

## **Transparency in Price and Service**

T. Llewellyn Jones Solicitors is one of Neath's oldest legal practices, established at Guildhall Chambers by the late Thomas Llewellyn Jones (circa 1940). The senior partner and director of the firm is Miss Sara Llewellyn Jones, the daughter of the late Thomas Llewellyn Jones. The practice provides comprehensive personal and commercial legal services by a team specialising in Residential Conveyancing, Commercial Property, Employment Law, Company Law and Business Affairs, Private Client work, Family Law, Personal Injury and Civil/Commercial Litigation.

Our main office is based in the town centre of Neath, with a satellite office trading under the name of Roger E.L. Thomas & Co conveniently located at Station Road, Ystradgynlais.

Our practice follows the Solicitors Regulation Authority's policy on Transparency Rules, and as such provides our prospective clients free access to our fees and the services we offer. The Transparency Rules ensure consumers have the information they need to make an informed choice of a legal services provider, including understanding what the costs may be.

The following is our pricing, the service we offer and staff who will handle your case:-

### **Sara Elizabeth Llewellyn Jones**

Sara Llewellyn Jones is a director and senior partner of the firm. She qualified in 1969 having been articled to her father and has remained in the firm ever since. She has extensive experience in conveyancing, both commercial and domestic, probate, divorce and personal injury. She has undertaken high value divorce cases over a prolonged period, and has been appointed by the court to administer difficult probate disputes. She is also experienced in business leases, boundary disputes and landlord and tenant work.

### **Jeffrey Lock**

Jeffrey Lock is a director of the firm. He qualified in 1985 and has practised in all areas of litigation, but in recent years almost exclusively in family law, particularly in cases concerning children.

### **John Alun Lloyd**

John Alun Lloyd is a director of the firm and a member of our private client department. He has been working in this area since he qualified in 1981. He graduated from Aberystwyth University in 1977 and completed his articles with Swansea solicitors David and Roy Thomas. He is a fluent Welsh speaker.

### **Iwan Jeffreys**

Iwan Jeffreys is a director of the firm and has a Masters Degree in Commercial Law. He has over 20 years experience dealing with wide and varied areas of the law including all aspects of litigation and property. He is a fluent Welsh speaker and would be content to conduct business in the Welsh language.

### **Sian Harris**

Sian Harris is a solicitor in our private client department. She has over 20 years experience in this area, specialising in Residential Conveyancing, Wills, Probate and Court of protection work. She graduated in 1980 from Cardiff University and attended Guildford Law College before completing her articles with Layton's Solicitors in Lincolns Inn. She is a fluent Welsh speaker and joined our law firm in 1989.

### **Stephen Williams Assistant Solicitor**

Stephen Williams qualified as a solicitor in 2012 having completed his training contract with the firm. He practices in several areas of law including: property, civil litigation, and wills and Probate. He acts for both individual and commercial clients in a wide range of property matters, including residential and commercial conveyancing; business leases; boundary disputes; and Landlord and tenant disputes. His civil litigation practice specialises in personal injury and clinical negligence work, acting on behalf of clients in both low and high value claims. He also has experience of acting on behalf of bereaved families at Inquests.

Published cases: [Diane Hopkins & Frances Ryan v The Coroner for Swansea and Neath Port Talbot \[2018\] EWHC 6104 \(Admin\)](#)

### **Caroline Davies Assistant Solicitor.**

Caroline Davies qualified as a solicitor in 2015. She attended the University of Birmingham and completed the Legal Practice Course at the College of Law with distinction. Caroline has been working in our Children Law Department since she qualified and is an accredited member of the Law Society Children Panel which recognises solicitors with particular awareness, knowledge and expertise in this complex area of law.

### **Sarah Horner Assistant Solicitor**

Sarah Horner is a solicitor within the Family Department and deals with all aspects of the breakdown of a relationship to include divorce, financial arrangements and arrangements for children. She completed her training contract with us and has also worked within our Children Law Department. She attended Swansea University and completed her legal practice course at Cardiff University and qualified in 2015

## **CONVEYANCING**

TLJ LAW fees for conveyancing are based on the value of the property being purchased or sold. The amounts set out below do not include VAT nor disbursements, but include the provision of a complete service.

