

Central List of Work the Firm will/will not Undertake

Private Client Department

Work undertaken:

Wills
Trusts
Probate and Estate Administration
Affairs of the Elderly including Lasting Powers of Attorney and Court of Protection
Some Land Registration work and Declarations of Trust
Inheritance Tax Planning

Work not undertaken:

International Tax Planning

Family Department

Work undertaken:

Divorce
Financial Claims
Trusts of Land/Cohabitee claims
Children Act matters including public and private law (subject to the exception below)
Inheritance Act Claims
Family Mediation
Separation Agreements
Pre-Nuptial Agreements
Family Injunctions

Work not undertaken:

International child abduction
Work on behalf of Fathers for Justice

Residential Conveyancing

Work undertaken

Freehold Sale and Purchase
Leasehold Sale and Purchase
Auction Sales and Purchases
New Build Freehold/Leasehold Purchase
Shared Equity Sale and Purchase
Help to Buy Purchase
Remortgage
Mortgage
Lease Extensions (NB – need to be reviewed with Helen Porter if Statutory Notices required)
Deed of Easement
Deed of Variation

Deed of Grant
Transfer of Equity
Transfer of part
First Registrations
Equity Release

Work not undertaken

Advising on or witnessing signatures to a Mortgage Deed where we are not acting for the client or the Lender
ID forms where we are not acting for the client or they are not existing clients
Equity Release type mortgages

Injury

Work undertaken:

Accidents at Work

Industrial Disease including -

- *Repetitive Strain Injury (RSI)*
- *Industrial deafness*
- *Vibration White Finger (VWF)*
- *Work related upper limb disorder*
- *Stress or anxiety*
- *Mesothelioma,*
- *Lung cancer,*
- *Non-malignant lung and pleural disorders, including*
 - *asbestosis,*
 - *pleural thickening,*
 - *pleural effusions.*
 - *Respiratory diseases*
 - *Asthma*

Serious injury claims including – *brain, spinal and amputation claims*

Public Liability and Highways Claims

Trips, Slips and Falls

Accidents in the home

Occupier's Liability /Defective Premises Claims

Accidents on Holiday

Product Defects

Road Traffic Accidents

Other types of injury including –

- *Animal related injuries*
- *Needlestick injuries*
- *Sport injuries*
- *Accident at nursery, school, college or university*
- *Accidents in the home (e.g rented properties)*
- *Occupiers Liability Claims/Defective Premises Act Claims*
- *Public Liability*
- *Highways Claims*
- *Diseases – Other Industrial Respiratory diseases including Asthma*

Work not undertaken:

We do not accept instructions in Clinical Negligence/Medical Negligence cases or in any other matters not listed above.

Commercial Litigation

Work undertaken:

Commercial disputes and Property and Land related disputes – Commercial and Residential i.e Landlord and Tenant, forfeiture/repossession and breach of tenancy, rent arrears, boundary disputes, rights of way, village greens, trees, dilapidations, service charge, mortgage repossession.

Restrictive Covenants and Easements

Professional Negligence

Commercial Disputes – Contracts, Intellectual Property, companies, partnerships

Applications for restoration of Companies and other procedural applications under the Companies Act

Shareholders disputes

Defamation and passing off

Debt collection for corporate and individual clients – creditor bankruptcy and winding up proceedings

Setting aside judgments

Enforcement of Judgments

Agency work

Creation of Assured Shorthold Tenancy Agreements

Residential right to Manage, collective enfranchisement, lease extensions (statutory)

Sale and supply of goods and services, including small building projects

Employment – enforcement of post termination restrictive covenants

Work not undertaken:

Planning and Environmental law

JCT Constructions disputes

Education

Local Government

Immigration

Debtor corporate bankruptcy/insolvency

Legal Aid

Company Commercial

Work undertaken:

Business sales and purchases

Share sales and purchases

Shareholder agreements

Articles of Association

LLP and Partnership agreements

Business contracts - reviewing and creating and in particular:

