

NFRC Competent Person Scheme

Fee Structure

Application fees

One-off joining fee (non-NFRC Member) [Non-refundable, the fee includes office and site audits by an NFRC CPS Inspector, to achieve Registered Contractor status and setup of temporary portal access.]	£375.00
One-off joining fee (NFRC Member) [Non-refundable, the fee includes validation of NFRC office audit and site audits by an NFRC CPS Inspector, to achieve Registered Contractor status and setup of temporary portal access.]	£295.00
Application inspection fee (per discipline) [Includes competent person assessment.]	£201.60

Annual contractor account fees

Payable upon achieving Registered Contractor status.

Annual account fee (includes desk audit, portal access and re-accreditation)		
	Paid annually, in advance	£224.00
	Paid monthly (equates to £246.36 per year)	£20.53
Annual inspection fee —paid annually, in advance (based on inspection type—property value >£50k will be charged at Enhanced rate).		
	one discipline	£201.60
	two disciplines	£313.56
	three disciplines	£436.80

Inspection fees

Standard —Domestic/Commercial properties <£50k in value (includes +1 Risk Rating for every 50 works)	£201.60
Enhanced —Domestic/Commercial properties >£50k in value	£352.80
Comprehensive —Domestic/Commercial properties >£50k in value	£560.00

Penalty fees

Non-Compliance Review of Corrective Action (Desk based)	£56.00
Non-Compliance Review of Corrective Action (Site based)	£224.00
Aborted Inspection—by inspector (ie. site completed, site empty, works on site out of scope)	£201.60
Cancellation of inspection appointment (within 24 hours)	£201.60
Late submission of annual renewal documentation—over 30 days	£50.00
Failure to update 'Estimated Completion Date' of registered works (one fee per 50 works)	£50.00
<i>Note: Increased risk ratings due to non-notification of works per calendar year or non-compliance of registered works will incur a penalty fee based on the inspection type required to resolve the non-compliance (Standard, Enhanced or Comprehensive).</i>	

Certificate fees

Building Regulation Compliance Certificate (BRCC)	£14.28
Duplicate BRCC / Registration Certificate	£28.00

Additional fees

Home Owner inspection report–Standard Inspection	£500.00
Home Owner inspection report–Enhanced Inspection	£650.00
Additional competent person assessment	£200.00
Administration Assistance Fee–portal work: upload from spreadsheet (<i>per 100 works</i>)	£25.00
Administration Assistance Fee–portal amendments	£5.00
Trustmark Registration (<i>annual fee including application</i>)	£80.00
Van decal (<i>including postage and packing</i>)	£5.00

1. All fees quoted are excluding VAT.
2. On the first day of every month, Contractors will receive an itemised invoice for all services delivered by NFRC CPS during the previous month.
3. Fees are payable by variable Direct Debit, collected on the fourth day of the month.
4. Fees are reviewed on an annual basis or when there are required improvements to particular services, and you will be given 30 days notice of any future changes to the fee structure.
5. Fees quoted do not include the cost of Insurance Backed Guarantees (IBG)–purchased via one of the insurers referenced on the NFRC CPS website.
6. Payments of fees are subject to the Terms and Conditions of NFRC CPS. Non-payment of applicable fees may result in suspension of your account.

NFRC Competent Person Scheme

31 Worship Street, London EC2A 2DY | 020 7448 3189 | nfrccps.com | admin@nfrccps.com

CompetentRoofers Limited trading as NFRC Competent Person Scheme, registered in England and Wales No. 05704588