### **SALES Prices:**

Property value up to £80,000	-	£450
Property value up to £120,000	-	£500
Property value up to £200,000	-	£550
Property up to £400,000	-	£650

Property up to £750,000	-	£750
Property up to £1,000,000	-	£1,000
Property over £1,000,000	-	Please telephone to enquire.

**Purchases Prices:**

Property up to £125,000	-	£550
Property up to £175,000	-	£650
Property up to £250,000	-	£750
Property up to £400,000	-	£850
Property up to £750,000	-	£1,050
Property up to £1,000,000	-	£1,600
Property over £1,000,000	-	Please telephone to enquire.

We require a deposit of £150 to be paid on account in respect of search fees for purchases.

An average timescale in respect of sales and purchases would be between 6-8 weeks. For Leasehold Properties which is usually more complex than a freehold sale or purchase. Please telephone.

Our charges for Declaration of Trust are £150 plus VAT.

**Re-Mortgage Prices**

Mortgage up to £250,000	-	£300
Mortgage up to £350,000	-	£400
Mortgage up to £500,000	-	£500
Mortgage up to £1,000,000	-	£750

For mortgages over this amount please telephone to enquire.

Additional fees may be payable if there are unexpected complications or problems e.g issues with the title, unregistered property, building regulation issues, planning permissions, missing documents, access issues or the property is leasehold.

For the sake of clarity the prices quoted are **NOT** inclusive of search fees, land registration fees, disbursements, company registration fees or stamp duty.

A bank transfer fee of £40 is charged per transaction.

## **PROBATE**

Fees for obtaining a Grant of Probate or Letters of Administration are difficult to quantify because estate circumstances vary from case to case. The average cost of obtaining a Grant of Probate/Letters of Administration which would be relatively straightforward and without the need to complete additional HMRC IHT forms together would be in the region of £3,000-£6,000 plus VAT and disbursements.

An indication of the time in which an estate would be completed would be between 6-9 months. The cost of obtaining a Grant of Probate/Letters of Administration without administration of the estate would vary from £500 - £1,200 plus VAT and disbursements.

## **Litigation**

It is difficult to be precise in respect of fees for litigation as this is usually on an hourly rate basis.

Partners and solicitors with over 4 years post qualification experience;

£205 per hour.

Solicitors with up to 4 years post qualification experience, Legal Executives and Paralegals

£175 per hour

Trainee solicitors and Junior Paralegals

£150 per hour

All other staff

£120 per hour

## **Road Traffic Offences/Motoring (Fixed fees)**

Guilty pleas involving 1 hearing - £400 plus VAT and disbursements.

Please note: This fee does not include any further hearings, any additional disbursements, exceptional hardship arguments other than at the same hearing, any additional advice regarding appeal or completion of an appeal notice if the matter extends beyond half a day.

Employment Tribunals (Unfair or Wrongful Dismissal)

To bring or defend a straightforward claim for unfair or wrongful dismissal, our fees are likely to be in the region of £3,000 - £6,000 (excluding VAT) on the basis that the claim is disposed of at a 1 day hearing.

Factors that could make a case more complex:

- Making or defending applications to amend claims or provide further information about an existing claim.
- Defending claims that are brought about by Litigants in person.
- Making or defending a costs application.
- The number of witnesses and documents.
- Allegations of discrimination which are linked to the dismissal or to the employment.

If the claim becomes more complex then we will provide you with an updated estimate of costs.

Disbursements.

Disbursements are costs related to your matter that are payable to third parties. It is anticipated that counsel will be required to represent you at a hearing and an estimate of their fees are between £1,500 - £2,500 plus VAT per day. The fee is dependant on the experience of counsel and location of the hearing.

