



# PRICE TRANSPARENCY GUIDE

Parry Davies Clwyd-Jones & Lloyd LLP

January 2025

## **Who is this guide for?**

This guide provides an overview of charges for specific legal services offered to both members of the public and businesses. For individuals, this guide covers areas such as residential conveyancing (including freehold and leasehold sales or purchases, mortgages, and remortgages), probate (uncontested cases with all assets in the UK) and motoring offences (summary-only offences).

The guide covers services for businesses in relation to debt recovery (up to £100,000).

While this guide focuses on these specific areas, we also offer a broad range of additional legal services tailored to meet the diverse needs of our clients. For more information on the full scope of our services, please don't hesitate to get in touch or visit our website. However, Parry Davies Clwyd-Jones & Lloyd LLP do not offer services relating to employment tribunals, immigration matters or licensing applications for business premises.

## **The Solicitors Regulation Authority (SRA) Transparency Rules**

The SRA Transparency Rules aim to help consumers access the information they need to make an informed choice of legal services provider, including understanding what the costs may be. This includes being able to more easily compare information about prices and services that are available from different providers.

The rules require all regulated law firms, and individual freelance solicitors who publish as part of their usual business that they offer certain services, to publish information on the prices they charge for certain services.

At Parry Davies Clwyd-Jones & Lloyd LLP we are committed to providing our clients with a personal, ethical, and friendly service while ensuring transparency in all aspects of pricing. We understand that legal matters can be complex and stressful, which is why we strive to offer clear, competitive, and cost-effective pricing without compromising the quality of our services. Our goal is to build trust through open communication, so you can make informed decisions about your legal needs. We believe in offering fair rates tailored to your unique situation, and we are dedicated to delivering exceptional legal support with integrity at every step.

## **Costs and Disbursements**

Our charges are broken down into costs and disbursements. Disbursements are costs payable to third parties such as Land Registry fees. We handle the payment of the disbursements on your behalf to ensure a smoother process.

VAT is payable on our fees and may be payable on disbursements. It will be charged at a standard rate of 20% unless stated otherwise.

## **Who will deal with your matter?**

Our firm is proud to have a diverse team of solicitors and fee earners, offering a wide range of legal expertise across various fields to meet the needs of both individuals and businesses. Each member of our team brings a wealth of experience and a deep commitment to delivering high-quality legal services. For more information on the qualifications, experience, and areas of expertise of the team members who will be handling your case, please visit our website. Each fee earner will have its own hourly rate, details of which are confirmed in Schedule 1 of this guide.

**Price guide, key stage and time-scale by practice area**

## **Residential Conveyancing**

In all transactions our fees as set out below assume that there are no unforeseen matters such as a defect in the title, complex rights or lack of rights, and there is no unreasonable or unforeseen delay from the other party in the transaction.

### **Who will be dealing with the matter?**

The work would be carried out by an experienced conveyancer.

The Conveyancing Supervisor / Senior Responsible Officer is Natalie Geal who is a Solicitor and Member.

### **Sale and Purchase**

#### **Costs**

Our legal fees will be calculated at 0.5% + VAT @ 20% per transaction on the sale and/or purchase price subject to a minimum fee of £800 + VAT @ 20%. There may be circumstances where your matter is more complex, and should this be the case we will inform you if our costs will be higher.

In some circumstances, the following additional fees will be chargeable:

- Identity and Anti-Money Laundering Check fee (required to verify proof of identification documents and perform the necessary checks): £20 + VAT @ 20% per individual
- Telegraphic Transfer fee (payable for a same-day bank transfer – such a fee applies to every transfer of completion monies and the redemption of a mortgage, as these transfers must be same day transfers ): £35 + VAT @ 20%
- Gifted Deposit fee (if a third party is providing monies towards a purchase): £50 + VAT @ 20%
- Land Transaction Tax / Stamp Duty Land Tax Return fee (charged for preparing and submitting the tax return on your behalf): £75 + VAT @ 20%
- Land Transaction Tax / Stamp Duty Land Tax Refund Claim fee (charged for supplying the necessary documentary evidence and processing the online form) £50 + VAT @ 20%
- Mortgage Administration fee (if there is a Mortgage): £100 + VAT @ 20%
- First Registration fee if the property being sold and/or bought is unregistered: £150 + VAT @ 20%
- Additional drafting fee (e.g. if a bespoke Notice of Transfer, Notice of Charge, Deed of Covenant, Statement of Truth, Statutory Declaration, Private Charge etc. is required): £150 + VAT @ 20%
- Leasehold Property fee (if the property being sold and/or bought has a leasehold title element): £250 + VAT @ 20%
- New Build fee (if the property being bought is a newly built property): £250 + VAT @ 20%
- Shared Equity/Ownership Scheme fee (if you are being assisted in this manner, e.g. if a housing association is providing any form of borrowing): £250 + VAT @ 20%

