

Commercial Alterations Fee Guide

	Administration & Management Fees (excl. VAT)	Technical Fees ¹ (excl. VAT)	Legal Fees (excl. VAT)
On Initial Application			
Initial Application Fee (payable in <u>all</u> cases)	£150 (fixed fee)	N/A	N/A
Minor Alterations²			
Including: <ul style="list-style-type: none"> i. Reconfiguration of the internal layout (such as the installation of demountable partitioning); ii. Changes to the external appearance of the property (such as signage alterations and shop front redecoration to an alternative colour scheme). 	No additional fee will be payable provided that only simple consent is required in the Landlord's standard form, otherwise you will be responsible for our Estate Management fees and an estimate will be provided on application.	N/A	£100 (fixed fee) – provided that only simple consent is required in the Landlord's standard form, otherwise you will be responsible for our legal fees.
Complex/Major Alterations			
Including: <ul style="list-style-type: none"> i. Alterations to any structural and/or load bearing parts of the property (including the creation of new openings) ii. Alterations to any services and/or service media (including changes to any gas or electrical systems or apparatus) 	All fees will be confirmed upon consideration of your application and the terms of your Lease. A minimum (combined) administration and technical fee of £250 will be payable, in addition to the initial application fee and our legal fees for the negotiation and preparation of a Licence for Alterations.		
Retrospective consents			
Where works have been carried out <u>without</u> our prior consent or approval	£250 plus the initial application fee and our legal fees for the negotiation and preparation of a retrospective Licence for Alterations.		
Inspections			
In all cases, where required by the Landlord, all site meetings and/or Inspection visit(s) both pre-works, during works and post-work, will be separately chargeable	£100 per hour	N/A	

¹ Such fees will include consideration of the application by the Landlord's internal planning department, technical services and projects teams (where applicable).

² Works which affect any structural parts of the Property and or the Building (where the Property forms part of one) and/or any Service Media (such as electrical wiring, gas pipes, meters and associated apparatus) will not generally be considered minor works.