

# Authority form to bid on behalf of non-attending bidder

Please also sign and return the reverse side of this form

Bidder's Name (for contract purposes): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_



Solicitors Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No: \_\_\_\_\_

Contact Name: \_\_\_\_\_

I hereby authorise William H Brown staff to bid on my behalf on the terms and conditions set out overleaf headed "Bidding by telephone or by a non-attending bidder form", which I confirm I have read, understood and signed. A copy of which is attached.

\*I request that William H Brown first attempt to contact me on the telephone at the relevant time to enable me to bid myself. If a telephone link cannot be established for whatever reason, William H Brown are authorised to bid on my behalf under these terms (\*Delete if telephone bid is not required).



The bid that I hereby authorise is:

Auction Date: \_\_\_\_\_

Lot No: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Maximum Bid: \_\_\_\_\_ £ \_\_\_\_\_

\_\_\_\_\_ (words) \_\_\_\_\_

(The figure must be a definite one and not to be calculated for example by reference to others bids such as one bid above anyone else's bids. Any uncertainty could result in William H Brown not bidding).

There is a £50 administration charge if deposit is paid by personal cheque.

I attach cheque for £ \_\_\_\_\_

\_\_\_\_\_ words \_\_\_\_\_

Being the 10% of the maximum bid (Subject to a minimum deposit of £2,000) plus £850 inc VAT contract documentation fee

Signature of Bidder \_\_\_\_\_ Date \_\_\_\_\_

(Please also sign the reverse side of this form)

If the person signing is not the bidder the signatory warrants that authority has been given by the bidder.

Name (please print) \_\_\_\_\_

Address (if different from bidder) \_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_

Please note should there be any alteration to the form and any mis-entries, which have to be corrected. These must be signed, in full, in the margins.



# Terms and conditions to bid by telephone/letter

Please Note: Minimum deposit for each telephone bid is £2000

**Anyone not able to attend the auction to make their own bids may utilise the facilities available for telephone, or written, bids on the following terms and conditions:**

- (1) The bidder must complete a separate authority form for each Lot involved, and provide a banker's draft, solicitors client's account cheque, or cheque signed by a Building Society or debit card details, for 10% for the maximum amount of the bid for each Lot. [Please note the minimum deposit for any telephone bid/proxy bid is £2,000 per lot.](#)

There is a £50 administration charge if deposit is paid by personal cheque.

- (2) The form must be sent to, or delivered to: William H Brown, 5 Bank Plain, Norwich, Norfolk NR2 4SF to arrive before 6pm two working days prior to the start of that month's auction. It is the bidder's responsibility to check that the form is received by William H Brown and this can be done by telephoning the office.

- (3) The bidder shall be deemed to have read the "Important Notice to be read by all bidders"; the particulars of the relevant Lot in the catalogue; the general and special conditions of sale. The bidder shall be deemed to have taken all necessary professional and legal advice and to have made enquiries and have knowledge of any announcements to be made from the rostrum of any amendments relating to the relevant Lot. Announcements can and should be checked by bidders on the day before the auction however the Auctioneers will advise the bidders of any announcements as soon as possible prior to the Auction.

- (4) In the case of telephone bids, at about the time that the Lot comes up for auction, attempts will be made to contact the bidder whom may then compete in the bidding up to the maximum of the amount authorised in the completed authority form.

[The Auctioneers will not bid beyond the maximum authorised amount except by prior written arrangement.](#)

- (5) In the event that the telephone link is not established, or breaks down, or there is any confusion or disruption,

William H Brown will bid/continue to bid on behalf of the bidder up to the maximum of the authorisation.

- (6) In the case of written bids, William H Brown staff will compete in the bidding up to the maximum of the authorisation. If no maximum is inserted William H Brown reserve the right not to bid.

- (7) While William H Brown will use best endeavours when bidding on behalf of a bidder, we cannot accept responsibility for any actions or inactions on our part including errors, omissions or doubts whether in the bidding or in the failure to bid and we can give no warranty or guarantee accordingly whether about the bidding or about the failure to bid.

- (8) In the event that the telephone/written bid is successful the Auctioneer will sign the Memorandum of the Contract on behalf of the bidder (a Contract would have been formed on the fall of the hammer).

- (9) In the event of a Contract, the deposit monies will be applied so far as necessary to meet the requirement for a 10% deposit ([minimum £2,000](#)) and the balance of the deposit (if any) will be returned promptly to the bidder.

- (10) In the event that the bidder is unsuccessful in gaining the Contract, the deposit monies shall be returned to the bidder promptly.

- (11) Once delivered to the auctioneers, the authority to bid is binding on the bidder on the day on which the particular Lot is auctioned. This is to allow for the possibility of a Vendor agreeing to sell post auction where the bidding has not reached the reserve.

- (12) The authority can only be withdrawn by notification in writing, delivered to the Auctioneer on the morning of the sale at the Auction venue, before the start of that day's auction. It is the bidders responsibility to obtain a receipt on a copy of the withdrawal

notification signed by the Auctioneer and without such a receipt the authority stands and any successful Contract is binding on the bidder.

- (13) If the bidder, or an agent, actually bids at the auction without having previously withdrawn the authority, the Auctioneer is at liberty to accept such bid in addition to any bid from William H Brown staff as empowered under the telephone/written authority. William H Brown would have no liability whatsoever if the price achieved is the result only of this competition in bidding without intervention from other bidders.

- (14) We are committed to preventing our services being used for the purposes of money laundering and in addition to asking you for proof of ID and address we carry out electronic ID verification of all vendors and purchasers. This is not a credit check and the ID verification 'footprint' left on your credit file will not affect your credit score. If you have any questions, please refer these to a member of the auction staff.

I hereby confirm that I have read and understood the above terms and conditions to bid by telephone/letter

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

[Please sign this page and ensure the form overleaf is completed.](#)