#### **Disbursements on a sale**

- Land Registry official copy of registers of title: £17.60 (no VAT payable)
- Any additional Land Registry copy documents: £8.80 each (no VAT payable)
- Land Registry Search of the Index Map (where a property is unregistered): £9.80 per search (no VAT payable)
- Land Charges Search / Bankruptcy Search: £7.80 per individual (no VAT payable)

### **Disbursements on a purchase**

- Land Registry Search of the Index Map (where a property is unregistered): £9.80 per search (no VAT payable)
- Land Charges / Bankruptcy Search: £7.80 per individual (no VAT payable)
- Searches (depending on the type of searches required and may be higher): £150 - £300 + VAT @ 20% on some
- Land Registry registration fees: £20 - £1,105 (depending upon the property value - you can check the actual fee on the land registry's website, <http://landregistry.data.gov.uk/fees-calculator.html>, and no VAT payable)
- Land Transaction Tax ("LTT"), if the property is situated in Wales, or Stamp Duty Land Tax ("SDLT"), if the property is based in England: this depends on the purchase price of your property and is also dependent on various factors, such as whether or not the property is your main home (no VAT payable). An estimate of the amount which may have to be paid can be calculated on the following websites:
  - The Welsh Revenue Authority's website (for properties in Wales): <https://beta.gov.wales/land-transaction-tax-calculator>
  - The HMRC's website (for properties in England and Northern Ireland): <https://www.gov.uk/stamp-duty-land-tax/residential-property-rates>

### **Disbursements on a leasehold transaction (in addition to the above)**

- Notice of Transfer fee: this is payable to the Landlord and is usually between £50–£300
- Notice of Charge fee (if the property is to be mortgaged): this is, again, payable to the Landlord and is usually between £50–£300
- Deed of Covenant fee: this is usually payable if there is a management company looking after the property and is usually between £50–£300

These charges depend upon the terms of every individual Lease, and we will be able to give you accurate details once we have received the Lease and any supporting documents. VAT @ 20% may be payable.

### **Key stages in a sale**

1. Take your instructions and give you initial advice.
2. Request and obtain necessary evidence of identification.
3. Checking proof of your ownership of your property.
4. Requesting the Title Deeds from yourself or downloading copies from the Land Registry website.
5. Requesting from you full details of your mortgage (if applicable).
6. Drafting the Contract and submitting the same with supporting documents to the buyer's solicitors.
7. Arranging for you to complete the standard Seller's Property Information Form and Fittings and Contents Form and forwarding these to the buyer's solicitors.
8. Dealing with enquiries and obtaining your instructions in order to prepare the necessary replies.
9. Arranging for you to sign the Contract.
10. Agreeing a completion date.
11. Exchanging Contracts.
12. Requesting a redemption statement from your mortgage company (if applicable).
13. Provide you with a full completion statement detailing the net proceeds of sale.

14. Completing the transaction.
15. Redeeming your mortgage (if applicable) and forwarding any balance monies to yourself in accordance with your instructions.

### **Key stages in a purchase**

1. Take your instructions and give you initial advice.
2. Request and obtain necessary evidence of identification.
3. Check finances are in place to fund the purchase and obtain evidence of source of funds.
4. Receive the Contract documentation and investigate the same.
5. Carry out searches and upon receipt, checking the same.
6. Making any necessary enquiries of the seller's solicitors.
7. Receiving your mortgage offer (if applicable) and checking the same.
8. Providing you with a full Report on Title.
9. Drafting the Land Transaction Tax / Stamp Duty Land Tax return.
10. Arranging to see you to go through the documents and arrange for you to sign the necessary documents.
11. Obtaining the deposit from you.
12. Agree a completion date.
13. Exchange Contracts.
14. Provide you with a full Completion Statement detailing the sum required to complete the purchase.
15. Requesting the funds from yourself and from the mortgage company (if applicable).
16. Completing the purchase.
17. Submitting the application for registration.
18. Submitting the Land Transaction Tax / Stamp Duty Land Tax return (if applicable).
19. Confirming the position to yourself following registration.

### **How long will the conveyancing process take?**

This will depend upon a number of factors, but the average process is between 6-12 weeks. It can be quicker or slower, depending on the number of parties in the chain and whether or not you are obtaining a mortgage for the purpose of a purchase. If a new-build property is being bought, then the developer's timescale is likely to dictate the timescale. Furthermore, each local authority has a different timescale for producing the search results. On busy periods, when the property market is thriving, searches can take longer to be produced.

