

# Competent Persons Scheme

## Fees from 1 April 2024

1	Application fees	Fee	VAT	Total
	Application fee <small>Note: the initial application fee includes a half day assessment by an NICEIC Assessor.</small>	£560	£112	£672
	Fee for each additional half day assessment relating to an application	£400	£80	£480
2	Annual renewal	Fee	VAT	Total
	Payment by annual direct debit (single payment direct debit) <small>Note: the annual renewal includes a half day assessment by an NICEIC Assessor.</small>	£535	£107	£642
	Payment by other methods <small>Note: the annual renewal includes a half day assessment by an NICEIC Assessor.</small>	£555	£111	£666
	Additional half day assessment (or multiples of) <small>Number of half day units is dependent on number of measures certificated for.</small>	£400	£80	£480
3	Extension to scope fees	Fee	VAT	Total
	Half day assessment (or multiples of)	£400	£80	£480
4	Other fees	Fee	VAT	Total
	Additional half day assessment (or multiples of)	£400	£80	£480
	Change of Competent Person (fee does not include an additional assessment)	£65	£13	£78
	Administration fee for example change of company details, not involving change of ownership (fee does not include an additional assessment)	£65	£13	£78
	TrustMark status (available after full registration achieved and payable annually)	£140	£28	£168
	Building Compliance Certificate online submission	£3.75 per installation	£0.75	£4.50
5	Cancellation fees and application refund policy	Fee	VAT	Total
	Cancellation of a scheduled assessment with 2 or less than 2 days notice (per half day assessment)	£355	£71	£426
	Cancellation of a scheduled assessment with more than 2 and less than 21 days notice (per half day assessment)	£245	£49	£294
	Void fee for failure to be present or available for assessment when the assessor has attended at the scheduled time and date and no previous cancellation has been received (for each half day)	£400	£80	£480

Note: a full day (2 units), will usually take up to 6 hours of assessment time and a half day (1 unit), will usually take up to 3 hours of assessment time to complete.

# Quotation for Competent Person Scheme (CPS)

Your CPS quote will be based on the number of measures you wish to apply for. The onsite assessment time for each CPS measure has been calculated and allocated a number of units based on the time required to complete. The total number of units and cost of these is illustrated below. Please tick the measures you wish to apply for in each relevant group (A, B, C, D) then calculate the total cost. Please note the application fee includes 1-4 units from any one group.

## Heating and plumbing measures (Group A)

Measures	Tick below	Units
Heating or hot water systems	<input type="checkbox"/>	= 1
Cylinders	<input type="checkbox"/>	= 1
Wholesome cold water	<input type="checkbox"/>	= 1
Non-wholesome water	<input type="checkbox"/>	= 1
Sanitary convenience	<input type="checkbox"/>	= 2
Oil-fired combustion appliance	<input type="checkbox"/>	= 2
Oil storage tank and pipes connecting to combustion appliance	<input type="checkbox"/>	= 2
Solid fuel-burning combustion appliance	<input type="checkbox"/>	= 2

Total number of units (Group A)

Please refer to the table below for the price based on the number of units you have now applied for in Group A.

Total number of additional units applied for (Group A)	Price
1 - 4 units	£400 + VAT
5 - 8 units	£800 + VAT
9 - 12 units	£1200 + VAT

Total cost (Group A)  £

## Ventilation and A/C measures (Group B)

Measures	Tick below	Units
Mechanical ventilation, air conditioning or associated controls	<input type="checkbox"/>	= 2
Air conditioning or ventilation system	<input type="checkbox"/>	= 2

Total number of units (Group B)

Please refer to the table below for the price based on the number of units you have now applied for in Group B.

Total number of additional units applied for (Group B)	Price
1 - 4 units	£400 + VAT

Total cost (Group B)  £

## Insulation measures (Group C)

Measures	Tick below	Units
Cavity wall	<input type="checkbox"/>	= 1
External wall	<input type="checkbox"/>	= 2
Internal wall	<input type="checkbox"/>	= 2

Total number of units (Group C)

Please refer to the table below for the price based on the number of units you have now applied for in Group C.

Total number of additional units applied for (Group C)	Price
1 - 4 units	£400 + VAT
5 - 8 units	£800 + VAT

Total cost (Group C)  £

## Renewable Technology measures (Group D)\*

Measures	Tick below	Units
Solar Photovoltaic (PV)	<input type="checkbox"/>	= 2
Solar thermal	<input type="checkbox"/>	= 2
Ground source heat pumps	<input type="checkbox"/>	= 2
Air source heat pumps	<input type="checkbox"/>	= 2
Biomass	<input type="checkbox"/>	= 2
Micro wind turbines	<input type="checkbox"/>	= 2

Total number of units (Group D)

Please refer to the table below for the price based on the number of units you have now applied for in Group D.

Total number of additional units applied for (Group D)	Price
1 - 4 units	£400 + VAT
5 - 8 units	£800 + VAT
9 - 12 units	£1200 + VAT

Total cost (Group D)  £

## For electrical measures please refer to our Domestic Installer Scheme (DIS)

Application fee + units 1 - 4 from Group <input type="checkbox"/>	Price	£ 960
Additional units from Group <input type="checkbox"/>	Price	£
Additional units from Group <input type="checkbox"/>	Price	£
Additional units from Group <input type="checkbox"/>	Price	£
<b>Total Price</b>		<b>£</b> <input type="text"/> <b>+ VAT</b>

\*MCS Installers are not required to have an additional onsite assessment for the measures they are already certified to install from Group D and are therefore exempt from the cost of this. Application and assessment fees still apply. Additional measures will be charged at the usual rate.

\*PAS 2030 Installers are not required to have an additional onsite assessment for the measures they are already certified to install from Group A and C and are therefore exempt from the cost of this. Application and assessment fees still apply. Additional measures will be charged at the usual rate.