

## Fee Guide

### 1. Immigration Matters

#### 1.1 Legal Fee:

In immigration matters we may offer retainership on Hourly or Fixed Fee basis.

Our **Hourly Rates** are as below:

<b>Grade, Qualification and Experience of Fee earner</b>	<b>Hourly Rate</b>	<b>VAT (charged at 20%)</b>	<b>Total</b>
A- Solicitors and legal executives with over 8 years' experience	£300	£60	£360
B- Solicitors and legal executives with over 4 years' experience	£250	£50	£300
C- Other solicitors or legal executives and fee earners of equivalent experience	£200	£40	£240
D- Trainee solicitors, paralegals and other fee earners	£170	£34	£204

The legal fees set out below are charged on the basis of **Fixed Fees**.

<b>Service Description</b>	<b>Legal Fee</b>	<b>VAT (charged at 20%)</b>	<b>Total</b>
<b>One-off Advice via Legal Consultation</b> Ascertaining current circumstances and verbally confirming available options. Providing regulated professional advice and taking client instructions	£300 - £400	£60- £80	£360- £480
<b>One-off Advice via Legal Consultation and formal written advice and guidance via Letter of Instructions</b> Formal advice on client instructions, circumstances, legal position, relevant legislation, eligibility and UKVI compliant documentary requirements as well as preparation of legal strategy to meet client objectives via formal written advice confirmation.	£600	£120	£720

<p><b>One-off Checking Service</b> Taking instructions, checking the completed application form and supporting documents and providing advice in relation to the matter at hand.</p>	<p>£300 - £400</p>	<p>£60- £80</p>	<p>£360- £480</p>
<p><b>Entry Clearance Application – Applying from abroad to join family in the UK</b> Our fees for making an entry clearance application will include consultations, taking detailed instructions, considering documents and advising on timelines, drafting statements, providing a tailored made list of documents specific to your case to support the application, assessing each document to ensure maximum chance of success, making the application, booking an appointment at the visa centre, full preparation of the application pack with detailed legal representations. The cost quoted does not include where the Home Office refuse your application, advice and assistance in relation to any appeal. Spousal/Fiancée/Proposed Civil Partner/Unmarried partner:  Spousal/Fiancée/Proposed Civil Partner/Unmarried partner (If relying on self-employment):  Adult Dependant Relatives:</p>	<p>£1,600- £1,900  £1,800- £2,100  £2,000- £2,200</p>	<p>£320- £380  £360- £420  £400- £440</p>	<p>£1,920- £2,280  £2,160- £2,520  £2,400- £2,640</p>
<p><b>Entry Clearance Application (applying from abroad) including</b></p> <ul style="list-style-type: none"> <li>• students</li> <li>• temporary workers</li> <li>• Ancestry visas (If you are a Commonwealth citizen, have a grandparent who was born in the UK and are able and planning to work in the UK)</li> </ul> <p>Our fees for making an entry clearance application will include consultations, taking detailed instructions, considering documents and advising on timelines, drafting statements, providing a tailored made list of documents specific to your case to support the application, assessing each document to ensure maximum chance of</p>	<p>£1,400 - £1,600</p>	<p>£280- £320</p>	<p>£1,680- £1,920</p>

