



Outline Fee Structure

You have kindly set out in your email 8 examples of types of work required from a Chartered Building Surveyor.

- 1) **Surveying Property.** We quote individually for all of our property surveys, based on our assessment of the property size and complexity.

As a guide, we are currently undertaking level 3 pre-purchase building surveys on residential property at an average fee of £850.00 + VAT (£1,020.00) per instruction.

We have undertaken larger commercial and office building stock condition style work or planned maintenance scheduling and fees for those instructions range from £1,250.00 to £2,250.00 + VAT (£1,500.00 to £2,700.00), again depending on size and complexity.

For building survey instructions, we would meet with Council representatives to discuss the instruction and then provide you with a formal written survey quotation for your consideration. Our initial scoping meeting of the instruction with you is at no cost.

- 2) **Procurement Documents to Tender.**
- 3) **Analysis from Tender.**
- 4) **Contracts.**

We are able to undertake design and specification services for building projects in-house where appropriate and working alongside other consultants where necessary, including architects, mechanical and electrical engineers and structural engineers. We have experience of producing tender documents including drawings, written specification and preliminaries, trade preambles and pricing documents.

Our fee structure is individual to each instruction but for production information work on projects, we would be working at a percentage fee for the whole project for which we would usually require around 45% stage fee up to tender information stage.

For example, if we were involved in a project with an expected value of £100k, and working at a percentage fee of 10%, then at tender production stage fees would be 45% of 10% £100k i.e. £4,500.00 + VAT (£5,400.00).

In relation to contracts – we prepare standard contract forms between employer and contractor using the JCT suite. On occasion we have collaborated with a quantity surveyor for specific contract variations where the standard suite documentation requires adjustment.

- 5) **Planning Applications.** We can prepare and submit planning applications for relatively and straightforward projects.



Where projects are more complex, or involve potentially contentious change of use, we have worked alongside a planning consultant such as James Wells Planning Consultancy. On those occasions we have led the project planning application, drawing in consultancy experience to assist with design statements and responding to particular planning policy.

Fees for planning applications vary depending on size and complexity. Typically, for a relatively simple and modest application for building extension work, fees would be around £2,500.00 + VAT (£3,000.00) for planning application preparation and submission.

- 6) **Project Management.** Our project management services include full contract administration with frequent site inspections and reports, progress meetings and programme review, dealing with day-to-day queries, variations, valuations and final accounts.

We usually act on project management instructions at a percentage fee based on the project cost. The percentage fee varies depending on size and complexity. We are currently working as contract administrator on a substantial social housing



project with a value of over £800k where our project fee is 5%. Equally, we are working as contract administrator on a domestic extension project with a value of under £100k where our percentage fee is 12%.

Hopefully this gives you some idea of the fee range. We would meet and review each project management instruction with you and prepare a dedicated quotation for that particular service for your consideration. Again, that initial scoping meeting is at no cost.

- 7) **To Attend Town Council Meetings.**
- 8) **To Advise the Town Council on the 5-Year Repair and Maintenance Plan to Allow Successful Budgeting Over a 5-Year Period.**

If we were to attend Council meetings and have meetings with representatives to advise on the 5-year plan, then that style of work would be charged at our standard hourly rate of £100.00 + VAT (£120.00). We do not charge for any travel or other disbursements.