

# SERVICE CHARGE BUDGET

## 2026/27



**Property:** Westwood Industrial Estate, Continental Approach, Margate, CT9 4JL

**Managing Agent:** Engine Works Park Limited

**Service Charge Period:** 1 April 2026 – 31 March 2027

### SERVICES PROVIDED

The service charge covers the cost of maintaining and managing the common parts of the Estate for the benefit of all occupiers. Services typically include:

- **Estate maintenance:** roads, pavements, landscaping, fencing, signage
- **Repairs and lighting:** estate lighting, gates, bollards, communal fixtures
- **Security:** CCTV and/or patrols (where applicable)
- **Insurance:** building/estate insurance and public liability for common areas
- **Cleaning and waste:** road sweeping, drains, litter removal, graffiti removal
- **Management fee:** administration of the service charge
- **Reserve/sinking fund:** contributions towards future major works (e.g. resurfacing)

### TENANT CONTRIBUTIONS

Service charge contributions are apportioned according to the size of each unit relative to the Estate's total lettable area.

- **Total lettable area:** 126,000 sq ft
- **Example:** Unit 10 (2,000 sq ft) = 1.59%
- **Contribution:** 1.59% of £70,000 = £1,113 per annum
- Contributions are payable **quarterly in advance**

### NOTES

- Budget is an estimate and may vary.
- Copies of invoices and supporting documents can be provided on request.
- Insurance premiums are subject to market conditions and insurer terms.

### ANNUAL BUDGET (2026/27) - £70,000

ITEM	BUDGET	% OF TOTAL
Estate maintenance	£18,000	25.7%
Lighting & electrical repairs	£7,500	10.7%
Security	£12,000	17.1%
Insurance (estate only)	£9,000	12.9%
Cleaning & waste removal	£5,500	7.9%
Management fee	£10,000	14.3%
Reserve fund contribution	£8,000	11.4%
<b>Total</b>	<b>£70,000</b>	<b>100%</b>

### PAYMENT TERMS

- Payments due on the usual quarter days (25 March, 24 June, 29 September, 25 December)
- Annual audited reconciliation provided – surpluses credited, deficits recharged
- VAT will be added where applicable



The service charge has been set up in line with the RICS "Service Charges in Commercial Property, 2nd Edition (June 2025)" professional guidance.