

## SRA Transparency Rules and Pricing Information

We are required by the Solicitors Regulatory Authority Transparency Rules to provide information about price, service and regulatory matters for certain areas of our work; specifically:

- motoring offences;
- immigration applications (excluding asylum applications);
- debt recovery (up to £100,000); and
- employment tribunal work.

### **Costs information**

Except where we have agreed otherwise with the client, our fees will be based on the time spent dealing with a matter according to our hourly rates.

Other factors may also affect our fees including, for example, complexity, value and urgency of the matter. The amount of time spent on a case will also be influenced by the manner in which the client responds to our requests for information. The timely provision of details / documents requested and up to date information will help us to spend less time on the matter.

To confirm, more detailed costs information and estimates of fees will be included in the client's letter of engagement where possible.

**Please note, that if the matter becomes more complex or protracted then this will incur further cost which will be discussed with the client in advance of this work being undertaken.**

### **Motoring Offences**

Motoring Offences including Speeding, Drink Driving, Careless Driving and Failure to Provide Information offences:

<b>Assumptions</b>	<b>Key Stages and Work Included in Fee Estimate</b>	<b>Work Not Included in Fee Estimate</b>	<b>Indicative Fee Estimate</b>	<b>Centrefield Staff</b>
That there is a hearing date scheduled at which the client will be attending.	<b>Consultation</b>  Considering evidence;  Taking instructions.	Requests for adjournments and permission for the hearing to be heard in the client's absence.	£500 - £1,000 plus VAT  Plus	Edward Canty  Sarah Athi
That there will be an uncontested guilty plea.	<b>Advice</b>  Providing advice on the process and likely outcomes.	Instruction of any expert witnesses.	Counsel's fees which may be in the region of £500-£1,000 plus VAT.	
That there will be no plea in mitigation or special reasons arguments advanced.	<b>Hearing</b>	Taking witness statements.  Advice or assistance in	Please note that there may be other disbursements in the course of a matter which, where possible,	

	Instructing Counsel and liaising with them, the Court and the client regarding arrangements for, and the outcome of, the hearing, including arranging an interpreter if required.	relation to any appeal.	will be discussed with the client before being incurred.	
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Unfortunately, we cannot provide a timescale of when the hearing will take place, as this will depend entirely on when the matter is listed for a hearing by the relevant Court.

### **Immigration Applications**

Immigration applications including visit and work visas under the Points Based System categories, Leave to Remain applications, naturalisation and registration applications, applications for EEA nationals, and family member applications.

<b>Assumptions</b>	<b>Key Stages and Work Included in Fee Estimate</b>	<b>Work Not Included in Fee Estimate</b>	<b>Indicative Fee Estimate</b>	<b>Centrefield Staff</b>
<p>There is sufficient evidence at the outset for us to establish the client's eligibility for leave in the UK.</p> <p>That the client will be completing the application form themselves or provide all the information required for us to complete the necessary forms.</p>	<p>Attending on the client and taking the client's instructions.</p> <p>Review of background information and supporting evidence.</p> <p>Advising on the eligibility for the visa and requirements for that immigration application and any dependents to be included on the same</p>	<p>Advising on and preparation of complex immigration applications in light of previous immigration refusals.</p> <p>Preparation of supporting documents such as drafting letters.</p> <p>Advising on appeals of immigration decisions.</p> <p>Attendance by us at an application centre.</p> <p>Separate applications for family members.</p> <p>The Home Office fees for the application – details of which can be found at the following link:  <a href="https://www.gov.uk/visa-fees">https://www.gov.uk/visa-fees</a>.</p>	£750 - £2,000 plus VAT.	<p>Stuart Baird</p> <p>Sarah Athi</p> <p>Andrew Gartside</p> <p>Jennifer Norris</p> <p>David Anderson</p> <p>Amy Askew</p>

<p>That the client will collate and provide all of the supporting documents required for the application.</p>	<p>application form.</p> <p>Advising on the terms of the immigration application.</p> <p>Advising on the process for the immigration application and the supporting documents required.</p> <p>Advising on current processing times for applications.</p> <p>Completing the visa or immigration application if required.</p> <p>Advising on timelines and the outcome of the application.</p>	<p>Please note that there may be other disbursements in the course of a matter which, where possible, will be discussed with the client before being incurred.</p>		
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The costs of immigration applications will vary depending on the circumstances of the case. Variables will include the amount of supporting evidence provided and its relevance to the case, whether the client is applying with dependents and whether an interpreter or a translator will be required which will come with an additional cost. Any additional costs in this regard will be discussed with the client before being incurred and we can provide the client with a more accurate estimate once we have more information about the specifics of the case.

Timescales for immigration matters will depend upon the time it takes for UK Visa and Immigration to process the immigration application and the earliest date on which an applicant can attend an appointment at a visa application centre. Details on UKVI's estimated processing times can be found at <https://www.gov.uk/visa-processing-times>.

**Debt Recovery (Up to £100,000)**

The recovery of undisputed debts from companies via the commencement of civil proceedings in the County Court (not including proceeding issued through the County Court Business Centre or Money Claim Online service).

