

# APPROVED CONTRACTOR SCHEME

## FEES FROM 1ST APRIL 2019

### 1 APPLICATION FEES

|   | Fee     | VAT     | Total   |
|---|---------|---------|---------|
| Application fee for each address requiring assessment (ie. Head office and each contracting branch)<br>Note: the initial application fee includes a full day assessment by an NICEIC Assessor | £505.00 | £101.00 | £606.00 |
| Fee for each additional half day assessment relating to an application  | £320.00 | £64.00  | £384.00 |
| Non Contracting Branch fee<br>Note: the initial application fee includes a half day assessment by an NICEIC Assessor  | £350.00 | £70.00  | £420.00 |

### 2 FIRST YEAR'S FEES

(Payable in addition to Application Fees)

|   | Fee     | VAT    | Total   |
|---|---------|--------|---------|
| Payable by each head office and/or branch (contracting only) when registration is approved between; |         |        |         |
| 1 April to 30 September   | £465.00 | £93.00 | £558.00 |
| 1 to 31 October   | £387.50 | £77.50 | £465.00 |
| 1 to 30 November  | £310.01 | £62.00 | £372.01 |
| 1 to 31 December  | £232.51 | £46.50 | £279.01 |
| 1 to 31 January   | £155.01 | £31.00 | £186.01 |
| 1 to 28* February   | £77.52  | £15.50 | £93.02  |
| 1 to 31 March   | Nil     | Nil    | Nil     |

### 3 ANNUAL RENEWAL

(Annual fee becomes due on 1st April every year)

|   | Fee     | VAT    | Total   |
|---|---------|--------|---------|
| Annual fee Head office and contracting branches only  |         |        |         |
| Payment by annual Direct Debit (single payment Direct Debit)<br>Note: the annual renewal allows for a half day assessment by an NICEIC Assessor | £445.00 | £89.00 | £534.00 |
| Payment by other methods<br>Note: the annual renewal allows for a half day assessment by an NICEIC Assessor                                     | £465.00 | £93.00 | £558.00 |
| Fee for each additional half day assessment relating to continued registration  | £320.00 | £64.00 | £384.00 |
| Annual fee Non Contracting Branch   | £199.00 | £39.80 | £238.80 |

\*29th February if a leap year

#### 4 **EXTENSION TO REGISTRATION - HAZARDOUS AREA WORK**

(The following fees are payable for extension to registration for hazardous area work)

|  | <b>Fee</b> | <b>VAT</b> | <b>Total</b> |
|--|------------|------------|--------------|
| Pre assessment application fee<br>(must be completed prior to site assessment)   | £320.00    | £64.00     | £384.00      |
| Site assessment application fee<br>Note: the site application fee includes a full day assessment by an NICEIC Assessor | £640.00    | £128.00    | £768.00      |
| Annual fee (per half day required)   | £320.00    | £64.00     | £384.00      |

#### 5 **OTHER FEES**

|   | <b>Fee</b> | <b>VAT</b> | <b>Total</b> |
|---|------------|------------|--------------|
| Additional half-day assessment (or multiples of)  | £320.00    | £64.00     | £384.00      |
| Administration of registration/change of company details,<br>not involving change of ownership<br>(not including an additional visit) | £50.00     | £10.00     | £60.00       |
| Change of Qualified Supervisor<br>(not including an additional visit)   | £50.00     | £10.00     | £60.00       |
| TrustMark status (For Approved Contractors with domestic status)<br>(available after full registration achieved and payable annually) | £98.00     | £19.60     | £117.60      |

#### 6 **CANCELLATION FEES & APPLICATION REFUND POLICY**

|   | <b>Total</b> |
|---|--------------|
| Cancellation of a booked assessment with 2 or less days notice (per half day visit)   | £290.00      |
| Cancellation of a booked assessment with more than 2 (and less than 21) days notice (per half day visit)  | £200.00      |
| 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) | £378.00      |
| Application cancellations received within 14 days of application may be eligible to receive a full refund less £50 administration fee   |              |
| Application cancellations received up to 14 days prior to assessment may be eligible to receive a full refund less £150 administration fee  |              |
| Application cancellations received within 14 days of the assessment date will not be eligible for a refund  |              |