### **Mortgaging / Re-mortgaging existing residential property**

#### **Costs**

Our legal fees will be calculated at 0.5% + VAT @ 20% of the loan amount subject to a minimum fee of £800 + VAT @ 20%. There may be circumstances where your matter is more complex, and should this be the case, we will inform you if our costs will be higher.

#### **Disbursements**

The disbursements are likely to be the same as those on a sale and a purchase, depending on the lender's requirements.

## **Probate (uncontested cases with all assets in the UK)**

As a firm, we can represent you in obtaining a Grant of Probate or Letters of Administration (this depends on whether the deceased left a Will or not) and administering the estate on your behalf.

### **Who will be dealing with the matter?**

The work would be carried out by a fee earner with experience in estate administration.

The Probate Supervisor is Dafydd Rhun who is a Solicitor and a Member.

### **Costs**

Our charges are based on the time spent dealing with the matter and on the value of the estate. As to the time element, this will be dependent on the hourly rate of the fee earner who has conduct of the matter, as well as the extent and complexity of the estate. We will do our best to give you an estimate of how much we expect these costs to be at the outset of the matter and this will be reviewed on a regular basis. Costs based on time spent usually range between £600 - £6,000 + VAT @ 20%.

As to the value element of the costs, this is charged at a rate of 1% of the value of the estate and is also subject to VAT @ 20%.

It is likely that an Identity and Anti-Money Laundering Check fee (£20 + VAT @ 20% per individual) would be required against each client and beneficiary.

The above estimate does not account for costs in dealing with the sale or transfer of any property, the preparation of any Deed of Variation, specific advice given on tax matters nor in dealing with any investigation by the Department for Work and Pensions or HMRC.

### **Disbursements**

- Probate Application fee: £300 (if value of estate is £5,000 +) plus £1.50 per sealed copy (no VAT payable)
- Land Charges / Bankruptcy Search: £7.80 per individual (no VAT payable)
- The following fees may be payable if the deceased had an interest in any property such as a house or land:
  - Land Registry official copy of registers of title: £17.60 (no VAT payable)
  - Any additional Land Registry copy documents: £8.80 each (no VAT payable)
  - Land Registry Search of the Index Map (where a property is unregistered): £9.80 per search (no VAT payable)
  - Land Charges Search: £7.80 per individual (no VAT payable)
- Property valuation fee (if necessary)
- Contents valuation fee (if necessary)
- Inheritance Tax: this may be payable on the estate and an estimate cannot be given as this will depend entirely on each individual estate
- International Bankruptcy Search (in the event of a legacy being payable to an international beneficiary): a price will be provided at the relevant time as the fee fluctuates and will also be dependent on the beneficiary's country of residence
- If necessary, a fee to place a notice in the London Gazette and local paper (to protect a personal representative against a potential claim): a price will be provided at the relevant time as the fee fluctuates

### **Key stages**

1. Meet the personal representative(s) to take initial instructions and give initial advice.
2. Identify whether there is a Will and if there is no Will considering the Intestacy Rules.
3. Advice in relation to who will be taking out the Probate/ Letters of Administration.
4. Arranging and obtaining relevant valuations.
5. Collecting full details of all the assets and the liabilities of the estate.
6. Preparing the necessary Inheritance Tax forms and Legal Statement to apply for Probate.
7. Arranging payment of Inheritance Tax if due.
8. Submitting the necessary documentation to the Probate Registry and obtaining the Probate/ Letters of Administration.
9. Placing the relevant notices in the London Gazette and local paper (if necessary).
10. Collecting in all the assets and settling all the liabilities.
11. Obtaining identification documents and payment details of all beneficiaries
12. Distributing the pecuniary and specific legacies in the Will.
13. Preparing Estate Accounts for the Executor/ Administrator's approval.
14. Distributing the residue of the estate in accordance with the Will / Intestacy Rules.

### **How long will the process take?**

This can range from 6 months to 24 months depending upon the complexity of the estate. There are some circumstances where it would be unwise for personal representatives to distribute the assets of the estate



## **Motoring offences (summary only offences)**

Legal Aid may be available for matters of this kind depending on the seriousness and complexity of the case and your financial circumstances. The costs information in this section therefore only applies in cases where Legal Aid is not available.

### **Who will be dealing with the matter?**

All work will be carried out at your instructions by a qualified Solicitor.

The Head of Department / Supervisor is Gareth Parry who is a Solicitor.

### **Costs**

Our charges are based on the time spent dealing with the matter. This will be dependent on the hourly rate of the fee earner who has conduct of the matter, as well as the extent and complexity of your case. We will do our best to give you an estimate of how much we expect these costs to be at the outset of the matter and this will be reviewed on a regular basis.

