

**APPENDIX 1**

HARROGATE BOROUGH COUNCIL					
PLACE-SHAPING & ECONOMIC GROWTH					
SURVEYORS FEES 2019/20					
				2018/2019 Charge	Proposed Charges for 2019/2020
<b>FREEHOLD &amp; LONG LEASEHOLD DISPOSALS</b>		<b>CONSIDERATION</b>		<b>FEE</b>	<b>FEE</b>
Sale of freehold or long leasehold interest		up to £50,000		£1,051	£1,077
<i>NB Consideration is to be taken as sum of all and any benefits paid to the Council</i>		£50,001 - £100,000		£1,576	£1,615
		£100,001 - £250,000		£2,101	£2,154
		£250,001 - £500,000		£2,627	£2,693
		£500,001 - £750,000		£3,152	£3,231
		£750,001 - £1,000,000		£3,678	£3,770
		more than £1,000,000		£3,678 plus £52 per £10,000 of the sale price over £1,000,000	£3,770 plus £53 per £10,000 of the sale price over £1,000,000
Abortive transaction fees				To be agreed having regard to specific circumstances of transaction	To be agreed having regard to specific circumstances of transaction
Small parcels of land where value is up to £7,500		non POS land		£2,101	£2,154
		POS land		£2,627	£2,693
<i>NB for small parcels of land these fees are for combined legal / surveyors fees</i>					
<b>NEW LEASES &amp; LICENCES</b>		<b>COMMENCING ANNUAL RENT</b>		<b>FEE</b>	<b>FEE</b>
<b>Commercial &amp; Business Properties</b>					
Negotiation / agreement of heads of terms for a new occupational lease		£5,000 pa or less		£368	£377
		more than £5,000 pa		7.35% of annual rent agreed	7.53% of annual rent agreed
<i>NB1: fees to be based on principal rent exclusive of any rent free periods or other incentives</i>					
<i>NB2: where a stepped rent is agreed the fee shall be based on the average annual rent up until the first rent review.</i>					
Negotiation / agreement of heads of terms with parties / organisations other than Statutory Undertakers & similar infrastructure organisations for a short term licence of a building or land (including ones to carry out works or for access) of less than 6 months / Tenancy at Will where the licence agreement is prepared by the council's Legal Services dept.		£5,000 pa or less		£158	£162
		£5,000 pa or less		£316	£324
Negotiation / agreement of heads of terms with parties / organisations other than Statutory Undertakers & similar infrastructure organisations for a short term licence of a building or land (including ones to carry out works or for access) of less than 6 months / Tenancy at Will where the licence agreement is prepared by the council's Development dept.		£5,000 pa or less		£324	£332
		£5,000 pa or less		£647	£663
<b>Economic Development Properties (inc Conyngham Hall, Innovation Centre &amp; Orchard Court Knaresborough, Phoenix Business Centre Ripon, New York Mills Summerbridge, King Street Workshops Pateley Bridge)</b>					
Negotiation / agreement of heads of terms for a new occupational lease where standard lease format exists		any level of rent		£210	£215
<b>Garden Licences/Access Licences/Parking Licences</b>					
Negotiation, agreement and documenting a new garden licence		any level of rent		£106	£109
<b>Agreements with Statutory Undertakers &amp; similar infrastructure organisations (inc Network Rail , The Environment Agency etc)</b>					
Negotiation / agreement of a short term lease or licence with a statutory undertaker for permission to carry out works and / or a works compound where agreement will be provided by council's Legal Services team (fee to be determined relative to scale and		any level of rent		£526 minimum	£539 minimum
Negotiation / agreement of a short term lease or licence with a statutory undertaker for permission to carry out works and / or a works compound where agreement will be provided by council's Estates team (fee to be determined relative to scale and urgency of requirement)				£769 minimum	£788 minimum
Negotiation / agreement of terms for a new wayleave or easement (fee to be determined due to complexities and time involved)		any level of rent		£526 minimum	£539 minimum
<b>ESTATE MANAGEMENT FEES</b>		<b>RENTAL LEVEL</b>		<b>FEE</b>	<b>FEE</b>
Consideration and processing of request for consent under a lease to assign / sub-let / under-let		less than £100 pa		£158	£162
Consideration and processing of request for consent under a lease to assign / sub-let / under-let		more than £100 pa		£420	£431
Consideration and processing of a request for landlord's consent under the lease for a change of use, proposed alterations etc		any level of rent		£420	£431
<b>Notes:</b>					
1. The Council reserves the right to review all fees on the 1st April each year for the following twelve month period.					
2. The above fee schedule is for guidance only and in all cases, the Council reserves the right to vary the fees being charges in the event of the negotiations for the transaction being more complex or protracted than initially anticipated. In such cases such reasonable additional charges as are appropriate will be charged but in all such cases the Council will provide advance notice of its intention to charge additional fees.					
3. In circumstances where the Council anticipates charging for surveyors' fees it will notify the other party at the commencement of negotiations					
4. The Council does not in most cases charge VAT on surveyors fees but reserves the right to do so where it is appropriate and /or required to do so in accordance with regulations provided by HMRC.					
5. When a registered charity is responsible for the payment of the council's surveyors' fees a discount of 35% will be applied					
6. The Executive Officer - Strategic Property & Major Projects may exercise discretion to either not charge or vary the level of charge when the council's ability to genuinely conclude a transaction may be prejudiced by the implementation of a surveyors' fee.					