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The fees set out in this document are effective from **14.02.2011** until further notice.

This fee sheet covers fees applicable for the following certification schemes:

- Non-domestic Energy Assessment
- Domestic Energy Assessment
- Home Inspection and Home Condition Surveying
- On Construction Assessment
- Display Energy Certification
- Air Conditioning Assessment

## 1. Non Domestic Energy Assessment

The following fees apply for each of the applicant types listed below:

### APEL route (Level 4 ) to certification:

**APEL “FAST TRACK” – Existing member of competent person’s scheme and Low Carbon Consultants (design & calculation please note that evidence of successful completion of a relevant software exam is required):**

Scheme Application Fee	£100+VAT
Assessment of Competence	£650+ VAT
Annual membership	FREE

### **APEL Applicants who have attended iSBEM training but have not passed the exam:**

Scheme Application Fee	£100+ VAT
Assessment of Competence	£1095+ VAT
Annual Membership	FREE



### Qualification (Diploma) route to certification:

Scheme Application Fee	£100+ VAT
Annual Membership	FREE

### Lodgement fees

Lodgement fees will be on a reducing scale according to the number of EPCs you have lodged since joining the scheme:

<b>EPC’s lodged since joining</b>	<b>Fee</b>
0 to 149	£25+ VAT
150 to 299	£23+ VAT
300+	£20+ VAT
Fee to lodge on Central Register	£5.36+ VAT

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### Use of EPC Software

- iSBEM FREE
- BuildDesk - Carbon Checker Please contact BuildDesk ([www.builddesk.co.uk](http://www.builddesk.co.uk))

### Other fees (if required)

SBEM training (2 day course):	£645+ VAT
Carbon Checker training:	£250+ VAT
Replacement certificate:	£50+ VAT
Replacement ID Card	£30+VAT
Listing in the Green Book:	£350+VAT per annum

## 2. Domestic Energy Assessment

**Initial and Triennial Application Fee** £100+ VAT

### **Energy Performance Certificate (EPC) lodgement:**

Lodgement fees will be on a reducing scale according to the number of EPCs you have lodged since joining the scheme:

EPC's lodged since joining	Fee
0 to 499	£5.00+ VAT
500 to 999	£4.75+ VAT
1,000 to 2,499	£4.50+ VAT
2,500 to 4,999	£4.25+ VAT
5,000 to 19,999	£4.00+ VAT
20,000 to 49,999	£3.75+ VAT
50,000+	£3.50+ VAT

BRE continues to offer no membership fee for those assessors lodging more than 4 EPC's per month. For assessors lodging less than 4 EPC's per month £20.00 charges are applied (which includes the lodgement fee for up to 4 EPC's and excludes the landmark fee of £1.15 per lodgement). This enables members who do not lodge, all the benefits of being a BRE member (e.g. technical assistance, free insurance, free software, free CPD).

**Landmark fee to lodge on Central Register** As required by Landmark, currently £1.15+ VAT per report



**Use of QSAP EPC software** At no charge

### **Other scheme fees:**

- Replacement certificate: £50+VAT
- Replacement ID Card £30+VAT
- Listing in the Green Book: £350+VAT per annum

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### 3. Home Inspector and Home Condition Surveyor

#### **Initial and Triennial Application Fee**

£150+ VAT

#### **Energy Performance Certificate (EPC) lodgement:**

Lodgement fees will be on a reducing scale according to the number of EPCs you have lodged since joining the scheme:

EPC's lodged since joining	Fee
0 to 499	£5.00+ VAT
500 to 999	£4.75+ VAT
1,000 to 2,499	£4.50+ VAT
2,500 to 4,999	£4.25+ VAT
5,000 to 19,999	£4.00+ VAT
20,000 to 49,999	£3.75+ VAT
50,000+	£3.50+ VAT

We are continuing our offer of no membership fee for those assessors lodging more than 4 EPCs per month. For assessors lodging less than 4 EPCs per month an easy monthly instalment of £20+ VAT will apply which includes the lodgement fee for up to 4 EPCs.

#### **Home Condition Report (HCR) Lodgement**

£15 + VAT per report

#### **Home Condition Survey (HCS) Lodgement**

£15+VAT per report

#### **Landmark fee to lodge on Central Register**



As required by Landmark, currently £1.15 + VAT per report.

