



New Park Court

## Terms of Business

### Leeds

16 Park Place  
Leeds  
LS1 2SJ

DX: 26401  
Leeds Park Square  
T: +44 (0)113 243 3277  
E: [clerks@newparkcourt.co.uk](mailto:clerks@newparkcourt.co.uk)  
[www.newparkcourt.co.uk](http://www.newparkcourt.co.uk)

### Newcastle

Baltic Chambers  
3-7 Broad Chare  
Newcastle Upon Tyne  
NE1 3DQ

DX: 61012  
Newcastle-Upon-Tyne  
T: +44 (0)191 232 1980  
E: [clerks@newparkcourt.co.uk](mailto:clerks@newparkcourt.co.uk)  
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New Park Court

New Park Court Chambers provides this information in accordance with terms of the Provision of Services Regulations 2009. Members of Chambers are regulated by the Bar Standards Board and adhere to the standards and professional behaviour as directed in the Bar Standards Board Handbook.

To view the Barrister's Register on the Bar Standards Board website, please visit the website <https://www.barstandardsboard.org.uk/for-the-public/search-a-barristers-record/the-barristers-register.html>

This shows 1) whether a barrister has a current practising certificate, and 2) whether a barrister has any disciplinary findings, which are published on the Bar Standard Board's website in accordance with their policy. Alternatively, you can contact the Bar Standards Board on 0207 6111444 to ask about this or email [contactus@barstandardsboard.org.uk](mailto:contactus@barstandardsboard.org.uk)

### Terms of Engagement

The general terms and conditions on which our legal services are provided is the Bar Council's Standard Contractual Terms for the Supply of Legal Services by Barristers to Authorised Persons 2012 (Updated for GDPR 2018).

### Our fees

Our terms of engagement relate to our barrister's fees across all of our key practice areas of Crime, Regulatory, Family and Civil Law.

### Private Work

Our experienced clerks will liaise with you and suggest a fee structure that is agreeable to both you and your client from the outset. Our clerks can be contacted by telephone on 0113 2433277/0191 2321980 or by email [clerks@newparkcourt.co.uk](mailto:clerks@newparkcourt.co.uk)

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Our most commonly adopted fee structures are:

- i) a brief fee and refresher fees
- ii) an agreed hourly rate or
- iii) a fixed fee.

These fee structures are applicable for barrister's fees for attending trials/hearings, conferences and for drafting paperwork.

All of the above fee options are based upon all or a number of the following factors:

1. The seriousness and complexity of the case;
2. The value and importance of the case and the seniority of counsel;
3. The work involved in the case and the level of preparation time required;
4. The degree to which specialist knowledge is required;
5. The length of the case;
6. Travelling and other expenses incurred.

All fees are agreed by negotiation at the point of instruction or upon receipt of the papers and before any work is undertaken on the case.

Our clerks will keep in contact with you throughout the duration of the case and will inform you if additional work is required resulting in an agreement of further fees. In such circumstances, no work will be undertaken until the agreement of the proposed fees has been reached.

### Public Access

Members of our Public Access Team have undertaken the appropriate training and are able to accept instructions from companies and members of the public. This scheme is operated under the guidance of The General Council of the Bar. The Bar Standards Board's Public Access Guidance for Lay Clients is attached to this document.

In each case, the individual barrister, through his or her clerk, agrees the relevant detailed terms of business. Terms must be agreed in writing before the barrister starts work on the case. This does not apply to publicly funded instructions.

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## Publicly funded instructions

The Bar Council's Standard Contractual Terms for the Supply of Legal Services by Barristers to Authorised Persons 2012 do not apply to any services provided under a publicly funded certificate. Where counsel is instructed in a matter that proceeds with the benefit of legal aid funding, instructions are accepted on the implied condition that there is a valid legal aid certificate with sufficient scope and authority to cover counsel for the work they have been instructed to undertake. All fees are claimed through the appropriate authority.

## CFA agreements

Where counsel is instructed in a Personal Injury or Clinical Negligence matter that proceeds under a Conditional Fee Agreement, the instructions are accepted under the APIL/PIBA Standard Terms & Conditions for CFAs.

## Timescales

Timescales for work undertaken may vary depending upon factors such as barristers' availability, the complexity of the case and the need for additional documents. However, standard papers will normally be completed in 14 days but more complex cases requiring lengthier preparation will normally be completed within 28 days. The instructed barrister or their clerk will contact you to agree timescales in non-standard cases.

## Fee notes and payment of fees

Following completion of any work, a fee note will be rendered to you detailing the date and the work undertaken. If applicable, it will show expenses incurred. All fees are subject to VAT.

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We ask that our fees are settled within the timescales as prescribed by the Bar Council's Standard Contractual Terms. We may agree to alternative payment terms upon request.

### Professional Indemnity Insurance

All members of New Park Court Chambers have professional indemnity insurance provided by Bar Mutual with a minimum cover of at least £500,000, although some members of Chambers are indemnified in excess of the minimum cover.

### VAT

Each individual member of Chambers is registered for VAT. Their VAT numbers are available on request and are submitted to clients when a fee note is generated. New Park Court Chambers provides services and assistance to its members by entering into service and other contracts for their benefit. New Park Court Chambers' VAT number is 796 5788 43.

### Complaints

For details on how to make a complaint, please see the attached document

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