

Wells Burcombe Pricing & Fees for:

IMMIGRATION

This document sets out the pricing guidance for UK immigration applications. Please note that Wells Burcombe LLP (“WB”) does not offer advice regarding asylum applications. WB advises on a broad range of immigration issues. This document provides the information required by the SRA Transparency Rules in relation to the preparation and submission of immigration applications (excluding asylum) and/or the provision of advice and representation at the First-tier Tribunal (Immigration and Asylum Chamber) in relation to appeals against Home Office visa or immigration decisions (excluding asylum appeals). For details of the broader services we provide, including services to companies wishing to sponsor migrants, please contact Melissa Vangeen.

We are committed to price transparency in all our work and for all instructions we will endeavour to provide estimates at the outset based on the specific circumstances of the matter.

FEES

The legal fees for our assistance with immigration applications vary based on the particular application or appeal being made and any complicating factors in the applicant’s circumstances or documents (or lack of such documents). The estimates below are based on straightforward cases in which all documents required under the applicable immigration rules are available (a “Standard Immigration application”). Where we are instructed in relation to a Standard Immigration Application our typical fees for an initial application will be in the range of £900 to £4,000 (per applicant), and for a First-tier Tribunal appeal will generally be in the range of £5,000 to £25,000. Our indicative fees for the more common applications are as follows:

Application Type	Fee (excluding VAT) Valid from January 2020
British Passport	£550
Our fixed fee includes all attendances and written and telephone correspondence with the client and relevant 3 rd parties, assessment of application materials, copying of documents, preparation of application, including all forms required, submission of application and all relevant supporting documents. NB: Fee does NOT include next day/secure postage / translations/any Government fees required/accompanying clients to Home Office sites.	
Compliance Audit (1 Advisor)	£2500
Our fixed fee includes travel to UK site (within M25). Our auditor will carry out a full Home Office style audit, go through records and documentation held on all Migrant workers and advise as to accuracy/compliance. We will provide a full, written report on completion with recommendations and next steps to ensure ongoing compliance	
Compliance Training	£3500
Working with the client, we will devise a tailored package (e.g. Right to Work) and attend client offices to carry out/present to relevant staff. All course materials will be provided.	
RLMT Assistance	£450
Carry out job role assessment/ ensure advertising meets required criteria/demonstrate how to keep compliant records/provide templates for client use. Review on completion prior to RCOS submission.	
Consultation	£300
1 hour at our offices to review all aspects of previous/planned/potential application. Explanation of available options/next steps and full follow up in writing.	
Registering with Tier 5 Scheme	£1500
Review of Corporate Policies	Available on request
To undertake a full review of all company policies and procedures and ensure their compliance with the Immigration Rules. Provide full written summary and remedial action and next steps detail.	
Restricted Certificate of Sponsorship	£450
To draft using information supplied by client.	
The below are Level 1 applications, within the Immigration Rules and as such our fees include all attendances, written including email, and telephone conversations with the client and any relevant third parties (e.g. Home Office/Employer), consideration, preparation and submission of applications and relevant supporting documents both online and in paper format as required. All copying of documents and ongoing updates on status.	Please note our fee does not include next day secure postage/international postage/translations/Government fee's/accompanying clients to Home Office site's. Any additional, foreseeable fee's will be explained in full to you prior to commencement and any additional unexpected sums required will be advised and approved by our client prior to them being incurred.
Croatian Residence	£1200
EEA Family Permit	£1200
EEA Residence Card	£1500
EEA Retained Rights	£3000
EEA Permanent Residence	£1250
Family Visitor Visa (Adult)	£950

Family Visitor Visa (Child)	£550
Spouse Entry Clearance/LTR	£1800
Child Entry Clearance/LTR	£1250
Elderly Dependant	£2995
Spouse Extension	£1500 - 1750
Spouse Indefinite Leave to Remain	£1800
Business Visit Visa (6 Months)	£950
Business Visit Visa (2 years]	£1025
Business Visit Visa (over 2 years)	£1550
Our fixed Tier 2 fees below include full end to end support service.	
Tier 2 General	£1500
Tier 2 ICT - Long Term Staff	£950
Tier 2 Settlement (in UK)	£1800
Leave to Remain - other	£1500
Marriage Visitor Visa	£950
Naturalisation	£1500
No Time Limit	£1500
Offshore Worker	£950
Replacement BRP Card	£1000
Right of Abode	£1000
Right to Work checking	£500
Sole Representative	£2500
Sponsor Reporting - Sponsor Change	£500
Sponsor Reporting - Migrant	£60
Adding a Tier to Sponsor Licence	£1500
	£2000
Sponsor Licence Application	
Sponsor Licence renewal - standalone	£1500
Annual COS Allocation request	£500
Tier 1 Entrepreneur - Extension	£2,000-3,000
Tier 1 Entrepreneur - ILR	£5,000
Tier 1 Exceptional Talent	£2,000
Tier 1 General ILR	£1500
Tier 1 General ILR Self Employed	£1550
Tier 1 Investor - Initial Application	£9,000-11,000
Tier 1 Investor - Extension	£9,000-11,000
Tier 1 Investor ILR	£9,995
Tier 4 Student	£1650
Tier 5 Religious Worker	£950
Tier 5 Sports and Creative	£500
Tier 5 Youth Mobility	£950
Vignette Transfer	£700
Transfer of Conditions	£950
UK Ancestry Entry Clearance	£1000
UK Ancestry ILR	£1500

