



## LAW OFFICERS OF THE CROWN

### **Fee Schedule** **Valid as at 1<sup>st</sup> January 2017**

This fee schedule replaces any previously issued fee schedule and is to be applied to all invoices on or after 1<sup>st</sup> January 2017.

#### **Contents:**

1.	Loans & Bonds .....	2
2.	Court Applications .....	2
3.	Court proceedings - Swearing in .....	2
4.	Civil Actions .....	2
5.	Property Matters .....	3
6.	Company administration .....	6
7.	Specific Client arrangements .....	6
8.	Advisory and representative work and misc. ....	7
9.	Notary Fees .....	7
10.	HM Receiver General .....	7
11.	Disbursements .....	7
	Appendix 1 .....	8

#### **Version Control**

Version – Final.

#### **Review**

To be reviewed on an annual basis, next 1<sup>st</sup> November 2017 for the financial year 2018.

<b>1. Loans &amp; Bonds</b> (Charges per matter)		Fee effective from 1 <sup>st</sup> January 2017:
States Bonds (Agricultural/Sports, Social Security)		£379.00
<b>Attendance in Court</b>		
Release property from charge or priority request – to be borne by requesting party		£82.00

<b>2. Court Applications</b> (Charges per matter, incl. preparation and application – only if recoverable from non-States entity)		
Terre a l'Amende		£217.00
Salle Publique		£326.00

<b>3. Court proceedings - Swearing in</b> (Charges per official, incl. preparation, application and petitions application – only if recoverable from non-States entity)		
Income Tax Tribunal members, Special Constables, – First official sworn in during sitting		£53.00
Income Tax Tribunal members, Special Constables, – Second and further officials sworn in during sitting		£11.00
Parish Officials		£11.00
Fee for failure to comply with letter instructions		£53.00

<b>4. Civil Actions</b> (Charge per transaction/attendance in relation to Debt Recovery, Evictions, Desastre, Saisie etc., but <b>excluding child-care</b> )		
Drafting of Summonses		£80.00
Attendance in Court		£38.00
Notices of Adjournment		£53.00
Duplicate Summonses		£48.00

<b>5. Property Matters</b>		
<b>CONVEYANCES</b>		
<u>Purchases</u> Drafting of any conveyance for purchase of property (to be borne by purchasing Department)  Plus disbursements.		£524.00
<u>Sales</u>  Reviewing conveyance in regard to the sale of property (to be borne by relevant Department )  Plus the costs (as per this schedule) of any other supplementary documentation necessary to facilitate the sale of the property  Plus disbursements.  Reviewing conveyance for the sale of land with minimal consideration of £100 or less (to be borne by Purchaser)		£197.00 per hour          £274.00
<b>Conveyance by Exchange</b>		
States recipients of request (to be borne by requesting party)		£197.00 per hour
States instigate request (to be borne by relevant Department)		£274.00  Plus disbursements
<b>Deed of Rectification/Reforme</b>		
States recipients of request (to be borne by requesting Advocates)		£197.00 per hour

States initiators of request (paid by instructing Department)		£155.00 plus disbursements
<b>CONCESSIONS</b>		
Coastal Kiosks, Harbour & Airport, Bunkers (to be paid by Concessionaire/user/occupant)		£274.00
<b>LEASES</b>		
<b>Domestic Premises</b>		
States as Landlords (to be borne by Tenant)		
States as Tenants (to be borne by relevant Department)		£197.00 per hour
Occupancy agreements for Service Users Renewals/extension of lease (to be borne by relevant Department)		£166.00 £50.00 £95.00
<b>Commercial Premises</b>		
<b>States as Landlord</b> (to be borne by Tenant)		
<b>Buildings</b>		£197.00 per hour
Fee calculated - (rent over term 1% on first £20,000, then 0.50% over £20,000 - £50,000 0.25% on balance)		Plus disbursement
<b>States as Tenant</b>  (to be borne by Department utilising the premises)		£217.00
<b>Lease of Compounds/areas of land/fields</b> Fixed charge		£130.00
<b>Assignment of Lease</b>		
States as Tenants (to be borne by Department occupying premises)		£82.00

States as Landlord (to be borne by Tenant)		£197.00 per hour
---	--	------------------

<b>Variation to Lease</b>		
<b>States as Landlord</b> (to be recovered from Tenant)		£197.00 per hour
<b>States as Tenant</b> (to be borne by Department occupying premises)		£82.00
<b>RIGHT OF WAY</b>		
<u>States seeking a Right of Way</u> (to be borne by Department seeking right)		£274.00 Plus disbursements
<u>States granting a Right of Way</u> (to be borne by requesting party)		£197.00 per hour
<b>WAYLEAVE/AGREEMENTS</b>		
<u>Requests for rights over States land</u> (cables, drainage, access rights etc.) to be borne by requesting party		£197.00 per hour
<u>States requiring rights in respect of private land</u> (access rights/drainage cabling, pipes etc) (to be borne by requesting Department seeking right)		£197.00 per hour Plus disbursements
<b>Other property related agreements or licences</b>		
Licences to Occupy/Use States land (to be borne by requesting party)		£197.00 per hour
Any other licences/agreements between States and other party (to be borne by requesting Department)		£274.00
<b>Property Miscellaneous</b>		
Departments requesting title research into ownership of boundaries, adjoining property rights etc		No Fee

