at 20%) fixed fee interview available for the following areas of law:

Contentious Probate

Divorce & Family

Employment

Litigation

For a specific quote or for more information please call 01634 854 381

Probate Fees

Applying for the Grant, collecting and distributing the assets

We offer a full package where we will obtain the Grant of Probate, collect and distribute the assets all at a capped fee of 1.75% of the total assets in the estate plus VAT and disbursements. If there is a registered title for a property that needs to be sold, our fees for the conveyancing process will also be included in the 1.75% fee.

This is a popular choice for our clients as the fees are capped and they know exactly what the fee will be.

Alternatively, you may choose to have the estate charged on a time cost basis, which is charged ranging from an hourly rate of £195 per hour to £300 per hour for work carried out by the Senior Partner. Any conveyancing that is required to be undertaken under this option will be charged separately and will not be included in any estimate provided.

The Value Element

Should you select our time cost basis rate, our charges will also contain an element based on the value of the estate. This is because the value is a reflection on the importance of the matter and, consequently, the responsibility imposed upon the firm. The element of the charge was reviewed in 2003 by the Court of Appeal in **Jemma Trust Co Ltd v Liptrott and Others** and guidance on the appropriate bands and percentages was given, which we set out as follows:

The value element is 1% of the gross estate where the gross estate does not exceed £1,000,000. Thereafter, the value element is reduced in accordance with the following table:

£1,000,001 - £4,000,000	0.5%
£4,000,001 - £8,000,000	1/6%
£8,000,001 - £12,000,00	1/12%
Over £12 million	1/24%

There are also some additional modifications:

- (a) Where calculating the gross estate, the value of any property which does not vest in the Personal Representatives is excluded. Thus, no value element would be charged on a half-share of a property which was owned by the deceased as a beneficial joint tenant, thereby passing to the other joint owner outside of the terms of the will or intestacy rules. A value element will be applicable to property owned as tenants in common.
- (b) Where a Partner (ie: the firm) is appointed as Executor, an additional value element of 0.5% of the gross assets in the estate will apply and be charged up to £1,000,001 as set out in our table above.

To clarify, our charges will therefore normally include both the time element as set out above at £195 per hour (the "hourly rate") and the value element. Our charges do not include VAT or disbursements which will be added to our invoice.

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 lower. If there are multiple beneficiaries, a property and multiple bank accounts, costs will be higher.

We will handle the full process for you and includes estates where:

- There is a valid Will
- There is no more than one property
- There are minimal bank or building society accounts
- There are no other intangible assets
- 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 the fee:

- Probate application fee of £282 which includes 6 additional sealed copies
- Bankruptcy-only Land Charges Department searches (£2 per beneficiary)
- £87.50 Post in The London Gazette – Protects against unexpected claims from unknown creditors and is the current fixed price set by the London Gazette which may be subject to change
- £40–£80 Post in a Local Newspaper – This also helps to protect against unexpected claims and is subject to each individual Newspapers charges, dependent on where the deceased was located and which Newspaper the post is to appear in

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 per additional copy, however, it is usual practice to obtain six at the time of applying for the Grant
- Dealing with the sale or transfer of any property in the estate is not included unless you opt for the estate to be charged at 1.75% of the total assets
- If you require a Deed of Variation to alter entitlements under a will or intestacy, or to make any additional gifts from your inheritance, there will be a further fee
- Unregistered properties or Leasehold properties
- Disputes between beneficiaries, claims against the estate by the DWP or other relatives/persons

How long will this take?

On average, estates that are uncontested and do not require inheritance tax to be paid are dealt with within 6-12 months. Obtaining the Grant of Probate currently takes anywhere between 2 to 20 weeks. Collecting assets then follows, which can take another 12 weeks or more and is subject to the response time of third parties. Once this has been done, we can distribute the assets, which normally takes 1-2 weeks.

Obtaining the Grant of Probate or Letters of Administration only Probate

We can help you through this difficult process by obtaining the Grant of Probate or Letters of Administration on your behalf.

How much does this service cost?

TOTAL: Fixed fee of £750 (plus VAT at 20%) **where no Inheritance Tax is required to be paid.**

This includes: Obtaining the Grant, preparation of the Inheritance Account and Oath for Executor or Administrator.

Breakdown of costs:

Legal fees £750

VAT on legal fees £150

Additional Disbursements:

- Probate court fee of £282 which includes 6 sealed copies of the Grant.
- Bankruptcy-only Land Charges Department searches (£2 per beneficiary).
- Post in The London Gazette for £87.50 – Protects against unexpected claims from unknown creditors and is the current fixed price set by the London Gazette which may be subject to change.
- Post in a Local Newspaper is in the region of £40–£80. This also helps to protect against unexpected claims and is subject to each individual Newspapers charges, dependent on where the deceased was located and which Newspaper the post is to appear in.

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.

As part of our fixed fee we will:

- Provide you with a dedicated and experienced probate solicitor or Chartered Legal Executive Probate Practitioner to work on your matter
- Identify the legally appointed executors or administrators and beneficiaries
- Accurately identify the type of Probate application you will require
- Obtain the relevant documents required to make the application
- Complete the Probate Application and the relevant HMRC forms
- Make the application to the Probate Court on your behalf
- Obtain the Probate and securely send copies to you

Obtaining the Grant of Probate currently takes anywhere between 2 to 20 weeks where there is no inheritance tax to be paid.

If you require help with an estate that does require inheritance tax to be paid, please call our office on **01634 854 381** and we will be able to discuss the matter with you.

Will Fees

Single Will

£175 + £35 VAT = £210

Wills (Spouses)

£275 + £55 VAT = £330

Life Interest Wills

£200 + £40 VAT = £240 (per Will)

Wills – (Discretionary Trust)

£450 + £90 VAT = £540

Single Codicils

£100 + £20 VAT = £120

Codicils (Spouses)

£150 + £30 VAT = £180

Updated: January 2024