



JOHNSON FELLOWS

455/469 Otley Road

Bradford

BD2 4QF

**Service Charge Budget Report**

**29<sup>th</sup> September 2025**

**to**

**28<sup>th</sup> September 2026**



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## **Introduction**

The service charge budget report is intended to provide details of the planned expenditure for the 2025/2026 service charge year.

A service charge is necessary due to there being communal structures, areas and services.

## **The Property**

The property is situated at the junction of Otley Road with Northcote Road and comprises of a parade of eight self-contained retail units with ground and first floor accommodation, with a forecourt to the front and rear communal car park and service area with vehicular access from Northcote Road.

The common parts serving the whole property include the main structure and the external parts of the buildings, but not the shop frontages, the vehicular access, forecourt, car park and the boundary walls/fences.

## **Voids and Concessions**

The service charge for any void lettable units or attributable to any service charge concessions is the responsibility of the Landlord.

## **VAT**

The Landlord has elected the property for VAT.

The service charge payable by the commercial lessees will have VAT charged at the standard rate.

## **Banking**

Due to the general level of service charge funds, they are not maintained within a discrete bank account. The funds are held within the Johnson Fellows Clients Account which is maintained with Barclays Bank plc. As a consequence, the service charge is not credited with any interest, neither are any bank charges allocated to the service charge.

## **Reserve Fund**

Whilst the leases do provide for a reserve fund, one is not operated at present. Unbudgeted exceptional expenditure is recoverable.

## **Service Charge Objectives**

The object of this budget report is to provide clear explanation of the planned service charge expenditure on a not for profit/not for loss basis. It is also to promote clarity and transparency and to allow the leaseholders to budget accurately for the forthcoming year.

The service charge is administered having regard to Service Charges in Commercial Property; RICS Code of Practice.



## **Management Team**

### **Facilities Manager:**

Daniel Blakeman  
Johnson Fellows, Charter House, 180 Newhall Street, Birmingham, B3 1SJ  
Mobile: 07786 072 755  
Email: daniel.blakeman@johnsonfellows.co.uk

Daniel Blakeman is responsible for the repair and maintenance of the property and statutory compliance.

### **Management Surveyor:**

Angela Lindop  
Johnson Fellows, Charter House, 180 Newhall Street, Birmingham, B3 1SJ  
Mobile: 07919 949297  
Email: angela.lindop@johnsonfellows.co.uk

Angela Lindop is responsible for the overall management of the property.

## **Service Charge Apportionment**

The service charge operates for the whole property as defined in the lease documents. The apportionment percentages for each lessee are based upon the net internal area of each unit obtained from the independent 2017 Rating List of the Valuation Office Agency.

The exception to the normal arrangements is that the lease for 461 Otley Road provides for the service charge to include the external decorations of the shop front, whilst no other lease does. If such expenditure is incurred, the lease allows for all the costs to be apportioned to the tenant of 461 Otley Road.

The percentages are noted within the Service Charge Apportionment, as detailed in Appendix A.



## **Budget Commentary**

***All figures are shown net of VAT***

- **Management Fee** **£1,673**

This figure represents the fee to manage the property and administer the service charge. It is a fixed fee indexed linked annually to RPI.

- **Audit Fee** **£250.00**

Due to higher levels of expenditure in previous service charge years, the accounts have been independently audited. To cover the potential costs of this audit for the current year, a contingency amount of £250.00 has been included in the budget. However, if the expenditure for this service charge year is lower and does not warrant an external independent audit, the external audit may not be required. In such a case, the £250.00 contingency will not be charged. We will continue to monitor the expenditure levels and advise tenants accordingly.

- **Facilities Manager** **£346**

The cost for the Facilities Manager to organise and supervise the service charge contracts and maintenance works. It is a fixed fee indexed linked annually to RPI.

- **Landlords risk assessments, audits & reviews** **£770**

A budgeted cost for any risk assessments required during the service charge year, and a health and safety audit of the common parts.

- **Electricity** **£600**

The contribution to electricity consumed for the communal lighting, which is supplied from the Tesco Express trading store.

