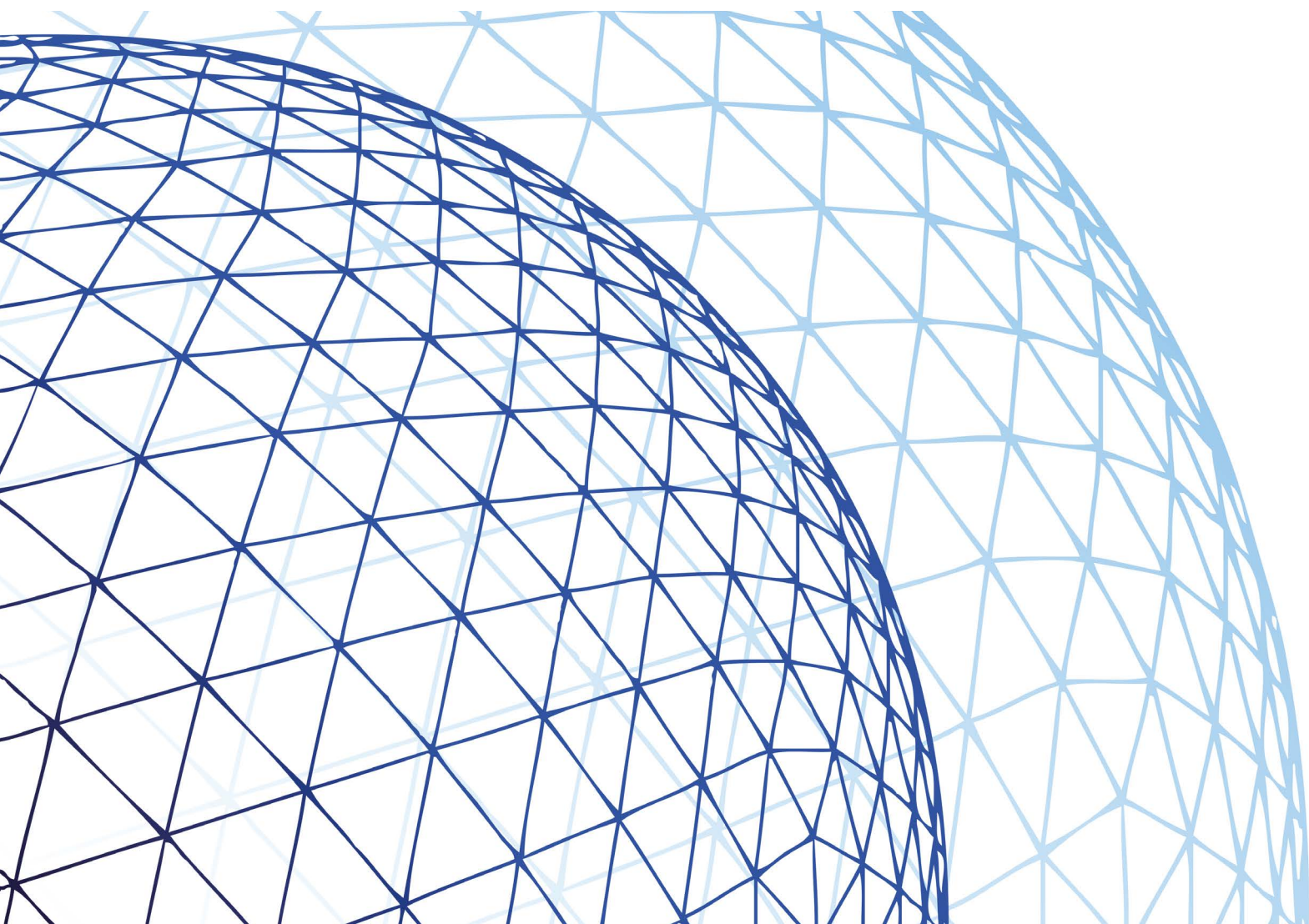




## Supplement 2 to the Sanctions Policy – Fines, Costs And Administration Fees

01 January 2008

Version 7 with effect from 01 January 2017



## 1. Introduction

This supplement to the Sanctions Policy sets out the details of fines and costs which may be imposed according to the Disciplinary, Registration and Appeal Panel Rules.

## 2. Fines

The fines which can be imposed are as follows:

Disciplinary Route	Level of fine
Fixed Penalty	See below
Consent order	Up to £2,000 per breach
Disciplinary and Appeal Panel	Unlimited amount per breach – any fine must be proportionate

### 2.1 Fixed Penalties

The Policy of the Regulatory Board is:-

Fixed Penalty fines can be imposed for breaches of:

- Rules of Conduct for Members
  - Rule 6 – Continuing Professional Development (CPD)
  - Rule 8 – Information to RICS
- Rules of Conduct for Firms
  - Rule 14 – Information to RICS
- Rules for the Registration of Firms
  - Rule 10 – Fees

The level of fine for Members who practise in the United Kingdom and for all Firms will be:

Delay in time	Members – level of fine payable	Firms – level of fines payable
1 – 28 days late	£150	£300
29 – 56 days late	£250	£500
57 – 84 days late	Refer to Disciplinary Panel	Refer to Disciplinary Panel

For Members who practise outside the United Kingdom the level of fine will be calculated as follows:

$$\left( \frac{\text{Local membership fee}}{\text{United Kingdom membership fee}} \right) \times \text{level of fine}$$

Information will be considered to be late when it has not been submitted by the due date. The due dates will be:

- Annual return – the date the annual return is due to be submitted
- Invoice for regulatory matters – the date specified in the invoice by which the fee is due to be paid
- Any other information – the date set out in RICS' correspondence formally notifying the Member or Firm of the possibility of a Fixed Penalty. The correspondence will state that a Fixed Penalty will be imposed if specific information is not received by RICS by a specified date.

### 2.2 CPD

If a Fixed Penalty fine of £150 is imposed for a breach of Rule 6 of the Rules of Conduct for Members and payment is not received within 28 days of issue, then the fine will be increased to £250. If payment is not received within 56 days of issue, the breach of Rule 6 of the Rules of Conduct for Members and the failure to pay the fine will be referred to a Disciplinary Panel.

### 3. Costs

The costs which can be imposed are as follows:

Cost	Amount
Hearing costs*	£2,650
Disciplinary panel without an oral hearing	£600
Investigation costs	£75 per hour
Disciplinary costs	£75 per hour
Visit and solicitor's costs	Visit – £1,125 Solicitor – £200 per hour
External Legal Representation	As incurred by RICS
Expert witness costs	As incurred by RICS

\*Where a hearing takes place outside of the UK, the costs will amount to the actual costs incurred. This could include, but will not be limited to, the following costs:

- Panel Members
- Solicitor
- Legal Assessor
- Recording
- Hire of venue
- Teleconferencing costs for virtual hearings.

### 4. Administration Fees

Fees	Amount
Fixed Penalty - costs – administration fee for review by a Fixed Penalty Reviewer	£100 per Fixed Penalty

### 5. Review of Fines, Costs and Administration Fees

The fines and costs contained in this supplement have been approved by the Regulatory Board, and will be periodically reviewed.



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