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| **Fee Sheet**  **As at 01 January 2013** | | | | |
| **BRE Scheme** | **Annual membership fee\*** | **EPC Portfolio Assessment fee (where applicable)** | **EPC registration fee (from)  exc. VAT & HEED fees** | **Software licence fee (as at 01/01/2013)** |
| **Existing Domestic Buildings** | **£225 + VAT** | **£225 + VAT** | **£7.00\*\*** | **Free** |
| **Existing Non Domestic Buildings** | **£225 + VAT** | **£225 + VAT** | **Any Building £25.00** | **Free use of SBEM. Commercial software providers as per supplier terms** |
| **New Domestic Buildings** | **£225 + VAT** | **£225 + VAT** | **£7.00\*\*** | **As per supplier terms** |
| **New Non Domestic Buildings** | **£225 + VAT** | **£225 + VAT** | **£12.50** | **As per supplier terms or**  **Free if SBEM** |
| **\*Membership categories are: Standard for Sole Traders and SME’s with up to 6 EPC Certifiers. Larger firms can obtain a Corporate package (terms discussed with principals only).**  **\*\*Standard EPC fee. Corporate and volume discount rate on application by principals only.** | | | | |
| **N.B.**   * **EPC lodgement fees for the HEED Register, operated by the Energy Savings Trust (EST) should also be added.** * **VAT should be added to all fees shown at the prevailing rate (including EST Fees).**   **EST Fees as at 01 January 2013 are:** | | | | |
| **Domestic EPC registrations (per EPC)** | | | | **£1.15** |
| **Non Domestic EPC registrations (per EPC)** | | | | **£5.36** |
| **Complaints and Appeals**  **Please refer to the EPC Scheme Document SD172 (revision 1) for further detail on the Complaints, Disputes and Appeals process** | | | | |
| **Complaints and appeals fee for all schemes** | | | | **£1,500 (+ VAT)** |

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| **Member Audits** |
| All EPC Audits will follow the requirements of the EPBD (recast) effective from 01 October 2012. The BRE EPC Scheme Member Audit procedure will be followed. Audit Fees will be charged as determined by the class of membership awarded. All member audits will comply with the requirements of the “Operating Framework for Approved Organisations Energy Performance Certificates New and Existing Buildings” as enabled by regulation 8(3) of the Energy Performance of Building regulations (Scotland) 2008. |
| **Standard membership audits**  These will be risk based with costs recovered from the standard EPC fee. Audits will be desk based and follow the procedures in the BRE EPC Scheme Audit Plan. |
| **Corporate membership audits**  The costs will be risk based and incur the fee rate as shown below |

**Corporate member audit fees**

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| **Audit fees** | £800 per audit day, plus expenses plus VAT. | **Audit cycle** | Audits will initially be at bi-annual intervals. |
| **Annual membership fee:** | As per Corporate rate agreement. | **Annual Fee:** | As per Corporate rate agreement. |

\*Concessions and exemptions may apply for existing BRE Scheme members. Please submit an application to obtain confirmation of your eligibility for fee exemptions.

+Basic unit charge for EPCs based on a low volume use. Volume discount details can be discussed only between the principal of medium to large firms with the Scheme manager.

Existing BRE England & Wales members can apply for fast track EPC membership, fee concessions may apply.