- Technology
- IT and ecommerce

- Franchising
- Facilities management
- Foreign
- Intellectual Property (trademarks, patents, designs)
- Self employed or service company consultancy

Terms and conditions of business

Shareholder disputes

Websites

Data Protection

New businesses

Licensing (including alcohol and other forms of regulated entertainment)

Bank documents

Investment agreements

Joint Ventures and collaboration agreements

Work not undertaken:

Public Listings

Intellectual property registrations

Regulated loan agreements

Financial Services regulatory advice

Construction contracts

Corporate Insolvency advice

Tax Planning

Commercial Property

Work Undertaken:

All aspects of commercial property transactions including sales and purchases of freehold and leasehold property.

Commercial non contentious landlord and tenant matters acting for both landlords and tenants and including portfolio management (licences to assign, underlet and alter, deeds of surrender etc)

All aspect of commercial development work including advising on and negotiating S106 agreements and unilateral undertakings; Joint venture agreements; site assembly; option and overage agreements and pre-emption agreements acting for both developers and landowners.

All aspects of secured lending including commercial re-mortgages, separate representation of Banks, security over residential property to secure business debts; providing separate legal representation to borrowers and/or banks to re-mortgages. Acting for high street lenders (where we are on the panel) or private lending, secured over residential or commercial property.

Production of documentation packs for sale by auction and acting on the purchase of property at auction.

Lease extensions and Enfranchisement.

We have a particular specialism in Retail Property; the leisure industry including Pubs and Hotels; Petrol Stations. We also provide advice to parties purchasing property for personal pension schemes and manage portfolios on behalf of such clients.

Acquisitions of development sites (built or unbuilt), setting up estates and plot sales

Non contentious landlord and tenant work including the grant or renewal of new leases, acting for landlord or tenant (i.e shops, cafes, offices, warehouses, hotels, pubs, hairdressers etc ...)

Buying or selling freehold or leasehold/portfolios.

Charities and Church related work (redevelopment of redundant churches and acting for church bodies e.g PCC's)

Work not undertaken:

Creation of Assured Shorthold Tenancy Agreements

Advice on Personal Guarantees other than for existing clients or where referred by a work referrer

Advice regarding TUP in relation to property sales

Dealing with Right to Manage

Planning Advice

Tax advice include VAT and SDLT (save straight forward SDLT return forms completed as agent for the client).

Acting on complex residential sales and purchases or those for established clients

Acting on routine conveyancing transactions i.e sale and purchase of houses, remortgages, transfers of equity

High value residential transactions including sales and purchases

Dealing with basic trust documentation

Employment

Work Undertaken:

Employee advice

Employee claims

Unfair dismissal

Discrimination

Breach of contract

Breach of covenants

Contract disputes

Settlement agreements

Employer advice

Defending ET claims:

- Unfair dismissal
 - Breach of Contract
 - Discrimination:
 - Gender

- Age
- Race
- Disability
- Equal Pay (private sector)
- Unlawful deduction from wages

Peace of Mind support Service with Health & Safety
Human Resources Disciplinary and capability investigations
Contracts
Directors Service Agreements
Consultancy agreements
Staff Handbooks and employers policies

Training workshops

HR Training Services
In house
External

Work not undertaken:

Public Sector Equal Pay
Armed Forces Personnel
Police Officer Disputes
Taxation Advice
Immigration (any such work in this field is referred to a third party firm)
Publicly funded work

Financial Services

Work undertaken:

Lump sum investments
Investment advice to Trustees/Attorneys/Deputy
Advising on clients going into both residential/nursing care
Inheritance Tax Planning
General Financial Reviews
General Insurance:

- Life Assurance for individuals
- Keyman Business protection
- Critical Illness plans
- Income Protection plans

Retirement Planning both post and pre retirement.

Work not undertaken:

Mortgages – both residential and buy to let
Equity Release Schemes
Transferring of company pension schemes
Selling/buying of shares
Immediate care annuities