



Enabling Electronic Communication of
Building Control Documents
Final Impact Assessment

Annex B

Workings showing how the figure of 53 per cent was arrived at

For paper based methods – we assumed staff costs of £30.00 and estimated the time it would take to process different types of documents (including registering, data entry, scanning). Based on estimates of the current costs of undertaking some activities associated with processing paper based documents (paper, printing, postage and filing) we calculated the costs of serving complex documents (that would require significant time to process and incur substantial associated costs), medium complexity documents, and simple documents (requiring minimal time and incurring minimal costs).

For electronic communication – we assumed that most of these labour intensive activities and costs would be substantially reduced or eliminated. The total cost was based on a calculation of the staff costs (which would remain the same), the reduced processing time and residual filing.

The difference between the costs of the two methods is the admin burden saving and this is indicated as a percentage figure. The average percentage figure from the three types of documents was 53 per cent.

It should be noted that the figures below do not correlate with the indicative figures in the PWC Admin Burden Baseline Exercise, however we believe the 53 per cent reduction in burden is transferable to that exercise and is therefore used as the basis of the “Impact on the Admin Burdens Baseline” calculation.

Paper based methods			
Item	Complex Documents	Medium complexity documents	Simple documents
Staff time (processing document e.g. registering, scanning, keying in data, filing etc.)	6hrs	4hrs	2hrs
Staff costs	£30.00	£30.00	£30.00
Paper & Printing	£10.00	£5.00	£2.50
Postage	£20.00	£10.00	£5.00
Filing	£10.00	£5.00	£2.50
	£220.00	£140.00	£70.00
Electronic communication methods			
Item	Complex Documents	Medium complexity documents	Simple documents
Staff time	4hrs	2hrs	1hrs
Staff costs	£30.00	£30.00	£30.00
Filing	£5.00	£2.50	£0.50
	£125.00	£62.50	£30.50
Savings			
Hard copy methods	£220.00	£140.00	£70.00
Electronic Communication	£125.00	£62.50	£30.50
Saving	£105.00	£77.50	£39.50
Percentage	47%	55%	56%
Average saving per document is 53%			