

Chief Officer Decision Notice

For non-key decisions

Notice is hereby given that the following Chief Officer Decision has been made, as delegated by the Cabinet/Cabinet Member or under their delegated authority in the Council's Constitution.

1. NOTICE FOR PUBLICATION

Title of decision	Legal Service Fees and Charges
Name and Title of Chief Officer(s) making the decision	Daniel Toohey Head of Legal Services
Directorate	Corporate Services
Reference No.	1413
Date of decision	29 April 2025
Relevant Ward	N/A

Details of Decision Taken

Decision	The Chief Officer (Head of Legal Services) agrees to: Approve the Fees and Charges including any increases as outlined in the attached Schedule 1 – Legal Services Fees and Charges 2025/2026.
Reason for decision	<p>Legal Services fees and charges have not been reviewed for a number of years and therefore do not reflect inflation or the cost of the service accurately.</p> <p>A recent benchmarking exercise shows the fees and charges currently charged by Legal Services fall below those charged for the same or similar services by other Local Authority legal departments.</p> <p>Not increasing the fees and charges may impact Legal Services' ability to maintain its high-quality, efficient service.</p> <p>Not increasing the fees and charges may result in the discretionary services provided by Legal Services being reduced.</p>
Alternative options considered and rejected	<p>Not to approve the proposed Fees and Charges or increase the current Fees and Charges is not recommended as it would not present best value for the Council and would impact on the ability for Legal Services to maintain its high-quality, efficient service.</p>

Factors considered	There are no relevant corporate considerations or implications in terms of public sector equality duty, stakeholder, internal consultation or HR aspects as a result of this decision.
Report Author & Directorate	Daniel Toohey, Head of Legal Services

Legal and Finance Comments

Finance comments	The proposed amendments to the Fees and Charges have been undertaken in consultation with Finance.
Legal Comments	<p>The Local Government Act 2003 provides a general power to charge for discretionary services.</p> <p>Legal Services confirm there are no legal impediments to the proposed increases.</p>

Appendices / report attached

List here any report / appendices / e.g. tender evaluations or other documentation to be included in support of this decision	Schedule 1 – Legal Services Fees and Charges 2025/2026.
Exempt Classification	Public

Cabinet Member & other Chief Officer consultation

Name and Title of any other Chief Officer(s) you have consulted with and as per any delegation.	N/A
Name and Title of the Cabinet Member you have consulted, and as per any delegation	Councillor Jonathan Bianco Deputy Leader of the Council & Cabinet Member for Corporate Services & Property
Any conflicts of interest declared	N/A

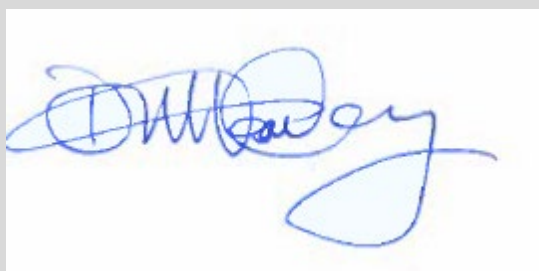
by the Chief Officer making this decision and/or Cabinet Member who is consulted by the officer which relates to the decision - or if dispensation by the CEO was granted to them.	
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Authority for this decision

Detail authority from Cabinet or under delegated authority in the Constitution / Officer Scheme of Delegations	<p><u>Cabinet - November 2024 agreed:</u></p> <p>Delegate authority to the Head of Legal Services, in consultation with the Cabinet Member for Finance & Transformation, to set and vary legal fees chargeable to external third parties in respect of legal work undertaken by or on behalf of the London Borough of Hillingdon. Fees set or varied pursuant to this delegation shall be reported to Cabinet as part of the regular budget reporting processes.</p> <p>Note: the relevant portfolio holder for legal services is the Deputy Leader and Cabinet Member for Corporate Services & Property</p>
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2. APPROVAL

Formal approval by Chief Officer making the decision



SignedDate...29/04/2025.....