<p>success, making the application, booking an appointment at the visa centre, full preparation of the application pack with detailed legal representations. The cost quoted does not include where the Home Office refuse your application, advice and assistance in relation to any appeal.</p>			
<p><b>In Country Student</b>  Our fees for making an in country application will include consultations, taking detailed instructions, considering documents and advising on timelines, drafting statements, providing a tailored made list of documents specific to your case to support the application, assessing each document to ensure maximum chance of success, making the application by post or on line where applicable, full preparation of the application pack with detailed legal representations. The cost quoted does not include where the Home Office refuse your application, advice and assistance in relation to any appeal.</p>	<p>£1,000 - £1,300</p>	<p>£200- £260</p>	<p>£1,200- £1,560</p>
<p><b>Entry Clearance – Visit Visa for tourism or visiting friends/family</b>  Our fees for making an entry clearance application will include consultations, taking detailed instructions, considering documents and advising on timelines, drafting statements, providing a tailored made list of documents specific to your case to support the application, assessing each document to ensure maximum chance of success, making the application, booking an appointment at the visa centre, full preparation of the application pack with detailed legal representations. The cost quoted does not include where the Home Office refuse your application, advice and assistance in relation to any appeal.</p>	<p>£1,000 - £1,250</p>	<p>£200- £250</p>	<p>£1,200- £1,500</p>
<p><b>In Country Further Leave to Remain Applications</b>  These include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Spousal</li> <li>• Fiancée</li> <li>• Proposed Civil Partner/</li> <li>• Unmarried partner/</li> </ul>	<p>£1,000 - £1,200</p>	<p>£200- £240</p>	<p>£1,200- £1,440</p>

<ul style="list-style-type: none"> <li>• Family life and Private life routes</li> </ul> <p>Our fees for making an in country application will include consultations, taking detailed instructions, considering documents and advising on timelines, drafting statements, providing a tailored made list of documents specific to your case to support the application, assessing each document to ensure maximum chance of success, making the application by post or on line where applicable, full preparation of the application pack with detailed legal representations. The cost quoted does not include where the Home Office refuse your application, advice and assistance in relation to any appeal.</p>			
<p><b>In Country Indefinite Leave to Remain/ Settlement Applications</b></p> <ul style="list-style-type: none"> <li>• Spousal</li> <li>• Fiancée</li> <li>• Proposed Civil Partner/</li> <li>• Unmarried partner/</li> <li>• Family life and Private life routes</li> </ul> <p>Our fees for making an in country application will include consultations, taking detailed instructions, considering documents and advising on timelines, drafting statements, providing a tailored made list of documents specific to your case to support the application, assessing each document to ensure maximum chance of success, making the application by post or on line where applicable, full preparation of the application pack with detailed legal representations. The cost quoted does not include where the Home Office refuse your application, advice and assistance in relation to any appeal.</p>	<p>£1,000 - £1,200</p>	<p>£200- £240</p>	<p>£1,200- £1,440</p>

<p><b>Long Residence Applications –</b> In Country Long Residence 10 Years (continuous legal residence)</p> <p>In Country Long Residence 20 Years route Our fees for making an in country application will include consultations, taking detailed instructions, considering documents and advising on timelines, drafting statements, providing a tailored made list of documents specific to your case to support the application, assessing each document to ensure maximum chance of success, making the application by post or on line where applicable, full preparation of the application pack with detailed legal representations. The cost quoted does not include where the Home Office refuse your application, advice and assistance in relation to any appeal.</p>	<p>£1,500- £1,900</p> <p>£2,000- £2,400</p>	<p>£300 £380</p> <p>£400 £480</p>	<p>£1,800 £2,280</p> <p>£2,400 £2,880</p>
<p><b>Application from abroad for family members to join EU Citizens in the UK</b> Our fees for making an entry clearance application will include consultations, taking detailed instructions, considering documents and advising on timelines, drafting statements, providing a tailored made list of documents specific to your case to support the application, assessing each document to ensure maximum chance of success, making the application, booking an appointment at the visa centre, full preparation of the application pack with detailed legal representations. The cost quoted does not include where the Home Office refuse your application, advice and assistance in relation to any appeal.</p>	<p>£1,200 - £1,400</p>	<p>£240- £280</p>	<p>£1,440- £1,680</p>
<p><b>Applications for Proof of Residence for EU Citizens and their family members</b> <b>EEA Residence Cards for non EU national family members</b> <b>EEA Registration Certificate for EU nationals</b> <b>EEA Permanent Residence Card / Settled Status</b> Our fees for making an in country application will include consultations, taking detailed instructions, considering documents and advising on timelines,</p>	<p>£1,000 - £1,200</p> <p>£1,000 - £1,200</p> <p>£1,300 - £1,500</p>	<p>£200- £240</p> <p>£200- £240</p> <p>£260- £300</p>	<p>£1,200- £1,440</p> <p>£1,200- £1,440</p> <p>£1,560- £1,800</p>

