

Penalty Charge Notices

Standard Charges

Statutory Charges to the Debtor

1.	For preparing and sending a letter advising the debtor a warrant is with the bailiff and requesting the total sum due	£11.20 +VAT
		<i>The fee under paragraph 1 will only be recovered if the letter is sent before a first visit is made to the debtor.</i>
2.	For levying distress <ul style="list-style-type: none"> • Where the sum demanded and due does not exceed £100.00 • Where the sum demanded and due does exceed £100.00 	£28.00 +VAT 28% on the 1 st £200.00 and 5.5% on any additional sum over £200.00
3.	For attending to levy distress where a levy is not made, the reasonable costs and charges for attending to levy. The costs and charges will not exceed the fees and charges which would have been due under paragraph 2 above, if distress had been levied. The costs and charges are subject to detailed assessment under Rule 11.	
		<i>The aggregate costs and charges payable under paragraph 2 and 3 will not exceed the costs and charges allowed for three attendances to levy.</i>
4.	For taking possession: <ul style="list-style-type: none"> • • Where a person is left in physical possession (close possession) • Where walking possession is agreed 	£5.60 each day 55p each day for the 1 st 14 days, 5p each day thereafter

		<i>The charge for walking possession is payable only if a walking possession agreement has been made using Form 8.</i>
5.	For appraising (valuing goods). The fees, charges and expenses are subject to detailed assessment under rule 11.	The reasonable fees, charges and expenses of the broker
		<i>An appraisal (valuation) shall only take place on the written request of the debtor who will be invited to consider and approve the costs of appraisal in each case.</i>
6.	For removing goods, or attending to remove goods where no goods are removed. The costs and charges are subject to detailed assessment under rule 11. <ul style="list-style-type: none"> • Clamping • • Removals 	Rundle & Co Ltd sees no basis for clamping charges within the legislation. Reasonable costs and expenses
7.	For sale: <ul style="list-style-type: none"> • Where the sale is held at the auctioneers premises • Where the sale is held on the debtors premises 	15% of the sum realised to cover the auctioneer's commission and out of pocket expenses and the reasonable cost of advertising, removal and storage 7.5% of the sum realised to cover the auctioneers commission and out of pocket expenses actually and reasonably incurred
8.	Where distress is withdrawn or where no sale takes place	No Charge
10.		In addition to the amounts specified above, the amount of Value Added Tax payable is passed to the debtor by adding an equivalent amount to the sum due.

Rundle & Co confirms that these charges comply with the current regulations prescribed by the Department for Constitutional Affairs.

