

## Corporate Services - General Fund

## Scale of Charges 2023/24

	(A)	(B)	(C)	(D)	
	<----- 2022/23 ----->		<----- 2023/24 ----->		
	Charge Exclusive of VAT	Charge Inclusive of VAT where applicable @ 20%	Charge Exclusive of VAT	Charge Inclusive of VAT where applicable @ 20%	VAT Ind
Effective from	01/04/22	01/04/22	01/04/23	01/04/23	
	£	£	£	£	
<b>LEGAL CHARGES - FIXED FEES</b>					
Acquisitions - New builds to be determined at time of negotiation	Minimum £250 (excluding VAT), Maximum £2,500 (excluding VAT) unless work exceeds 10 hours (thereafter charged at hourly rate)	Minimum £250 (excluding VAT), Maximum £2,500 (excluding VAT) unless work exceeds 10 hours (thereafter charged at hourly rate)	Maximum £2,500 (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 £500 (excluding VAT), maximum £1000 (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 £400 (excluding VAT), maximum £850 (excluding VAT) unless work exceeds 10 hours (thereafter charged at hourly rate)		V
Shared Equity & DIYSO Lease Enquiries	153.00	183.60	171.00	205.00	V
Shared Equity Lease Extensions	650.00	780.00	725.00	870.00	V
Deed of Consent	392.00	470.40	440.00	528.00	V
Deed of Release of Covenant *	392.00	470.40	440.00	528.00	V
Deed of Variation or Surrender *	392.00	470.40	440.00	528.00	V
Deed of Easement or Wayleaves *	561.00	673.20	630.00	756.00	V
Licence to Occupy	392.00	470.40	440.00	528.00	V
Leases: Commercial (works in excess of 7 hours charged at hourly rate)	729.00	874.80	820.00	984.00	V
Leases: Others * (works in excess of 7 hours charged at hourly rate)	673.00	807.60	755.00	906.00	V
Various and miscellaneous Licences for eg. to assign, alterations, sublet etc. *	392.00	470.40	440.00	528.00	V
Transfer	600.00	720.00	670.00	804.00	V
Providing DS1 on repayment of a Charge			112.00	134.00	V
Certificate of Compliance	NEW	NEW	171.00	205.00	V

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Effective from	01/04/22	01/04/22	01/04/23	01/04/23	
	£	£	£	£	
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 £112 to £225 per hour.		**
<u>Right to Buy</u>					
Repayment of discount (RTB)	163.00	163.00	183.00	183.00	N
Postponement of Legal charge (RTB)	153.00	183.60	172.00	206.00	V
Lease enquiries (RTB)	153.00	183.60	172.00	206.00	V
Retrospective consents to alterations (RTB)	153.00	183.60	172.00	206.00	V
Engrossment Fee for Lease/Transfer	NEW	NEW	85.00	100.00	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	265.00	318.00	V
Solicitor 4 years up to 8 years PQE (per hour)	200.00	240.00	212.00	254.00	V
Solicitor 2 years up to 4 years PQE (per hour)	175.00	210.00	185.00	222.00	V
Trainee Legal Executive/Paralegal (per hour)	100.00	120.00	112.00	134.00	V
<b>Criminal cases (per hour) :</b>					
Solicitor 8+ years PQE	NEW	NEW	210.00	252.00	V
Legal Professional < 8 years qualified	NEW	NEW	157.00	188.00	V
Flat Rate	150.00	180.00	DELETED	DELETED	V

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<b>HIRE OF ACCOMMODATION</b>					
<u>Council Offices, Weeley</u>					
Council Chamber:					
3 hour booking or part thereof					
Inside normal hours	33.10	33.10	DELETED	DELETED	X
Outside normal hours	50.70	50.70	DELETED	DELETED	X
Additional hourly charge thereafter					
Inside normal hours	13.70	13.70	DELETED	DELETED	X
Outside normal hours	20.40	20.40	DELETED	DELETED	X
Room 39:					
3 hour booking or part thereof					
Inside normal hours	28.70	28.70	DELETED	DELETED	X
Outside normal hours	33.10	33.10	DELETED	DELETED	X
Additional hourly charge thereafter					
Inside normal hours	10.70	10.70	DELETED	DELETED	X
Outside normal hours	13.70	13.70	DELETED	DELETED	X
<u>Town Hall, Clacton</u>					
Connaught Room/Whitelaw Room:					
3 hour booking or part thereof					
Inside normal hours	28.70	28.70	32.00	32.00	X
Outside normal hours	33.10	33.10	37.00	37.00	X
Additional hourly charge thereafter					
Inside normal hours	10.70	10.70	12.00	12.00	X
Outside normal hours	13.70	13.70	15.40	15.00	X
Committee Room - Information awaited from Kai Aberdeen					

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<b>ADMINISTRATION - GENERAL</b>					
Provision of Council Book for full year <i>Charge shown excludes postage.</i>	85.00	85.00	95.00	95.00	N
Provision of each Council Book		Reimbursement of costs with a minimum of £4.50 plus postage	Reimbursement of costs with a minimum of £5.00 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 £5.00 plus postage		N
Provision of Cabinet and Committee Minutes and Reports etc		Reimbursement of costs with a minimum of £4.50 plus postage	Reimbursement of costs with a minimum of £5.00 plus postage		N
Provision of Planning Committee Minutes		Reimbursement of costs with a minimum of £4.50 plus postage	DELETED		
Provision of Planning Committee Reports		Reimbursement of costs with a minimum of £4.50 plus postage	DELETED		
Provision of Council Book for full year to political parties represented on the Council. <i>Charge shown excludes postage.</i>				DELETED	
Up to three copies		No charge	DELETED		
Fourth and subsequent copies		Normal charge applies	DELETED		
Provision of CD recording of Council Meeting	5.50	5.50	6.15	6.15	N
<b>LOCAL GOVERNMENT ACT 1972</b>					
Access to Information - Inspection of Papers - up to 5 documents	1.00	1.00	1.12	1.12	N
Access to Information - Inspection of Papers - over 5 documents	2.00	2.00	2.24	2.24	N

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<b>ELECTIONS AND ELECTORAL REGISTRATION</b>					
<b>(Statutory Fee)</b>					
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