Below, we have set out a guide of our typical costs:-

- Drink/driving offence (guilty plea): £450 - £650 + VAT @ 20%
- Other summary motoring offences (guilty plea): £300 - £600 + VAT @ 20%
- “Exceptional hardship” argument: £450 - £650 + VAT @ 20%
- Submission of written plea in mitigation: £150 - £250 + VAT @ 20%
- Magistrates’ Court trial (not guilty plea): £800 - £2,000 + VAT @ 20%

### **Disbursements**

In some cases, an expert and/or barrister will have to be instructed and the fees will vary from case to case. We will obtain an estimate of these fees for your approval before instructing the relevant third party. These fees will be vatable @ 20%.

### **Key Stages**

1. Meeting with you to take instructions and give general advice.
2. Considering initial disclosure and any other evidence.
3. Arranging to take any witness statements, if necessary (this may have an additional cost, and you will be notified of an estimate of those costs).
4. Explaining the Court procedure and advising you of the sentencing options that will be available to the Court.
5. Preparing for the Court hearing.
6. Attending the Court with you on the day, meeting you before hand for a short discussion.
7. Discussing the outcome with you and if advice is required on a possible appeal, there will be an additional charge.

### **How long will my case take?**

This will depend upon whether you plead guilty or not guilty and the availability of time at the Court.

## **Debt recovery (up to £100,000)**

Below you will find an estimate of our costs in relation to debt recover arising as a result of an unpaid invoice. The fees detailed below relate to a case which is not disputed by the other side and where no enforcement action is required in respect of the judgment awarded by the court. Should the other side contest/defend/dispute the claim at any point, we will then discuss any further work required with you and provide you with revised costs estimates, if necessary, which, depending on the nature of the particular case be on an hourly rate basis or on a fixed fee basis

### **Who will be dealing with the matter?**

All work will be carried out at your instructions by a qualified Solicitor (assisted in some cases by a Trainee Solicitor).

The Head of the Debt Recovery Department / Supervisor is Euros Clwyd-Jones who is a Solicitor and a Member.

### **Costs**

Our charges are based on the time spent dealing with the matter. This will be dependent on the hourly rate of the fee earner who has conduct of the matter, as well as the extent and complexity of your case. We will do our best to give you an estimate of how much we expect these costs to be at the outset of the matter and this will be reviewed on a regular basis.

### **Key Stages**

Below, we have outlined the steps in a typical case and an estimate of the typical costs for each step.

1. Meet with you to take your initial instructions, give initial advice, send a letter before action: £300 - £650 + VAT @ 20%
2. If the debt is not paid, drafting initial claim: £300 - £500 + VAT @ 20%
3. When no acknowledgement of service or defence is received, applying to the Court to enter judgment in default. If payment of the judgment is not obtained, providing you with advice on the next steps in relation to enforcement of the likely cost: £300 + VAT @ 20%
4. If a defence is filed, we will discuss the cost estimates with you before proceeding any further. Throughout the case we will consider whether alternative dispute resolution or mediation would be appropriate and if so, we will provide you with a cost estimate of such process.

### **Disbursements**

- Court Fees (no VAT @ 20%): the fee is determined by reference to the value of the claim and further details can be found on HMCTS's website (<https://www.gov.uk/government/publications/fees-in-the-civil-and-family-courts-main-fees-ex50/civil-court-fees-ex50>)
- Expert's fee: In some cases, an expert, e.g. surveyor, engineer, will have to be instructed and the fees will vary from case to case. We will obtain an estimate of these fees for your approval before instructing the relevant third party. These fees will be vatable @ 20%
- Counsel (Barrister's) fees: We may need to instruct a Barrister if the matter is complex and their fees will vary depending upon the seniority of the Barrister and the nature of the case. Again, an estimate will be obtained for your approval before anyone is instructed. These fees will be vatable @ 20%

### **How long will the matter take?**

This will depend on a number of factors. If Court action is required and the matter is undisputed, the matter is likely to take 6 - 9 months. If the matter is defended, then it is likely to take between 9 - 18 months. We will endeavour to keep you updated through in relation to the time estimate.

**SCHEDULE 1: Hourly rates**

<b>Fee earner</b>	<b>Hourly Rate</b>
Solicitors and legal executives with over 8 years' experience	£270 + VAT @ 20%
Solicitors and legal executives with over 4 years' experience	£230 + VAT @ 20%
Other solicitors or legal executives and fee earners of equivalent experience	£180 + VAT @ 20%
Trainee solicitors, paralegals and other fee earners	£130 + VAT @ 20%