



## BUILDING CONTROL CHARGES GUIDANCE NOTES

An application for Building Regulation approval must be made before carrying out building work as defined in the Building Regulations

This leaflet outlines the charges payable with such an application. The notes are for guidance only, further details can be found in the Scheme of Charges adopted by the Council.

The charges for Building Regulation work are required to recover the cost of the service with the exception of work that is carried out for a disabled person which is charge exempt.

There are two methods of establishing the charge – individually determined and standard charges - this guidance shows the work to which standard charges apply. If you are carrying work which falls outside the scope of standard charges or you require assistance to determine your charge and method of payment, please contact Building Control on 01484 221550. Where the work is not included in the standard charges or where multiple plots, extensions or alterations are carried out at the same time, please ask for an individual assessment.

Payment of the charges you incur depends upon the type of application made and the type of work involved. If you are making a Full Plans Application you pay a Plan Charge when you deposit your application, plus an Inspection Charge when you commence work you will receive an invoice. If you submit a Building Notice the full charge is paid when the Notice is deposited.

It is important that the appropriate payment is included with your application, otherwise the application can not be processed.

The tables of the Charge Scheme relate to the following types of work;

- ◆ Table A - Creation or conversion to new housing (houses up to 300m<sup>2</sup> in floor area, flats up to 3 storeys).
- ◆ Table B - Domestic extensions/conversions to a single building
- ◆ Table C - Domestic alterations to a single building
- ◆ Table D - Other non domestic work (extensions and new building)
- ◆ Table E - All other non domestic work (alterations)

You may be exempt from charges. If you think this is the case, please give details of the claim on the application form. Exemptions which may apply ;

- ◆ under certain circumstances where a plan for the same work has been deposited previously.
- ◆ if the proposed work applies to an existing dwelling or public building and is solely to provide a benefit for a disabled person (in this context a disabled person is one to whom Section 29 of the National Assistance Act 1948 applies),
- ◆ if you are installing an approved unvented hot water system where the work is carried out by an approved operative or is part of a larger project.

**TABLE A**

**STANDARD CHARGES FOR THE CREATION OR CONVERSION TO NEW HOUSING**

NUMBER OF DWELLINGS	PLAN CHARGE			INSPECTION CHARGE			BUILDING NOTICE CHARGE		
	Net £	VAT £	Gross £	Net £	VAT £	Gross £	Net £	VAT £	Gross £
1	165.00	33.00	<b>198.00</b>	178.75	35.75	<b>214.50</b>	343.75	68.75	<b>412.50</b>
2	302.50	60.50	<b>363.00</b>	357.50	71.50	<b>429.00</b>	660.00	132.00	<b>792.00</b>
3	453.75	90.75	<b>544.50</b>	536.25	107.25	<b>643.50</b>	990.00	198.00	<b>1,188.00</b>
4	594.00	118.80	<b>712.80</b>	715.00	143.00	<b>858.00</b>	1,309.00	261.80	<b>1,570.80</b>
5	742.50	148.50	<b>891.00</b>	893.75	178.75	<b>1,072.50</b>	1,636.26	327.25	<b>1,963.51</b>
6	891.00	178.20	<b>1,069.20</b>	1,072.50	214.50	<b>1,287.00</b>	1,963.51	392.70	<b>2,356.21</b>
7	1,039.50	207.90	<b>1,247.40</b>	1,251.25	250.25	<b>1,501.50</b>	2,290.75	458.15	<b>2,748.90</b>
8	1,188.00	237.60	<b>1,425.60</b>	1,430.00	286.00	<b>1,716.00</b>	2,618.00	523.60	<b>3,141.60</b>
9	1,336.50	267.30	<b>1,603.80</b>	1,608.75	321.75	<b>1,930.50</b>	2,945.25	589.05	<b>3,534.30</b>
10	1,375.00	275.00	<b>1,650.00</b>	1,787.50	357.50	<b>2,145.00</b>	3,162.50	632.50	<b>3,795.00</b>

Additional charge of £200 + Vat = £240 where work e.g. electrical or Gas fittings work is not to be certified as compliant with the Building Regulations by a person or body competent and registered to do so\*.

Note – for 10 or more dwellings or if the floor area of a dwelling exceeds 300m<sup>2</sup> the charge is individually determined.

