

**APPENDIX 1
SCHEDULE OF PROPOSED CHARGES**

Task	Approximate Quantity	Approximate Time (Minutes)	Proposed Charge (£)
Leasehold Enquiries	Regularly one a week at least	This is difficult to quantify accurately due to involvement of several service areas but is believed to be 60 – 180 for full set of Enquiries	85
Additional Leasehold Enquiries - per question		15 - one question.	20
Receipt of Notice of Assignment/Transfer/Charge		30 - 60	25
Certificate of Compliance/Right of First Refusal	Fluctuates – depends on housing market	30 - 60	30
Letters/Deeds of Postponement	Fluctuates – depends on housing market	30 - 60	30
Retrospective Consents	Fluctuates – depends on housing market	30 – 60	30
Tree removal works/consents	Rarely required	30	30
Land/property/ boundary ownership	Regularly – one or more a week	30 - 60	30
Copying of documents	Involves retrieval of deed, examination and	15 - 30 Plus 10p per A4 page or 20p per A3 page	15 - 30

	photocopying		
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