

Corporate Services - General Fund

Scale of Charges 2022/23

	(A)	(B)	(C)	(D)		
	<----- 2021/22 ----->		<----- 2022/23 ----->			
	Effective from	01/04/21	01/04/21	01/04/22	01/04/22	VAT Ind
		£	£	£	£	
		Charge Exclusive of VAT	Charge Inclusive of VAT where applicable @ 20%	Charge Exclusive of VAT	Charge Inclusive of VAT where applicable @ 20%	
LEGAL CHARGES - FIXED FEES						
Acquisitions - New builds to be determined at time of negotiation		Minimum £250 (excluding VAT), maximum £1,750 (excluding VAT) unless work exceeds 10 hours (thereafter charged at hourly rate)	Minimum £250 (excluding VAT), maximum £1,750 (excluding VAT) unless work exceeds 10 hours (thereafter charged at hourly rate)	Minimum £250 (excluding VAT), maximum £1,750 (excluding VAT) unless work exceeds 10 hours (thereafter charged at hourly rate)		V
Acquisitions - Individual purchases to be determined at time of negotiation		Minimum £250 (excluding VAT), maximum £650 (excluding VAT) unless work exceeds 10 hours (thereafter charged at hourly rate)	Minimum £250 (excluding VAT), maximum £650 (excluding VAT) unless work exceeds 10 hours (thereafter charged at hourly rate)	Minimum £250 (excluding VAT), maximum £650 (excluding VAT) unless work exceeds 10 hours (thereafter charged at hourly rate)		V
Disposals		Minimum £250 (excluding VAT), maximum £550 (excluding VAT) unless work exceeds 10 hours (thereafter charged at hourly rate)	Minimum £250 (excluding VAT), maximum £550 (excluding VAT) unless work exceeds 10 hours (thereafter charged at hourly rate)	Minimum £250 (excluding VAT), maximum £550 (excluding VAT) unless work exceeds 10 hours (thereafter charged at hourly rate)		V
Shared Equity & DIYSO Lease Enquiries		153.00	183.60	155.83	187.00	V
Shared Equity Lease Extensions		NEW	NEW	650.00	780.00	V
Deed of Consent		392.00	470.40	400.00	480.00	V
Deed of Release of Covenant *		392.00	470.40	400.00	480.00	V
Deed of Variation or Surrender *		392.00	470.40	400.00	480.00	V
Deed of Easement or Wayleaves *		561.00	673.20	571.67	686.00	V
Licence to Occupy		392.00	470.40	400.00	480.00	V
Leases: Commercial (works in excess of 7 hours charged at hourly rate)		729.00	874.80	743.58	892.30	V
Leases: Others * (works in excess of 7 hours charged at hourly rate)		673.00	807.60	686.46	823.75	V
Various and miscellaneous Licences for eg. to assign, alterations, sublet etc. *		392.00	470.40	400.00	480.00	V
Transfer		600.00	720.00	611.67	734.00	V

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	£	£	£	£	
Registering Assignments and Charges	As specified in the lease but normally varies from £40 to £100+ depending on work involved		As specified in the lease but normally varies from £40 to £100+ depending on work involved		**
Preparation Fee for Unilateral Undertakings	Varies from £100 to £150+ depending on work involved plus disbursements		Varies from £100 to £200 per hour.		**
<u>Right to Buy</u>					
Repayment of discount (RTB)	163.00	163.00	166.00	166.00	N
Postponement of Legal charge (RTB)	153.00	183.60	155.83	187.00	V
Lease enquiries (RTB)	153.00	183.60	155.83	187.00	V
Retrospective consents to alterations (RTB)	153.00	183.60	155.83	187.00	V

* If entitled to Community Asset Rent Off-Setting Scheme (a CAROS grant) all fees are discounted by the same percentage/proportion of the grant. Renewals with no significant alterations/amendments charged at an hourly rate

** Follows the same VAT treatment as main supply.

HOURLY RATES (WHERE FIXED FEES DO NOT APPLY)

In accordance with total number of staff hours spent, plus any disbursements, expenses and VAT where applicable

Solicitor 8+ years PQE (per hour)	250.00	300.00	255.00	306.00	V
Solicitor 4 years up to 8 years PQE (per hour)	200.00	240.00	204.17	245.00	V
Solicitor 2 years up to 4 years PQE (per hour)	175.00	210.00	178.33	214.00	V
Paralegal (per hour)	100.00	120.00	101.67	122.00	V
Criminal cases (per hour) :					
Solicitor 8+ years PQE	NEW	NEW	200.00	240.00	V
Legal Professional < 8 years qualified	NEW	NEW	150.00	180.00	V
Flat Rate	150.00	180.00	DELETED	DELETED	V