\* An additional charge is for work when the relevant building work, or part thereof, has not been carried out by a person referred to in Regulation 7(5) (g) or (h) of the Building (Local Authority Charges) Regulations 2010 applies. It is additional to the inspection charge, building notice charge or regularisation charge.

TABLE B

## STANDARD CHARGES FOR OTHER BUILDING WORK

## Domestic extensions to a single building

	PLAN CHARGE			INSPECTION CHARGE			BUILDING NOTICE CHARGE		
	Charge £	VAT @ 20% £	Total £	Charge £	VAT @ 20% £	Total £	Charge £	VAT @ 20% £	Total £
<b>Single Storey Extensions</b>									
Small extension < 10m <sup>2</sup>	136.17	27.23	<b>163.40</b>	221.33	44.27	<b>265.60</b>	357.50	71.50	<b>429.00</b>
Medium Extension 10m <sup>2</sup> < but < 40m <sup>2</sup>	136.17	27.23	<b>163.40</b>	303.83	60.77	<b>364.60</b>	440.00	88.00	<b>528.00</b>
Larger Extension 40 to 100 m <sup>2</sup>	136.17	27.23	<b>163.40</b>	430.33	86.07	<b>516.40</b>	566.50	113.30	<b>679.80</b>
<b>Multi Storey Extension</b>									
Multi Storey Extension < 40m <sup>2</sup>	136.17	27.23	<b>163.40</b>	320.33	64.07	<b>384.40</b>	456.50	91.30	<b>547.80</b>
Multi Storey extension > 40 <200m <sup>2</sup>	136.17	27.23	<b>163.40</b>	441.33	88.27	<b>529.60</b>	577.50	115.50	<b>693.00</b>
<b>Other works to dwellings</b>									
Loft conversion up to 2 rooms and no dormer	136.17	27.23	<b>163.40</b>	251.58	50.32	<b>301.90</b>	387.75	77.55	<b>465.30</b>
Loft conversion up to 2 rooms with dormer window	136.17	27.23	<b>163.40</b>	331.33	66.27	<b>397.60</b>	467.5	93.50	<b>561.00</b>
Conversion of Garage to habitable room	136.17	27.23	<b>163.40</b>	0.00	0.00	<b>0.00</b>	136.17	27.23	<b>163.40</b>
Erection or extension of a non exempt Garage up to 100m <sup>2</sup>	136.17	27.23	<b>163.40</b>	45.33	9.07	<b>54.40</b>	181.5	36.30	<b>217.80</b>
Extension or creation of a basement up to 100m <sup>2</sup>	<b>Based on estimated cost with a minimum:</b>						330.00	66.00	<b>396.00</b>

Additional charge of £200 + Vat = £240 where work e.g. electrical work is not to be certified as compliant with the Building Regulations by a person or body competent and registered to do so\*.

\*An additional charge is for work when the relevant building work, or part thereof, has not been carried out by a person referred to in Regulation 7(5) (g) or (h) of the Building (Local Authority Charges) Regulations 2010 applies. It is additional to the inspection charge, building notice charge or regularisation charge.

Table C

## Domestic alterations to a single building

	PLAN CHARGE			INSPECTION CHARGE			BUILDING NOTICE CHARGE		
	Charge £	VAT @ 20% £	Total £	Charge £	VAT @ 20% £	Total £	Charge £	VAT @ 20% £	Total £
Renovation of a thermal element to single dwelling	55.32	11.06	<b>66.38</b>				55.32	11.06	<b>66.38</b>
Internal alterations up to a value of £2000	55.32	11.06	<b>66.38</b>	109.68	21.94	<b>131.62</b>	165.00	33.00	<b>198.00</b>
Internal alterations with a value of £2001 to £5000	55.32	11.06	<b>66.38</b>	148.18	29.64	<b>177.82</b>	203.50	40.70	<b>244.20</b>
Internal alterations with a value to £5001 to £10000	136.17	27.23	<b>163.40</b>	111.33	22.27	<b>133.60</b>	247.50	49.50	<b>297.00</b>
Internal alterations with a value of £10001 to £15000	136.17	27.23	<b>163.40</b>	152.58	30.52	<b>183.10</b>	288.75	57.75	<b>346.50</b>
Internal alterations with a value of £15001 to £20000	136.17	27.23	<b>163.40</b>	207.58	41.52	<b>249.10</b>	343.75	68.75	<b>412.50</b>
<b>Window replacement (Grouped by number of windows)</b>									
Up to 5	82.5	16.50	<b>99.00</b>				82.5	16.50	<b>99.00</b>
6 to 10	55.32	11.06	<b>66.38</b>	54.68	10.94	<b>65.62</b>	110.00	22.00	<b>132.00</b>
11 to 20	55.32	11.06	<b>66.38</b>	82.18	16.44	<b>98.62</b>	137.5	27.50	<b>165.00</b>
Over 20, request a quotation									
Controlled Electrical Works	200.00	40.00	<b>240.00</b>				200.00	40.00	<b>240.00</b>