#### **Use of QSAP EPC software**

At no charge

#### **Other scheme fees:**

- Replacement certificate: £50+VAT
- Replacement ID Card £30+VAT
- Listing in the Green Book: £350+VAT per annum

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## 4. On Construction Assessment

The following fees apply for each of the applicant types listed below:

**The following fees apply for each of the applicants types listed below for the APEL route to certification:**

Initial Application Fee	£100+VAT
Assessment of EPC's	£650+ VAT
Annual Membership	FREE
SAP Energy Design top up training (if required)	£300+ VAT

\*Applicants requiring top up training should complete a SAP/Energy Design top up training booking form which can be found on line at: [www.bre.co.uk/training](http://www.bre.co.uk/training)

**Qualification (Diploma) route to certification:**

Scheme Application Fee	£100+ VAT
Annual Membership	FREE

**Lodgement Fees:**



Fees for EPC lodgement	£4.50+ VAT
Fee to lodge on Central Register	£1.15+ VAT

**Use of EPC Software:**

- BuildDesk – Energy Design Please contact BuildDesk  
([www.builddesk.co.uk](http://www.builddesk.co.uk))

**Other scheme fees:**

- Professional skills assessment (Applicants without professional membership) £100+ VAT
- Replacement certificate: £50+ VAT
- Replacement ID Card £30+VAT
- Listing in the Green Book: £350+VAT per annum

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## 5. Display Energy Certification

The following fees apply for each of the applicant types listed below:

**The following fees apply for each of the applicants types listed below for the APEL route to certification:**

Initial Application Fee	£100+ VAT
Assessment of EPC's	£450+ VAT
Annual Membership	FREE
OR Calculator training (1 day)	£300+ VAT

Applicants requiring OR Calculator training should complete a booking form which can be found on line at: [www.bre.co.uk/training](http://www.bre.co.uk/training)

**The following fees apply for each of the applicants types listed below for the Qualification route to certification:**



Initial Application Fee	£100+ VAT
Annual Membership	FREE

**Lodgement fees:**

Fees for DEC/Advisory Report lodgement	£10+ VAT
Fee to lodge on Central Register	£5.36+ VAT

**Other scheme fees:**

- Professional skills assessment (Applicants without professional membership) £100+ VAT
- Replacement certificate: £50+ VAT
- Replacement ID Card £30+VAT
- Listing in the Green Book: £350+VAT per annum

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## 6. Air Conditioning Assessment

### APEL route to certification:

Scheme Application Fee*	£100+VAT
Assessment of Competence	£650+ VAT
Training (1 Day)	£300+VAT
Annual Membership	FREE

### Qualification (Diploma) route to certification:

Scheme Application Fee*	£100+ VAT
Annual Membership	FREE



### Lodgement fees

Level 3 Lodgement	£20+VAT
Level 4 lodgement	£30+ VAT
Fee to lodge on Central Register	£5.36+ VAT

### Other scheme fees:

- Replacement certificate: £50+ VAT
- Replacement ID Card £30+VAT
- Listing in the Green Book: £350+VAT per annum

\*Please note: the Application Fee will not apply to current members of other BRE Global Certification schemes.

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## 7. Applicable to all Schemes

### Listing

Scheme members will benefit from free listing on [www.greenbooklive.com](http://www.greenbooklive.com). Greenbooklive.com is a comprehensive reference source for environmental products and services. It is a free online database designed to help specifiers and end users identify products and services that can help reduce their impact on the environment

### General

If an arranged witnessed assessment is cancelled by the Company, the following charges will apply:

- 0 -14 days in advance of the visit: 100% of the visit fee
- 14 - 28 days in advance of the visit: 50% of the visit fee
- more than 28 days in advance of the visit: 25% of the visit fee

The certificate holder will be expected to bear the costs of investigating complaints where appropriate. If the review of the sample of reports or the nature of complaints indicates failure to carry out the work correctly then additional audits or retraining may be required in order to maintain certification.

Any re-assessment will be charged an amount equivalent to the application fee, and any special audit will be conducted at £600+ VAT per day.

Scheme re-activation fee £50+ VAT

Note: If a scheme member fails to pay scheme fees by cancelling their Direct Debit mandate without prior notification to the scheme they will be suspended from membership. Any such suspension will be lifted once full payment of outstanding fees has been paid in full, this may incur a scheme re-activation fee.

The scheme reserves the right to apply an administration fee of £250+ VAT per annum for non active\* scheme members.

\* applicable to non domestic, on construction and air conditioning schemes only – “non active” is defined as any scheme member who has not lodged greater than 6 EPCs / DEC’s / ACIRs within a period of 6 consecutive months.

### VAT

VAT will be charged at the prevailing rate.