



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. Internal redecoration, cosmetic updates, or affixing items to the wall. ii. Changes to the external appearance of the property (such as signage alterations). 	N/A	N/A	£1,750 – may be required if we determine that a licence to alter is necessary.
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. Reconfiguration of the internal layout (such as the installation of demountable partitioning); ii. Alterations to any services and/or service media (including changes to any gas or electrical systems or apparatus) 	N/A	Refer to the tables below: Licence to Alter – Technical Assessment Licence to Alter – Project Monitoring	£1,750 – licence to alter fee.
Retrospective consents			
Where works have been carried out without our prior consent or approval	£500 plus the initial application fee, technical fees and our legal fees for the negotiation and preparation of a retrospective Licence for Alterations.		

- Such fees will include consideration of the application by the Landlord's internal planning department, technical services and projects teams (where applicable).
- 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.

Licence to Alter – Technical Assessment			
Unit Size (ft²)	Retail & Leisure Parks/ Supermarkets (£)	Industrial (£)	Offices (£)
0-4,999	1,600	1,600	1,600
5,000-9,999	2,250	2,000	2,250
10,000-24,999	3,250	3,000	3,250
25,000-49,999	4,500	4,000	4,500
50,000+	5,500	5,000	5,500

Notes:

- Includes for 1 no. site meeting prior to works
- Includes for 1 no. site inspection at completion of works
- Excludes reporting on MEP services.
- Costs include all travel & reasonable disbursements
- Fees for 50,000sqft+ are indicative - actual fee to be based on property specifics (actual size, sector etc)
- Hire of mobile access hoists are excluded - to be recharged

Licence to Alter – Project Monitoring	
Unit Size (ft²)	Fee Per Visit (£)
0-4,999	750
5,000-9,999	1,250
10,000-24,999	1,750
25,000-49,999	2,000
50,000+	3,000

Notes:

- Fee is based on 1 no. site visit and producing an inspection report.
- Excludes reporting on MEP services
- Costs include all travel & reasonable disbursements
- Fees for 50,000sqft+ are indicative - actual fee to be based on property specifics (actual size, sector etc)
- Hire of mobile access hoists are excluded - to be recharged

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.