

**PRO FORMA – INSTRUCTING LEGAL SERVICES (w.e.f.06.05.13)**

**Legal Services will not be able to commence work unless the following information is supplied:**

The information below can be typed in by Instructing Officers and then this form can be e-mailed to Legal Services provided a Commissioning Officer is copied in on the e-mail.

<b>Client Name:</b>	Richard Phillips
<b>Case Name: (eg. Name/Address)</b>	Former EMI, Dawley Road, Hayes
<b>Client Department Ref:</b>	REF: 8294/APP/2022/2576
<b>Completion Date (8/13 week/ PPA target Date)</b>	Application to be presented to Borough Planning Committee on 8/12/22
<b>Nature of work requested:</b> [Summary, eg. S106 for Planning Application.]	S106 for Planning Application

**Heads of Terms (If relevant)**

S106 required to secure Air Quality contribution - £181,393

**Applicants Solicitors Details**

<b>Name of solicitor:</b>	Nick Smith
<b>Company Name and Address:</b>	Prologis in house legal Prologis House, Blythe Gate, Blythe Valley Park, Solihull B90 8AH
<b>Tel No, Fax No. and Email address:</b>	Email: <a href="mailto:nsmith@prologis.com">nsmith@prologis.com</a> Tel. 0121 2248784
<b>DX No.</b>	

**Advice Required by:**

**Commissioning Officer: (Responsible for Budget)** Julia Johnson

**Instructing Officer:** Richard Phillips (*Case Officer*)

**Case Officer Contact no.** Ext. 0500

**Cost Centre; Please identify:**

	<b>Cost Centre</b>	<b>Identify <u>ONE</u> cost centre</b>
Applications	59501	√
Appeals	53125	
Enforcement	53160	

Date: 31st of October 2022

Agreed estimate of costs:

(Please double click then select checked)

- a) £0 - £999 ☐  
 b) £1,000 - £2,999 ☐  
 c) £3,000 - £4,999 ☐  
 d) £5,000 - £9,999 ☐  
 e) £10,000 and above ☐

**S.106**

No Limit x  
 Recoup Money x

Spend cannot exceed the above (ticked) figure until the Legal Services Fee Earner has sought additional authorisation from the Client Authorised officer. Please note that Legal Services does not hold any budget, all costs must therefore be found from within each Client Department budget.

Other than emergency legal work, this form must be emailed to the Legal Services Lawyer appointed for your department. These are as follows:-

DCEO/F&R	Simon Jones	Ext 0777	<a href="mailto:SJones2@Hillingdon.gov.uk">SJones2@Hillingdon.gov.uk</a>
ECP/PCS	Sarah White	Ext 7752	<a href="mailto:swhite@hillingdon.gov.uk">swhite@hillingdon.gov.uk</a>
HOUSING	Kelly Dyson	Ext 0981	<a href="mailto:kdyson@hillingdon.gov.uk">kdyson@hillingdon.gov.uk</a>
ECS/ASC	Stefan Szulc	Ext 6892	<a href="mailto:sszulc@hillingdon.gov.uk">sszulc@hillingdon.gov.uk</a>

You will receive a confirmation email within 3 working days of Legal Services receiving instructions from you via this form. The confirmation will include the AXXIA matter reference and the name of the lawyer dealing with your case. We aim, at least every month, to update you on the progress of your case, both in terms of how costs are being incurred and regarding general legal progress.

Please be aware that we are continually seeking ways in which we work with our clients and welcome any feedback from you on how we might improve our services delivery. Feedback should be given via the Client Satisfaction Questionnaires (CSQ's) which are sent to you upon completion of a matter.

**Official Use Only:**

Lead Lawyer: .....	Entered by:.....
Axxia Ref: .....	Date:.....
Work Type Code: .....	