

## Out-of-Pocket Expenses

In addition to the agreed professional fee, we reserve the right to recharge all reasonable out-of-pocket expenses necessarily incurred in the performance of our services. These may include travel, accommodation, planning searches, legal documents, and third-party costs. All such expenses will be charged at cost unless otherwise agreed.

<u>Category</u>	<u>Description</u>	<u>Charge Basis</u>
<b>Travel and Mileage:</b>	Travel to and from site inspections, meetings, or local authority offices	HMRC-approved mileage rate (e.g. £0.45/mile) or public transport fare
<b>Accommodation:</b>	Overnight stays required for remote site visits or inspections	Actual cost (mid-range business standard)
<b>Subsistence:</b>	Meals or refreshments during extended site visits or travel	Daily cap or actual cost (reasonable business standard)
<b>Land Registry Fees:</b>	Title docs, title plans, or copies of registers required for valuation or reporting	Actual cost (as per HM Land Registry fee scale)
<b>Planning Searches:</b>	Charges for local authority planning history, consents, or enforcement notices	Actual cost
<b>Mapping and GIS Data:</b>	Purchase of OS maps, aerial images, site plans, or GIS data	Actual cost
<b>Specialist Reports:</b>	Commissioned environmental, structural, or rights of light reports, where needed	Quoted separately or recharged at cost
<b>Professional Photography:</b>	Site photography where required for marketing or valuation reporting	Actual cost (or in-house charge if applicable)
<b>Courier / Special Postage:</b>	Secure delivery of physical documents or legal packs	Actual cost
<b>Printing and Reproduction:</b>	Large-format prints, bound reports, or marketing materials requested by client	Charged per page or at cost
<b>Statutory Declarations / Legal Fees:</b>	Costs incurred to support valuation or boundary evidence	Actual cost (if engaged externally)
<b>Conference Room Hire:</b>	For meetings or presentations arranged off-site at client request	Actual cost
<b>Third-Party Professional Fees:</b>	Surveyors, solicitors, or other experts instructed with client's prior approval	Actual cost or agreed estimate

- All expenses are recharged **at cost** or based on **published rates**, unless otherwise agreed in writing.
- **Receipts or itemised breakdowns** can be provided on request.
- Any **anticipated expenses** should be discussed and agreed **in advance**, particularly for larger or bespoke instructions.
- This list is **not exhaustive**; other project-specific expenses may apply depending on scope.