<p>drafting statements, providing a tailored made list of documents specific to your case to support the application, assessing each document to ensure maximum chance of success, making the application by post or on line where applicable, full preparation of the application pack with detailed legal representations. The cost quoted does not include where the Home Office refuse your application, advice and assistance in relation to any appeal.</p>			
<p><b>Applying for British Citizenship</b></p> <p><b>Adults</b></p> <p><b>Children under 18</b></p> <p>Our fees for making an in country application will include consultations, taking detailed instructions, considering documents and advising on timelines, drafting statements, providing a tailored made list of documents specific to your case to support the application, assessing each document to ensure maximum chance of success, making the application by post or on line where applicable, full preparation of the application pack with detailed legal representations. The cost quoted does not include where the Home Office refuse your application, advice and assistance in relation to your remedies as there is no right of appeal.</p>	<p>£900 - £1,100</p> <p>£800- £1,000</p>	<p>£180- £220</p> <p>£160- £200</p>	<p>£1,080- £1,320</p> <p>£960- £1,200</p>
<p><b>Appeals</b></p> <p><b>Existing client (non-Asylum)</b></p> <p><b>New client (non-Asylum)</b></p> <p><b>Existing client (Asylum)</b></p> <p><b>New client (Asylum)</b></p> <p>Our fees for lodging and representing an appeal before the First Tier Tribunal will include drafting grounds of appeal, lodging with the Tribunal, consultations, taking detailed instructions, considering documents and advising on timelines, drafting statements, providing a tailored made list of documents specific to your case to support the appeal, assessing each</p>	<p>£1,800 - £2,300</p> <p>£2,000 - £2,500</p> <p>£2,000 - £2,500</p> <p>£2,500 - £3,000</p>	<p>£360- £460</p> <p>£400- £500</p> <p>£400- £500</p> <p>£500- £600</p>	<p>£2,160- £2,760</p> <p>£2,400- £3,000</p> <p>£2,400- £3,000</p> <p>£3,000- £3,600</p>

document to ensure maximum chance of success, preparing court bundles, liaise with the Tribunal, Home Office, a Barrister and any Experts. If the appeal is unsuccessful, the cost quoted does not include any advice and assistance in relation to any onward appeal.			
<b>Applying for family members to join a refugee in the UK</b> Our fees for making an entry clearance application will include consultations, taking detailed instructions, considering documents and advising on timelines, drafting statements, providing a tailored made list of documents specific to your case to support the application, assessing each document to ensure maximum chance of success, making the application, booking an appointment at the visa centre, full preparation of the application pack with detailed legal representations. The cost quoted does not include where the Home Office refuse your application, advice and assistance in relation to any appeal.	£1,000 - £1,200	£200- £240	£1,200- £1,440

## 1.2 Services Excluded:

- Not included in any of the above fees are:
- Any other cost related to your matter that are payable to third parties
- A supplement of £300 + VAT (£60) may apply for each additional dependant / multiple applicants.

## 1.3 Processing Times:

- We aim to submit an application within 2 weeks of receiving all the supporting documents and evidence that we have requested.
- Your caseworker will advise you further and agree a submission date depending on your individual circumstances.
- We cannot guarantee how long the Home Office / Visa Centre will take to process your application. Please refer to the current processing times on the Home Office Website.
  - For inside the UK applications, please visit: <https://www.gov.uk/guidance/visa-decision-waiting-times-applications-inside-the-uk>
  - For outside the UK applications, please visit:

<https://www.gov.uk/guidance/visa-decision-waiting-times-applications-outside-the-uk>

#### 1.4 Disbursements ‘ Fee Paid To The Third Parties’

Some of the common disbursements in immigration matters are:

- **Application fee payable to the Home Office (Application Fee, Biometric Enrolment Fee, International Health Surcharge (IHS) Fee and any Premium Service Supplements)**  
These fees are payable to the Home Office and they vary depending on the type of application being submitted. For further details please visit
  
- **Tribunal fees – first tier (in appeal matters)**  
We will advise you the tribunal fee payable in your matter. For further details please visit:  
<https://www.gov.uk/court-fees-what-they-are>
- **Court of Appeal fees (in appeal matters)**  
If your matter attracts any court of appeal fee, we will advise you accordingly. For further details please visit  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1021422/Form\\_200.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1021422/Form_200.pdf)
- **Other disbursements may include:**  
Depending on your individual matter, there could be a number of other disbursements payable in your matter. We will advise you on the nature and costs of each disbursements before incurring them. Some of other disbursements in immigration matter are:
  - Barrister fees
  - Expert report fees
  - Cost of interpreters if required
  - Translations
  - Attending any Home Office interviews
  - Home Office / Visa fees and any Premium Service supplements
  - Immigration Health Surcharge
  - Court fees
  - Housing Reports for Immigration purposes
  - DNA tests where appropriate

## 4. Employment Matters

### 4.1 Legal Fee

In employment matters we offer retainership on Hourly fee basis. Our hourly rates for employment matters are as below:

<b>Grade, Qualification and Experience of Fee earner</b>	<b>Hourly Rate</b>	<b>VAT (charged at 20%)</b>	<b>Total</b>
A. Solicitors and legal executives with over 8 years' experience	£300	£60	£360
B. Solicitors and legal executives with over 4 years' experience	£250	£50	£300
C. Other solicitors or legal executives and fee earners of equivalent experience	£200	£40	£240
D. Trainee solicitors, paralegals and other fee earners	£170	£34	£204

Our legal fee will vary depending on the complexity of the matter, qualification and experience of the solicitor and time spent. Our legal fee estimates are as below:

<b>Matter Type and Estimated Time Spent</b>	<b>Legal Fee</b>	<b>VAT (charged at 20%)</b>	<b>TOTAL</b>
Simple matter <b>30 – 50 hours</b>	£7,050- £11,750	£1,410 - £2,350	£8,460 - £14,100
Medium complexity matter <b>50 – 100 hours</b>	£11,750- £23,500	£2,350 - £4,700	£14,100 - £28,200
High complexity matter <b>100 – 200 hours</b>	£23,500- £47,000	£4,700- £9,400	£28,200- £56,400

### 4.2 Factors that may affect the complexity of a case and increased costs:

- If it is necessary to make or defend applications to amend claims or to provide further information about an existing claim.
- Defending claims that are brought by litigants in person.
- Making or defending a costs application.
- Complex preliminary issues such as whether the claimant is disabled (if this is not agreed by the parties).
- The number of witnesses and documents.
- If it is an automatic unfair dismissal claim e.g. if you are dismissed after blowing the whistle on your employer.
- Allegations of discrimination which are linked to the dismissal.

#### 4.3 Disbursement (fees payable to third parties)

Disbursement	Fee	VAT (charged at 20%)	TOTAL
Counsel's fees	£1,000 - £30,000	£200 - £6,000	£1,200 - £36,000

- The fees for counsel will vary depending on the level of input required generally and the amount of preparation required for any hearing. On average, the hourly rates would be £210 (inclusive of VAT) for junior counsel and £480 (inclusive of VAT) for senior counsel.
- We would agree any fee with you in advance if counsel was required.

#### 4.4 Work included and key stages

The precise work and stages involved in an employment matter vary according to the circumstances. However, key stages involved in a typical claim are:

- Taking your initial instructions, reviewing the papers and advising you on merits and likely compensation.
- Entering into pre-claim conciliation where this is mandatory to explore whether a settlement can be reached.
- Preparing your response.
- Reviewing and advising on the claim from the other party.
- Exploring settlement and negotiating settlement throughout the process.
- Considering a schedule of loss.
- Preparing for (and attending) a Preliminary Hearing.
- Exchanging documents with the other party and agreeing a bundle of documents.
- Taking witness statements, drafting statements and agreeing their content with witnesses.
- Preparing bundle of documents.
- Reviewing and advising on the other party's witness statements.
- Agreeing a list of issues, a chronology and/or cast list.
- Preparation and attendance at Final Hearing, including instructions to Counsel.

