

# **Community Asset Transfer Policy**

## **fees schedule and undertaking**

CAT re: **Beacon Hill Recreation Ground, Grove Road, Hindhead**

### **Fixed fees:**

- **Asset & Property Team - administrative fee: : £708.33 plus VAT (£850 payable)**

This is a standard charge as set out in the Council's Fees & Charges schedule for 2025/2026. This charge covers the Assets & Property Team administering enquiries to lease or purchase an Asset. The intention of the fee is to ensure value for money for the taxpayer, otherwise the Council will be incurring costs for a disposal they did not seek..

- **Internal Legal - Initial Title Review: £150 plus VAT (£180 payable)**

This charge covers the Waverley Borough Council's Internal Legal Team initial title review. The intention of the fee is to ensure value for money for the taxpayer, otherwise the Council will be incurring costs for a disposal they did not seek.

### **Quote variable fees:**

- **External Valuation fees: from £1800 + VAT + disbursements**

These fees will be dependent on the complexity of the case and will be quoted for on an individual, case by case, basis.

As a minimum it is anticipated the fees will be at least as stated above, but in some instances they will be higher if the asset holding is complex.

No external valuation will be instructed until quotes have been obtained and approval to accept has been obtained from the applicant.

Please note that whilst the applicant is asked to pay for the valuation, the Valuation Report is for Waverley Borough Council use and due to commercial sensitivity cannot be shared with the Applicant or any third parties.

- **Legal conveyancing fees:**

It is anticipated that where possible the conveyancing process will be conducted within the Waverley Borough Council legal department and the minimum charge will be as follows. In cases which are protracted or complex cases which are estimated to exceed these figures the Council's reasonable legal costs will be payable on the basis of an hourly rate of £180 per hour, the Applicant will be advised if it is anticipated that the costs will exceed the fixed fee.

For the financial year 2025/2026 this is:

- for dealing with the transfer of the whole of a title (i.e. a TR1) – **£925.00 per site plus VAT + disbursements**
- for dealing with the transfer of part only of a title (i.e. a TP1) – **£1,450.00 per site plus VAT + disbursements**
- for dealing with the grant of a lease of a site – **£1,575.00 per site plus VAT + disbursements**

In circumstances where the Council legal department are unable to undertake the work due to complexity or available resource the Council reserves the right to outsource the conveyancing work to an External Legal Provider.

The applicant will be advised of this before the External Provider is instructed. The External Legal fees will depend on the type of disposal required for each site and the complexity of the case and the Applicant will be expected to meet these costs in full. Where an External Legal Provider has been instructed there will be an additional standard fee charged by Waverley Borough Council's legal department for overseeing, signing and sealing legal documents of £150 (plus VAT).

In order to continue to progress your current application we will be sending an invoice for the above fixed fees to you within the next few days. Please would you arrange for the fees to be paid according to the invoice (quoting the invoice number).

In the meantime we would be grateful if you could sign and return this undertaking.

**CAT re: Beacon Hill Recreation Ground, Grove Road, Hindhead**

I, ..... of **Haslemere Town Council** have read and understood the information provided for the processing of my application and agree to pay the costs and fees outlined above.

Applicant's Signature \_\_\_\_\_

Name (please print) \_\_\_\_\_

Date\_\_\_\_\_