Premium Service	£500
Priority Postal Service Charge	£450
To secure a booking for applicants to use the PPS, fill out all necessary forms and documentation and submit as a Priority.	
English Language/NARIC Coordination	£350
To work with the client and the UK NARIC system to gain required written approval from NARIC for English language/educational qualifications in support of applications.	
PBS Dependant Unmarried Partner	£1200
PBS Dependant separate application	£1300
PBS Dependant at same time	£500

The fee ranges above assume that:

- this is a standard application and that no unforeseen matters arise, including for example (but not limited to) the amount of supporting evidence that we need to consider or any missing documentation;
- the applicant has no adverse immigration history (such as previous breaches of immigration rules) or criminal record which may affect the application;
- the matter is concluded in a timely manner and no unforeseen complication arise; and
- all parties to the application (including any dependants) are co-operative and there is no unreasonable delay from you or any third parties.

Such issues may have a significant impact on cost. We work in accordance with fixed fees and a fixed fee will be agreed at the outset of any piece of work. The fee ranges and hourly rate do not include VAT (currently at 20%) which will be added to the invoice, nor do they include any associated disbursements (see below). Please note, the anticipated fees are an estimate based on the assumptions above. All applications are likely to vary and, of course, we can give you a more accurate estimate once we have more information about your specific case.

Factors that may result in a case being considered more complex may include (but are not limited to):

- the amount of communication (phone calls, emails etc) and other correspondence received from you or others involved in your application being excessive;
- information not being provided to us promptly and/or is incomplete and inaccurate;
- requested documents not being made available within a reasonable period;
- collections of documents not being set out in an ordered manner by reference to any application;
- documents or information not being in line with checklists we provide;
- documents requiring multiple changes; and
- third party organisations (such as accountants, banks, translators or employers) failing to provide us with information and documentation in a timely and logical manner.

Please note that our fees will be payable regardless of the outcome.

KEY STAGES

The fee ranges above are intended to cover the work required in relation to the key stages of an immigration application and/or appeal, which may include:

- discussing your circumstances in detail and confirming the most appropriate application for you to make and any other options that may be available to you;
- giving you advice about the requirements of the law and whether you meet the criteria;
- considering your supporting documents;
- preparing your application and submitting it on your behalf
- giving you advice about the outcome of the application and any further steps you may need to take;
- preparing your grounds of appeal;
- taking witness statements, drafting statements and agreeing their content with witnesses;
- preparing the bundle of documents for the hearing; and
- preparation and attendance at the Appeal Hearing, including instructions to Counsel.

The stages set out above are an indication of the process where the application and/or appeal is relatively straightforward. If there are complex factors or (for an appeal) multiple witnesses, fees may increase, or if some of the stages are not required, fees may decrease. We will be able to give you a more accurate assessment of costs and time when we have been able to assess your individual case and documentation. We will endeavour to provide information regarding the costs of any particular stage of an appeal as the matter progresses.

HOW LONG WILL THE MATTER TAKE?

The time that it takes from taking initial instructions to issuing your application will depend on the complexity of your case and the documents involved. The timing of your application may also be dependent on your circumstances, intended travel and/or the expiry date of your existing leave to remain in the UK. We cannot guarantee how long the Home Office will take to process your application.

DISBURSEMENTS

Disbursements are costs related to the claim that are payable to third parties, such as Home Office fees, counsel's fees, courier costs, travel costs, etc. and do not make up our legal fees.

Disbursements will vary from matter to matter, but for a typical visa application or appeal we would expect to see some (or all) of the following disbursements:

- Home Office fees (including the Immigration Health Surcharge);
- Added Value Service fees (such as fees for same day decisions or a VIP service);
- ID checks;
- photocopying;
- counsel's fees; and
- costs of travel to and from hearings or offsite meetings.

THE TEAM

Your matter will be handled by WB's Immigration team. If you instruct us we will provide you with the names of individual lawyers who will be acting on your matter, including who will be responsible for overall supervision.

For a more accurate quote or to discuss instructing us please contact Melissa Vangeen, Head of the Immigration team on 01727 840900 or via email melissa.vangeen@wellsburcombe.co.uk.

DISCLAIMER

This document is for general information only. It is not legal advice and should not be acted or relied on as being so, accordingly WB disclaims any responsibility. It does not create a solicitor-client relationship between WB and any other person. Legal advice should be taken before applying any information in this document to any facts and circumstances.