- **External Cleaning** **£1,300**

A budgeted cost for any cleaning of the service yard and car park at the rear of the property and the forecourt that may be required during the service charge year.

- **Pest Control** **£512**

The annual contract cost for Rentokil to attend the bait boxes located in the service yard/car park. This cost has been marginally increased based on increases in contractor costs.



- **Snow clearance / Gritting** **£1,986**

This is the estimated cost of the reactive winter gritting contract of the car park, service yard and forecourt. This cost has been increased in line with expenditure in the previous charge year.

- **Refuse Collection** **£250**

A contingency sum for removing fly tipping from the common area.

- **Drainage** **£2,000**

This cost heading includes an estimated sum for the annual drain clean and any reactive drainage callouts. The major repairs to the drainage system have been completed and therefore the budget cost for this service charge year has been reduced.

- **Car Park Maintenance** **£3,500**

A budgeted cost for any repairs required to the service yard/car park during the service charge year. The budget estimate has been increased to repaint some of the faded car park markings.

- **Boundary Maintenance** **£650**

A budgeted contingency for repairs to the boundary fencing.

- **Building Repairs** **£2,500**

A budgeted cost for any building repair costs during the service charge year.

- **Electrical Repair** **£100**

A contingency for any costs associated with the external lighting.

**Total**

**Schedule 1** **£ 16,437.00**

The total budget has been decreased by £121.00 when compared to the previous service charge year.

*Daniel Blakeman*

*A Lindop*

Facilities Manager  
Dated 29 September 2025

Surveyor  
Dated 29 September 2025



## Appendix A

455-469 Otley Road, Undercliffe S/C (01437)

### **Service Charge Unit Percentages**

Recovery Group = sc

Reconciliation Period = 29/09/2025 -28/09/2026

\*Amounts in gbp

<b>Unit</b>	<b>Tenant</b>	<b>Days</b>	<b>Schedule 1</b>	<b>Building Repair</b>
0001	<b>Tesco Stores Limited</b>	366.00	50.9600	0.0000
0002	<b>PH Yorkshire Ltd</b>	366.00	10.9500	22.3300
0003	<b>Vacant</b>	366.00	10.6400	21.7000
0004	<b>Ladbrokes Betting &amp; Gaming Ltd</b>	366.00	20.9600	42.7400
0005	<b>Wasserette Limited</b>	366.00	6.4900	13.2300
0006	<b>On Tower UK Ltd</b>	366.00	0.0000	0.0000
	<b>Total</b>		<b>100.0000</b>	<b>100.0000</b>



## Appendix B

455-469 Otley Road, Undercliffe S/C (01437)

### **Service Charge Budget Comparison**

Recovery Group = sc

Reconciliation Period = 29/09/2025-28/09/2026

\*Amounts in gbp

Code	Description	Budget (09/2025)	Budget (09/2024)	Variance	%
<b>1</b>	<b>Schedule 1</b>				
5100-0101	Management Fee	1,673.00	1,602.00	71.00	4.4320
5100-0203	S/C Audit Fees	250.00	250.00	0.00	0.0000
5100-0309	Facilities Manager	346.00	331.00	15.00	4.5317
5100-0401	Landlords risk assessments, audits & reviews	770.00	770.00	0.00	0.0000
5200-0501	Electricity	600.00	600.00	0.00	0.0000
5300-1002	External Cleaning	1,300.00	1,300.00	0.00	0.0000
5300-1007	Pest control	512.00	455.00	57.00	12.5275
5300-1010	Snow clearance / Gritting	1,986.00	1,750.00	236.00	13.4857
5300-1014	Refuse collection	250.00	250.00	0.00	0.0000
5300-1016	Drainage	2,000.00	5,000.00	-3,000.00	-60.0000
5400-1505	Car Park Maintenance	3,500.00	1,000.00	2,500.00	250.0000
5400-1525	Boundary Maintenance	650.00	650.00	0.00	0.0000
5400-1530	Building Repair	2,500.00	2,500.00	0.00	0.0000
5400-1535	Electrical Repair	100.00	100.00	0.00	0.0000
	<b>Schedule Total</b>	<b>16,437.00</b>	<b>16,558.00</b>	-121.00	-0.7308