

## WEST Lothian Council – Property Management & Development

### CHARGING OF FEES

Approved council policy allows the imposition of surveyors and legal fees on certain property transactions. In transactions where the council is purely reacting to the requirements of a third party, and the transaction is largely for their benefit, the council will seek to recover the its reasonably incurred legal and surveyors fees and expenses.

Fees are not recoverable on transactions that are deemed to be of mutual benefit. This would include the majority of the sales in the capital receipts programme; and all leases, lease renewals and rent reviews of the non-operational property portfolio.

The following table sets out the level of fee that will be charged for each type of transaction.

#### NB:

- Please note that the fees are in addition to any consideration for the right or interest being granted.
- In each case where legal fees will be charged, an estimate of the level is given
- Where the beneficiary is a charity or voluntary organization no fee will be charged
- The fees quoted are the minimum level and maybe increased subject to the complexity of the transaction

Property information	PM&D Charge	Legal Fee (estimated)
All enquiries for ownership from the council's property terrier	Free	
Copies of leases, titles etc	Scanned electronic copies are free, but there may be a charge for paper copies.	
Copy of WLC Building insurance policy	Scanned electronic copies are free, but there may be a charge for paper copies.	
Print Out of rent payment records	Free	
<b>Property rights</b>		
Wayleave for utilities	£220	Circa £150
Servitudes	£360	Circa £450
Minutes of Waiver / Standard Securities	£360	Circa £300
<b>Land Sales</b>		
Where the transaction is at the behest of the applicant	£360 on transactions up to £10,000 p.a.	TBC
	£720 on transactions over £10,000 p.a.	TBC
<b>Garden Ground</b>		
Administration fee (non returnable)	£200	Circa £160
Preparation of Deed Plans	£220	
Planning permission (guide)	£440	
<b>Commercial property advertising boards</b>		
Administration fee (non returnable)	£220	
Roundabout Sponsorship	£130	
<b>Landlord Reference</b>		
Retaining Unit within WLC area	£150	
Not Retaining Unit within WLC area	£290	
<b>New leases, Lease Renewals</b>		
Where the transaction is 5 years or more and or at the behest of the applicant	£360 on rents up to £10,000pa	TBC
	£720 on rents over £10,000pa	TBC
<b>Landlords Consent</b>		
E.G. Assignment, sub-lease Alterations	£360 on rents up to £10,000pa	Circa £350
	£720 on rents over £10,000pa	Circa £350

N.B. Please note that all PM&D fees are inclusive of VAT