Head of Legal Services

Type of Fee/Charge	Type	Current Charge (Residents)	VAT Status	Current Charge (Non-Residents)	VAT Status	Proposed Charge (Residents)	Increase	Proposed Charge (Non-Residents)	Increase	Date of Last Change	Effective Date
Property Fees											
Section 42 Lease Extensions		£1,200		£1,200		1400	16.67%	1400	16.67%		
Certificates of Compliance		£150		£150		157.5	5%	157.5	5%		
Removal of Charge		£60		£60		150	150%	150	150%		
Notices of Charge/Assignment/Transfer	Varies			Varies		Dependent on Lease Terms	0%	Dependent on Lease Terms	0%		
Deeds of Variations		£500		£500		1250	140%	1250	140%		
Deeds of Restriction		£800		£800		1000	25%	1000	25%		
Licences to Assign		£800		£800		850	6.25%	850	6.25%		
Licences to Underlet		£1,500		£1,500		1575	5%	1575	5%		
Licences for Alteration		£1,500		£1,500		1575	5%	1575	5%		
Licences to Occupy		£1,000		£1,000		1050	5%	1050	5%		
Grazing Licences		£800		£800		850	6.25%	850	6.25%		
Deeds of Easement/Wayleaves/ROW		£800		£800		1250	56.25%	1250	56.25%		
Grant of New Shop Lease		£800		£800		1250	56.25%	1250	56.25%		
Renewal of Shop Lease		0		0		100	100%	100	100%		
Grant of New Commercial Premises Lease		£1,500		£1,500		1600	6.67%	1600	6.67%		
Renewal of Commercial Premises Lease		£1,500		£1,500		1575	5%	1575	5%		
Right to Buy		0		0		100	100%	100	100%		
Buybacks		0		0		100	100%	100	100%		
Private Treaty & Auction Disposals	Varies			Varies		1% of sale price		1% of sale price			
Deeds of Surrender		£500		£500		850	70%	850	70%		
Deeds of Surrender & Regrant of Lease		£1,800		£1,800		1890	5%	1890	5%		
Deferred Payment Scheme		0		0		100	100%	100	100%		
Planning Fees											
Section 106 Agreement 1-5 obligations		£3,000		£3,000		5000	66.67%	5000	66.67%		
Section 106 Agreements 6-8 obligations		£5,000		£5,000		7000	40%	7000	40%		
Section 106 Agreements 8-10 obligations		£7,000		£7,000		9000	28.57%	9000	28.57%		
Section 106 Agreements Each Additional Obligation over 10		0		0		1000	100%	1000	100%		
Statements of Intent		£1,000		£1,000		1050	5%	1050	5%		
Unilateral Undertakings - Non Complex		£1,000		£1,000		1050	5%	1050	5%		
Unilateral Undertakings - Complex		£2,000		£2,000		2100	5%	2100	5%		
Unilateral Undertakings used in/for Appeals	Section 106 Scale			Section 106 Scale		5000-9000	66.67%-100%	5000-9000	66.67%-100%		
Deeds of Variation - Basic		£750		£750		1250	66.67%	1250	66.67%		
Section 278 Agreements - Non Complex		£2,000		£2,000		2500	25%	2500	25%		
Section 278 Agreements - Complex		£3,000		£3,000		3500	16.67%	3500	16.67%		
Section 38 Agreements - Non Complex		£2,000		£2,000		2500	25%	2500	25%		
Section 38 Agreements - Complex		£3,000		£3,000		3500	16.67%	3500	16.67%		
Nomination Agreements - Non Complex		£2,000		£2,000		2100	5%	2100	5%		
Nomination Agreements - Complex		£3,000		£3,000		3150	5%	3150	5%		
Bond/Admission/Guarantor Agreements Relating to Admission to LGPS		2000		2000		2100	5%	2100	5%		
Administration Fees											
Engrossment/Sealing Fee		0		0		100	100%	100	100%		
Hourly Rates											
Solicitors and legal executives with 8+ years of experience		£68		£68		£272	300%	£272	300%		
Solicitor and legal executives with 4+ years of experience		68		68		£233	242.65%	£233	242.65%		
Other solicitors or legal executives and fee earners of equivalent experience		68		68		£189	177.94%	£189	177.94%		
Trainee solicitors, paralegals and other fee earners		52		52		£134	157.69%	£134	157.69%		

Schedule 1 – Legal Services Fees and Charges 2025/2026.