Assumptions	Key Stages and Work Included in Fee Estimate	Work Not Included in Fee Estimate	Indicative Fee Estimate	Centrefield Staff
<p>The debt is undisputed and does not lead to contentious court proceedings.</p> <p>The debt is owed by a UK company to another UK company/an individual.</p> <p>That the client will collate and provide all of the supporting documents required to draft the letter before action and, if necessary, commence proceedings.</p>	<p><b>Pre-action</b></p> <p>Taking the client's instructions and reviewing documentation.</p> <p>Drafting a letter before action to the debtor.</p> <p>If the debt is paid, receiving payment, where appropriate, and sending it to the client.</p> <p><b>Commencing proceedings</b></p> <p>Drafting and issuing proceedings in the County Court or High Court.</p> <p>If an Acknowledgment of Service is not received, applying to Court to enter judgment in default.</p> <p>When judgment in default is received, writing to the other side to request payment.</p> <p>If payment is not received within 21 days,</p>	<p>Any work related to contentious court proceedings (e.g. attendance at hearings, draft of witness statements).</p> <p>Undertaking enforcement action to recover any debt, including bailiff fees.</p> <p>Commencing winding up petitions against the debtor company.</p>	<p><b><u>Debt of up to £5,000</u></b></p> <p>Court fee – between £35 to £205 (depending on the value of the debt)</p> <p>Judgment in default application fee - £255</p> <p>Our fees: £500 - £1,500 plus VAT</p> <p><b><u>Debt of up to £5,001 - £10,000</u></b></p> <p>Court fee - £455</p> <p>Judgment in default application fee - £255</p> <p>Our fees: £1,000 - £3,000 plus VAT</p> <p><b><u>Debt of up to £10,001 - £100,000</u></b></p> <p>Court fee – 5% of value of the debt (e.g. debt of £150,000 would incur a fee of £7,500)</p> <p>Judgment in default</p>	<p>Phil Bonner</p>

	providing the client with preliminary advice on next steps and the likely costs of enforcement.		<p>application fee - £255</p> <p>Our fees: £3,000 - £6,000 plus VAT</p> <p>Please note that there may be other disbursements in the course of a matter which, where possible, will be discussed with the client before being incurred.</p>	
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Debt recovery matters typically take between 3 to 20 weeks, depending on whether an undisputed debt is paid at the pre-action stage or whether a judgment in default has to be obtained against the debtor. We cannot, however, provide precise timescales as, if court proceedings have to be commenced, the length of time take to resolve the matter will be heavily dependent upon how quickly the court proceeds with issuing the proceedings and (if necessary) granting judgment in default.

Please note that: (i) if the other party disputes the debt at any point; and/or (ii) if the matter becomes more complex or protracted, then this will incur further costs which will be discussed with the client in advance of this work being undertaken as highlighted above.

In addition, whilst this will be discussed in more detail with the client at the time of the instruction, there is no guarantee that any/all of our legal costs can be recovered from the debtor.

### **Employment Tribunal Work (Claims for unfair or wrongful dismissal)**

Given the fact-sensitive nature of unfair or wrongful dismissal claims, it is difficult to provide a definitive 'total cost' of our services for commencing or defending a claim for unfair or wrongful dismissal. Instead, we have provided a preliminary cost estimate for our services based on the complexity of the case and have banded these into three separate categories: 'Simple complexity', 'Medium complexity' and 'High complexity'.

#### **Degree of complexity and Fee estimate**

<b>Degree of complexity</b>	<b>Indicative Fee Estimate</b>
Simple case	£6,000 - £8,000 plus VAT
Medium complexity case	£8,000 - £12,000 plus VAT
High complexity case	£12,000 - £18,000 plus VAT
Very high complexity case	£18,000 plus VAT upwards

Factors that can make a claim more complex and will therefore impact upon legal costs include, but are not limited to, the following:

- Allegations of discrimination;
- If it is an automatic unfair dismissal claim (e.g. if the claimant has been dismissed after blowing the whistle on their employer);
- If it is necessary to make or defend preliminary applications in advance of the Final Hearing;
- The determination of complex preliminary issues such as whether a claimant is disabled (if this is not agreed by the parties);
- The number of witnesses and documents;
- The number of days required for the Final Hearing (e.g. is it a single day hearing or a multiple day hearing); and
- If one of the parties is a litigant in person.

The time it takes from the receipt of the client's initial instructions to the final resolution of the claim is largely influenced by the stage at which the matter is resolved. By way of example, if the claim is settled during early ACAS conciliation, the claim could be resolved within six weeks. However, if the claim proceeds all the way to a Final Hearing, the case could take between three to nine months (assuming there are no appeals). It is, however, difficult to provide precise timescales, as the time taken to resolve the claim will be heavily dependent upon how quickly the Employment Tribunal is able to undertake administrative tasks relating to the dispute (i.e. dispatching the claim form, listing hearings) which is outside of our control.

#### Key stages

The estimated fees set out above cover all of the work in relation to the following key stages of a claim:

- Receiving initial instructions, reviewing the papers and advising on the merits and likely compensation (this is likely to be revisited throughout the claim and subject to change);
- Entering into early ACAS conciliation;
- Preparing the claim form or the response form;
- Reviewing and advising on the claim form or the response form from other party;
- Exploring settlement;
- 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;
- Drafting witness statements;
- Preparing bundle of documents for the Final Hearing;
- Reviewing and advising on the other party's witness statements;
- Agreeing a list of issues; and
- Preparation and attendance at Final Hearing, including preparing instructions to Counsel and supporting Counsel throughout the Final Hearing.

For the avoidance of doubt, these estimated fees do not include this firm undertaking any of the advocacy at any Preliminary and/or Final Hearing(s).

#### Disbursements

The above fee estimates do not include disbursements, which are costs related to the matter that are payable to third parties (such as the Employment Tribunal and Counsel) and are therefore payable in addition to our own fees.

Costs for Counsel will vary depending on the experience of the advocate and the complexity of the claim. However, prior to any disbursements being incurred with Counsel, this firm's practice is to: (i) obtain a fee estimate for Counsel; (ii) discuss that fee estimate with the client; and (iii) obtain the client's permission for Counsel's fees to be incurred.

Staff

Matthew Bennett

Phil Bonner