Key Stages

The fees set out above cover all the work necessary in relation to the following key stages of an Employment Tribunal claim:

- Taking your initial instructions, reviewing the papers and advising you on merits and likely compensation (this is likely to be revisited throughout the matter and subject to change)
- Entering into pre-claim conciliation through ACAS where this is mandatory to explore whether a settlement can be reached.
- Preparing the claim or response.
- Reviewing and advising on a claim or response from other party.
- Exploring settlement and negotiating settlement throughout the process.
- Preparing or considering a schedule of loss.
- Exchanging documents with the other party, reviewing and advising on those documents and agreeing a bundle of documents.
- Taking witness statements, drafting statements and agreeing their content with witness.
- Preparing bundle of documents.
- Reviewing and advising on the other party's witness statements.
- Preparation and attendance at Final Hearing, including Instructions to Counsel (for special advocacy representation at that Hearing).

The stages set out above are an indication only. You may wish to handle the claim process or defence yourself and only receive our advice in relation to some of the stages. This can be arranged to suit your individual needs.

How long will my matter take?

The time that it takes from taking your initial instructions to the final resolution of your matter depends largely on the stage at which your case is resolved. If a settlement is reached

during pre-claim conciliation, your case is likely to take up to four weeks. If your claim proceeds to a Final Hearing, due to the current volume increase in claims involving Employment Tribunal Hearings (and depending on the location of the Hearing) your case could take up to 12 months to conclude. This is just an estimate and we will be able to give you a more accurate timescale once we have more information available to us and as the matter progresses.

#### Employment Tribunals (Unfair or Wrongful Dismissal)

To bring or defend a straightforward claim for unfair or wrongful dismissal, our fees are likely to be in the region of £3,000 - £6,000 (excluding VAT) on the basis that the claim is disposed of at a 1 day hearing.

Factors that could make a case more complex:

- Making or defending applications to amend claims or provide further information about an existing claim.
- Defending claims that are brought about by Litigants in person.
- Making or defending a costs application.
- The number of witnesses and documents.
- Allegations of discrimination which are linked to the dismissal or to the employment.

If the claim becomes more complex then we will provide you with an updated estimate of costs.

#### Disbursements

Disbursements are costs related to your matter that are payable to third parties. It is anticipated that Counsel will be required to represent you at a hearing and an estimate of their fees are between £1,500 - £2,500 plus VAT per day. The fee is dependant on the experience of the Counsel and the location of the hearing.

#### Key Stages

The fees set out above cover all the work necessary in relation to the following key stages of an Employment Tribunal claim:

- Taking your initial instructions, reviewing the papers and advising you on merits and likely compensation (this is likely to be revisited throughout the matter and subject to change)
- Entering into pre-claim conciliation through ACAS where this is mandatory to explore whether a settlement can be reached.
- Preparing the claim or response.
- Reviewing and advising on a claim or response from other party.
- Exploring settlement and negotiating settlement throughout the process.
- Preparing or considering a schedule of loss.
- Exchanging documents with the other party, reviewing and advising on those documents and agreeing a bundle of documents.
- Taking witness statements, drafting statements and agreeing their content with witness.
- Preparing bundle of documents.

- Reviewing and advising on the other party's witness statements.
- Preparation and attendance at Final Hearing, including Instructions to Counsel (for special advocacy representation at that Hearing).

The stages set out above are an indication only. You may wish to handle the claim process or defence yourself and only receive our advice in relation to some of the stages. This can be arranged to suit your individual needs.

How long will my matter take?

The time that it takes from taking your initial instructions to the final resolution of your matter depends largely on the stage at which your case is resolved. If a settlement is reached during pre-claim conciliation, your case is likely to take up to four weeks. If your claim proceeds to a Final Hearing, due to the current volume increase in claims involving Employment Tribunal Hearings (and depending on the location of the Hearing) your case could take up to 12 months to conclude. This is just an estimate and we will be able to give you a more accurate timescale once we have more information available to us and as the matter progresses.