#### 4.5 Services excluded

Our services (within the scope of this costs information) will **not** include any of the following:

- Advising or assisting in relation to any appeal.
- Advising in tax matters i.e. the tax treatment of any settlement; and
- Advising related to pensions.

#### 4.6 Timescales

The time that it takes from 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 5 -10 weeks. If the claim proceeds to a Final Hearing, your case is likely to take 6 – 18 months. 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 your case progresses.

## 5 Family

### 5.1 Legal Fee

In Family Matters we offer retainership on Hourly fee basis. Our hourly rates are as below:

<b>Grade, Qualification and Experience of Fee earner</b>	<b>Hourly Rate</b>	<b>VAT (charged at 20%)</b>	<b>Total</b>
A. Solicitors and legal executives with over 8 years' experience	£300	£60	£360
B. Solicitors and legal executives with over 4 years' experience	£250	£50	£300
C. Other solicitors or legal executives and fee earners of equivalent experience	£200	£40	£240
D. Trainee solicitors, paralegals and other fee earners	£170	£34	£204

### 5.2 Disbursement (fees payable to third parties)

Please note disbursements may vary depending on the type of matter. Some of the common disbursements are listed below.

<b>Disbursement</b>	<b>Fee</b>	<b>VAT (charged at 20%)</b>	<b>TOTAL</b>
Court Fee- Divorce Fee	£593	N/A	£550
Court Fee- Child Contact Order	£232	N/A	£210
Counsel's fees (in the event of court hearing)	£1,000 - £30,000	£200 - £6,000	£1,200 - £36,000

- Please visit <https://www.gov.uk/court-fees-what-they-are> for details on court fee.
- The fees for counsel will vary depending on the level of input required generally and the amount of preparation required for any hearing. On average, the hourly rates would be £210 (inclusive of VAT) for junior counsel and £480 (inclusive of VAT) for senior counsel.
- We would agree any fee with you in advance if counsel was required.

## 6 Civil & Commercial Litigation

### 6.1 Legal Fee

In Civil & Commercial Litigation matters we offer retainership on Hourly fee basis. Our hourly rates are as below:

<b>Grade, Qualification and Experience of Fee earner</b>	<b>Hourly Rate</b>	<b>VAT (charged at 20%)</b>	<b>Total</b>
A. Solicitors and legal executives with over 8 years' experience	£300	£60	£360
B. Solicitors and legal executives with over 4 years' experience	£250	£50	£300
C. Other solicitors or legal executives and fee earners of equivalent experience	£200	£40	£240
D. Trainee solicitors, paralegals and other fee earners	£170	£34	£204

### 6.2 Disbursement (fees payable to third parties)

<b>Disbursement</b>	<b>Fee</b>	<b>VAT (charged at 20%)</b>	<b>TOTAL</b>
Court Fee (if court proceedings are issued)	£35 to £10,000 - depending on the amount you're claiming		£35 to £10,000 - depending on the amount you're claiming
Counsel's fees (in the event of court hearing)	£1,000 - £30,000	£200 - £6,000	£1,200 - £36,000

- Please visit <https://www.gov.uk/court-fees-what-they-are> for details on court fee.
- The fees for counsel will vary depending on the level of input required generally and the amount of preparation required for any hearing. On average, the hourly rates would be £210 (inclusive of VAT) for junior counsel and £480 (inclusive of VAT) for senior counsel.
- We would agree any fee with you in advance if counsel was required.

## 7 Will

We take will instructions on fixed fee basis. Our fixed fee for will are as below:

Type of Will	Legal Fee	VAT (charged at 20%)	Total
Single Will	£300	£60	£360
Mirror Wills	£500	£100	£600