Additional charge of £200 + Vat = £240 where work e.g. electrical work is not to be certified as compliant with the Building Regulations by a person or body competent and registered to do so\*.

\*An additional charge is for work when the relevant building work, or part thereof, has not been carried out by a person referred to in Regulation 7(5) (g) or (h) of the Building (Local Authority Charges) Regulations 2010 applies. It is additional to the inspection charge, building notice charge or regularisation charge.

TABLE D

OTHER NON DOMESTIC WORK – EXTENSIONS AND NEW BUILD

Building Type	PLAN CHARGE			INSPECTION CHARGE		
	Charge £	VAT @ 20% £	Total £	Charge £	VAT @ 20% £	Total £
<b>Other Residential</b>	136.17	27.23	<b>163.40</b>	192.50	38.50	<b>231.00</b>
Up to 10 m <sup>2</sup>						
<b>Assembly and Recreation</b>	136.17	27.23	<b>163.40</b>	192.50	38.50	<b>231.00</b>
Up to 10 m <sup>2</sup>						
<b>Industrial and Storage</b>	136.17	27.23	<b>163.40</b>	102.13	20.43	<b>122.56</b>
Up to 10 m <sup>2</sup>						
<b>All Other Use Classes</b>	136.17	27.23	<b>163.40</b>	136.17	27.23	<b>163.40</b>
Up to 10 m <sup>2</sup>						

New build and extensions over 10m<sup>2</sup> please use estimated cost table (Table E) below

The amount of time to carry out the building regulation functions varies, dependent on the different use categories of buildings.

The amount of time to check and inspect a building used for industrial and storage use is less than that for other use, same size buildings and the charge for an assembly or other residential use building is higher due to the additional time in respect of this type of work. The use of a building is different under the provisions of the Building Regulations 2000.

**Note:** A basement is considered to be a storey and there is an additional charge of £51.07 + VAT (=£61.28) if the work is in relation to a basement.

TABLE E

## ALL OTHER NON DOMESTIC WORK – ALTERATIONS

All Other non-Domestic Work - Alterations	PLAN CHARGE			INSPECTION CHARGE		
	Charge £	VAT @ 20% £	Total £	Charge £	VAT @ 20% £	Total £
Installation of controlled fitting(s) Ancillary to the works	Included in estimated cost based charge.			Included in estimated cost based charge.		
Other alterations extensions and new build						
£0 to £2000	136.17	27.23	<b>163.40</b>	51.07	10.21	<b>61.28</b>
£2001 to £5000	136.17	27.23	<b>163.40</b>	102.13	20.43	<b>122.56</b>
£5001 to £10000	136.17	27.23	<b>163.40</b>	127.66	25.53	<b>153.19</b>
£10001 to £15000	136.17	27.23	<b>163.40</b>	161.70	32.34	<b>194.04</b>
£15001 to £20000	136.17	27.23	<b>163.40</b>	204.26	40.85	<b>245.11</b>
More than £20000 please ask for an assessment						
Installation of mezzanine floor			<b>Base on estimated cost</b>			
Office fit out UP to 300m <sup>2</sup>	136.17	27.23	<b>163.40</b>	289.36	57.87	<b>347.23</b>
Shop fit out Up to 300m <sup>2</sup>	136.17	27.23	<b>163.40</b>	289.36	57.87	<b>347.23</b>

**Additional charge for the change of use of a building.**

The charge is £100 + VAT and all associated building work will be subject to the additional charges detailed above.

This additional charge does not apply in relation to a building used for residential purposes that is altered to create more or fewer dwellings.

**For further information and guidance on the charges for work outside the scope of this document, please telephone our Charge Section on (01484) 221550**