

## Section 9: Fee Sheet

	Fee	VAT	Total
<b>Part P Registration &amp; Annual Renewal</b>			
Online Application for Registration and Annual Renewal	£370.00	£64.75	£434.75
Paper/Telephone Application or Non-Direct Debit Annual Renewal	£390.00	£68.25	£458.25
<b>Reassessment Charges</b>			
Half Day visit required	£270.00	£47.25	£317.25
Full Day visit required	£430.00	£75.25	£505.75
<b>Job Notification Fees</b>			
For each notifiable job online	£1.50	£0.26	£1.76
For each notifiable job received by fax or post	£5.00	£0.88	£5.88
<b>Other Charges (Incl VAT):</b>			
1. Full Day Assessments are likely to be required in instances where geographically there is significant distance between the site visit and office location, or where there is more than one Qualifying Supervisor. If you are in any doubt as to whether you need a full day visit, please contact the office on <b>0845 634 9043</b> to discuss your particular circumstances:			
- Full day assessment (online application)			£622.75
- Full day assessment (paper application)			£646.25
2. Periodic Inspection Reporting (PIR's) Assessment:			
- Initial Registration & Assessment including Part P			£716.75
- Renewal Registration & Assessment including Part P (Note that renewal of Periodics is every 3 years, Part P renewal is required annually)			£552.25
3. Change of or Additional Qualified Supervisor:			
- By remote desktop review of documentation (must be confirmed at next surveillance visit)			£41.13
- Physical assessment (½ day) at contractor's office/site			£317.25
4. Registration Certificates:			
- Change of certificated details requiring a new certificate to be issued			£41.13
- Additional or replacement certificate			£41.13
5. TrustMark: You can also choose to join the TrustMark consumer scheme at an additional annual charge			
- Annual TrustMark Registration Fee			£35.25

The fees set out in this document are for the assessment, certification and maintenance of your ELECSA registration. All fees are effective from 1st January 2010 and VAT has been calculated at the current rate of 17.5%. Prices apply until further notice, and are inclusive of travel and subsistence expenses.

### Visit Cancellation and Rearrangement Policy

Where a visit is cancelled within 21 days of the arranged date, an additional fee of £195 + VAT will be charged for the date to be rearranged. No additional fees or charges will be payable if a visit is cancelled more than 21 days in advance of the arranged date. Cancellation within 48 hours (2 working days) or visits that result in a 'no show' by the contractor will result in the full fee being charged for the date to be rearranged.

### Withdrawal from the Scheme Refund Policy

If a firm voluntarily withdraws from the Scheme, the following refund policy will apply:

- More than 21 days prior to the agreed assessment date, all fees paid will be refunded
- Less than 21 days prior to an agreed assessment date, 50% of all fees paid will be refunded

Please complete the rest of this form 