

SCHEDULE 1

TABLE OF FEES CHARGES AND EXPENSES (excluding Value Added Tax)

1	For preparing and sending a letter advising the debtor that a warrant is with the bailiff and requesting the total sum due	£10.00
<i>Note:</i>	The fee under paragraph 1 can only be recovered if the letter is sent before a first visit is made to the debtor's premises.	
2	For levying distress—	
	(i) Where the sum demanded and due does not exceed £100	£20.00
	(ii) Where the sum demanded and exceeds £100	20% on the first £200; due 5% on any additional sum over £200
3	For attending to levy distress but where the levy is not made, the reasonable costs and charges for attending to levy. The costs and charges are not to exceed the fees and charges which would have been due under paragraph 2 above if the distress had been levied. The costs and charges are subject to taxation under rule 11.	
<i>Note:</i>	The aggregate costs and charges payable under paragraphs 2 and 3 are not to exceed the costs and charges allowed for three attendances to levy distress.	
4	For taking possession—	
	(i) Where a man is left in physical possession (close possession)	£4.50 each day.
	(ii) Where walking possession is agreed	45p each day for the first 14 days; 5p each day thereafter.
<i>Notes:</i>	The charge for walking possession is payable only if a walking possession agreement has been made using Form 8.	
	A person left in physical possession (close possession) must provide his or her own board in every case.	
	The possession fee is payable in respect of the day on which distress is levied, but a fee for physical possession must not be charged where a walking possession agreement is signed at the time when distress is levied.	
5	For appraising (valuing) goods, the reasonable fees, charges, and expenses of the broker. The fees, charges and expenses are subject to taxation under rule 11.	

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

<i>Note:</i>	An appraisal (valuation) shall take place only on the written request of the debtor.
6	For removing goods, or attending to remove goods where no goods are removed, reasonable costs and charges. The costs and charges are subject to taxation under rule 11.
7	For sale— <ul style="list-style-type: none">(i) Where the sale is held on the auctioneer’s premises, 15% of the sum realised to cover the auctioneer’s commission and out-of-pocket expenses, plus the reasonable cost of advertising, removal and storage.(ii) Where the sale is held on the debtor’s premises, 7½% of the sum realised for the auctioneer’s commission, plus out-of-pocket expenses actually and reasonably incurred. The fees, expenses, charges and costs to be subject to taxation under rule 11.
8	Where distress is withdrawn or where no sale takes place, reasonable fees, charges and expenses, subject to taxation under rule 11.
9	For the purpose of calculating any percentage charges, the fraction of £1 is to be reckoned as £1. Any fraction of a penny is to be disregarded.
10	In addition to any amount authorised by this Table, the amount of value added tax payable may be passed on to the debtor by adding an equivalent amount to the sum due.
