

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	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.