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	£	£	£	£	
HIRE OF ACCOMMODATION					
<u>Council Offices, Weeley</u>					
Council Chamber:					
3 hour booking or part thereof					
Inside normal hours	33.10	33.10	34.00	34.00	X
Outside normal hours	50.70	50.70	52.00	52.00	X
Additional hourly charge thereafter					
Inside normal hours	13.70	13.70	14.00	14.00	X
Outside normal hours	20.40	20.40	21.00	21.00	X
Room 39:					
3 hour booking or part thereof					
Inside normal hours	28.70	28.70	30.00	30.00	X
Outside normal hours	33.10	33.10	34.00	34.00	X
Additional hourly charge thereafter					
Inside normal hours	10.70	10.70	11.00	11.00	X
Outside normal hours	13.70	13.70	14.00	14.00	X
<u>Town Hall, Clacton</u>					
Connaught Room:					
3 hour booking or part thereof					
Inside normal hours	28.70	28.70	30.00	30.00	X
Outside normal hours	33.10	33.10	34.00	34.00	X
Additional hourly charge thereafter					
Inside normal hours	10.70	10.70	11.00	11.00	X
Outside normal hours	13.70	13.70	14.00	14.00	X

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ADMINISTRATION - GENERAL					
Provision of Council Book for full year <i>Charge shown excludes postage.</i>	85.00	85.00	85.00	85.00	N
Provision of each Council Book	Reimbursement of costs with a minimum of £4.50 plus postage		Reimbursement of costs with a minimum of £4.50 plus postage		N
Provision of Council Constitution per copy	Reimbursement of costs with a minimum of £4.50 plus postage		Reimbursement of costs with a minimum of £4.50 plus postage		N
Provision of Cabinet and Committee Minutes and Reports etc (excluding Planning Committee)	Reimbursement of costs with a minimum of £4.50 plus postage		Reimbursement of costs with a minimum of £4.50 plus postage		N
Provision of Planning Committee Minutes	Reimbursement of costs with a minimum of £4.50 plus postage		Reimbursement of costs with a minimum of £4.50 plus postage		N
Provision of Planning Committee Reports	Reimbursement of costs with a minimum of £4.50 plus postage		Reimbursement of costs with a minimum of £4.50 plus postage		N
Provision of Council Book for full year to political parties represented on the Council. <i>Charge shown excludes postage.</i>					
Up to three copies	No charge		No charge		-
Fourth and subsequent copies	Normal charge applies		Normal charge applies		N
Provision of CD recording of Council Meeting	5.50	5.50	5.50	5.50	N
LOCAL GOVERNMENT ACT 1972					
Access to Information - Inspection of Papers - up to 5 documents	1.00	1.00	1.00	1.00	N
Access to Information - Inspection of Papers - over 5 documents	2.00	2.00	2.00	2.00	N

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ELECTIONS AND ELECTORAL REGISTRATION					
(Statutory Fee)					
Register of Electors:					
Written confirmation of inclusion on current years register	10.00	10.00	10.00	10.00	N
Written confirmation of inclusion on previous years register	20.00	20.00	20.00	20.00	N
Supply of street and postcode index (per side)	1.50	1.50	1.50	1.50	N
Sale of Register - Data Copy:					
Standard Charge	20.00	20.00	20.00	20.00	N
Cost per 1,000 entries in addition to Standard Charge	1.50	1.50	1.50	1.50	N
Sale of Register - Hard Copy:					
Standard Charge	10.00	10.00	10.00	10.00	N
Cost per 1,000 entries in addition to Standard Charge	5.00	5.00	5.00	5.00	N
Sale of Overseas Electors List - Data Copy					
Standard Charge	20.00	20.00	20.00	20.00	N
Cost per 100 entries (or part there of) in addition to Standard Charge	1.50	1.50	1.50	1.50	N
Sale of Overseas Electors List - Hard Copy:					
Standard Charge	10.00	10.00	10.00	10.00	N
Cost per 100 entries (or part there of) in addition to Standard Charge	5.00	5.00	5.00	5.00	N
Sale of Marked Register and Absent Voting Lists - Data Copy:					
Standard Charge	10.00	10.00	10.00	10.00	N
Cost per 1,000 entries (or part there of) in addition to Standard Charge	1.00	1.00	1.00	1.00	N
Sale of Marked Register and Absent Voting Lists - Hard Copy:					
Standard Charge	10.00	10.00	10.00	10.00	N
Cost per 1,000 entries (or part there of) in addition to Standard Charge	2.00	2.00	2.00	2.00	N
Copies of Candidate spending returns and accompanying documents:					
Charge per side	0.20	0.20	0.20	0.20	N
Endorsement of foreign pension certificates (Proof of Life)	25.00	25.00	25.00	25.00	N