<b>Land &amp; Property Sark</b>		
Conveyance of land Leases/Licences/Easements		Incl. in SLA
<b>Land &amp; Property Alderney</b>		
Leases/Licences/Easements/Agreements		As above charges

<b>6. Company administration</b> (Charge per company transaction)		
<b>Restorations</b>		
Guernsey companies		£382.00
Alderney companies		Fixed as Appendix 1 (£240.00 as at January 2017)
<b>Migrations</b>		
Guernsey companies		£270.00
Alderney companies		Fixed as Appendix 1 (£120.00 as at January 2017)

<b>7. Specific Client arrangements</b> (Charges as per specific arrangements with clients)	
<b>Sark Chief Pleas</b> Service Level Agreement (until 31/12/2017) – covering the following: <ul style="list-style-type: none"> <li>• legislative drafting &amp; associated advisory work</li> <li>• civil litigation and associated advisory work</li> <li>• contracts commercial and associated advisory work</li> <li>• advisory work on governmental constitutional, electoral and public law matters</li> </ul> <b>except major and complex matters involving significant work streams</b> (to be recharged at hourly rates as quoted in section 8)	£60,963 p.a.
<b>GFSC</b> Service Level Agreement (to be reviewed as part of fee schedule review) - Charge of £275 per hour independent of seniority of lawyer for <ul style="list-style-type: none"> <li>• general advisory work</li> <li>• Commercial litigation</li> <li>• Commercial work (including procurement and contracts)</li> <li>• Corporate work</li> <li>• Property work</li> </ul>	£275.00 per hour
<b>AGCC</b> Service Level Agreement (to be reviewed as part of fee schedule review) - Charge of £275 per hour independent of seniority of lawyer.	£275.00 per hour

<b>HM Receiver General</b> Administration charge		£58,322 p.a.
<b>Seized Asset Fund</b> Administration charge		£1,613 p.a.
<b>8. Advisory and representative work and misc.</b> (Charge per hour to be included in fee note/bills of cost in relation to advisory and representative work and other matters not listed above)		
Law Officers/Director of Legal Services		£759.00
Director		£541.00
Crown Advocate		£432.00
Advocate/Lawyer		£324.00
Conveyancer		£196.00
Paralegal		£173.00
PA/Administration staff		£107.00

<b>9. Notary Fees</b> (charges apply to a commercial service)		
Standard Fee (administering oath or certifying a document)		£45.00
Fee for related exhibit (s) or number of documents to be certified exceed (s) 50 pages		£0.50 per page for each page over first 50.

<b>10. HM Receiver General</b>		
Deceased Estates Administration (where there is a known heir)		£50 per hour

<b>11. Disbursements</b>		
All of the above fees are in addition to the recovery of any costs incurred in line with the <a href="#">Law Officers Chambers' disbursements policy</a> (including but not limited to Greffe, Sheriff, Jurat and other court fees, travel related expenses, copy charges.)		

# Appendix 1

## The Companies (Alderney) Law 1994

## The Companies (Alderney) Law (Fees) Ordinance, 2012

The following fees apply to Alderney companies.

### **Section 107(7) – Late Filing Fees**

Subsection	Fee from 1 <sup>st</sup> January 2017
(a) First Month	£ 80
(b) Second Month	£160
(c) Every Month thereafter	£240

### **Section 108(4)(b) – Fee for Restoration to Register**

	Fee from 1st January 2017
	£240

### **Section 159 (1) – Fees**

**Fees under Section 159(1) have not been increased and remain unchanged for 2017**

Subsection		Fee
(a) Application to Register		£120
(b) Issue of certificate of registration		£39
(c) Declaration of compliance by Public Company		£39
(d) Notice of new registered office		£26
(e) Order to remove company from Registered Office		£26
(f) Full Annual Return		£61
(g) Abbreviated Annual Return		£61
(h) Special Resolution to change company name		£39
(i) Notice of Strike Off		£39
(j) Failure to comply with direction to change registered office		£26
(k) Failure to comply with direction to change company name		£26
(i) Service of written demand to pay a debt		£61
(m) Issue Certificate of Good Standing		£45



## **The Companies (Alderney) Law (Fees) Ordinance 1995**

**Section 2 of this Ordinance levies certain fees not covered in the above laws. These also remain unchanged for 2017**

Subsection		Fee
(a) Return of Allotment		£33
(b) Resolution altering share capital		£33
(c) Redemption of redeemable preference shares		£33
(d) Lodging Inspectors Report		£33
(e) Directors Certificate of shares with no par value		£33
(f) Filing of Court Order		£33
(g) Filing of Special Resolution		£33
(h) Company Search		£13
(i) Photocopying		£1.25
(j) Company Search by facsimile – in addition to (h)		£15
(k) Change of Director or Company Secretary		£26
(l) Documents described in paragraph (h) by scanned image		£30 (first 10 A4 sheets £1.25 each A4sheet thereafter