

# Guidance Notes on Building Control Charges

With effect from 1<sup>st</sup> January 2016.

The Building Act 1984.

The Building (Local Authority Charges) Regulations 2010. (SI 2010/404)



## FULL PLANS APPLICATION.

A full Plans application requires the payment of a **Plan Charge (+ VAT)** at the time the application is deposited with the Council. A Full Plans application is **not** legally deposited until the correct payment is received. Where indicated, the applicant will be invoiced the **Inspection Charge (+VAT)** after the first inspection has been carried out.

**Agents should ensure that their clients are aware that an inspection charge will be invoiced when building work starts on site and how much that charge will be.**

## BUILDING NOTICE APPLICATION.

If you choose to submit a Building Notice, the **Building Notice Charge (+VAT)** is payable at the time the Notice is given to the Council. A Building Notice is **not** considered valid until payment is made.

Work can commence two days after the Building Notice has been deposited. In the absence of approved plans, it is important that the Building Control Surveyors are contacted to inspect the works at various stages during the construction to ensure work conforms to the Building Regulations. A Building Notice Charge is equal to 120% of the applicable Full Plans Charge.

## REGULARISATION CERTIFICATE.

Should you apply for a Regularisation Certificate in respect of unauthorised work, you will pay a Regularisation Charge to cover the cost of assessing your application and all the site inspections. The charge is equal to 150% of the applicable Full Plans Notice fee. VAT is not payable in relation to a Regularisation Charge. Please note it will not be possible to obtain an individual quote for this service.

## ELECTRICAL WORK

An additional charge is applied if a Competent Person certificate is not provided for electrical work.

## SUBMISSIONS THAT DO NOT ATTRACT A CHARGE.

Work that is **solely** for securing the greater health, safety, welfare or convenience of a disabled person. The definition of a disabled person is specified in section 4(4) of the Charges Regulations.

## MULTIPLE WORK REDUCTIONS.

For multiple extension schemes the floor areas may be aggregated and the charge will be based on the total floor area provided that the extensions are built at the same time. Where multiple work falls within more than one of the categories (other than extensions or electrical work) in **Table B** and **Table C** and all the work is carried out **at the same time** then the council shall make a reduction in the standard charge. The appropriate charge is calculated by paying the full amount for the most expensive category and only 50% for all the other applicable categories.

Should all the work not subsequently be carried out **at the same time then supplementary charges** may become payable. Alternatively, at the discretion of the council and with the agreement of the applicant, the charge may be determined individually.

## METHODOLOGY OF THE CALCULATION OF THE STANDARD CHARGES.

The calculations of the standard charges are based on an hourly rate that only covers the cost of this 'not for profit' service, based upon recommendations in the CIPFA guidance multiplied by the estimated time taken for the required task. The standard number of visits allowed for, may therefore exceed those required for your particular project. If you feel that there would be a benefit in an individual quote, please call us on **01473 432951**.

**We are able and willing to provide individual fee quotations for all of your *NEW BUILD PROJECTS, LARGE MULTIPLE WORKS SCHEMES, DOMESTIC ALTERATIONS and EXTENSIONS.***

**TABLE A**

<b>New Dwelling</b>						
			Full Plans Charge			
	Number of dwellings		Plan Charge (PC)	Inspection Charge (IC)	Building Notice Charge (PC + IC) x 1.2	Regularisation Charge (PC + IC) x 1.5
			£	£	£	£
A1	1	Fee VAT <b>Total</b>	£256.00 £51.20 <b>£307.20</b>	£384.00 £76.80 <b>£460.80</b>	£768.00 £153.60 <b>£921.60</b>	<b>£960.00</b>
A2	2	Fee VAT <b>Total</b>	£416.00 £83.20 <b>£499.20</b>	£624.00 £124.80 <b>£748.80</b>	£1248.00 £249.60 <b>£1497.60</b>	<b>£1560.00</b>
A3	3	Fee VAT <b>Total</b>	£496.00 £99.20 <b>£595.20</b>	£744.00 £148.80 <b>£892.80</b>	£1488.00 £297.60 <b>£1785.60</b>	<b>£1860.00</b>
A4	4	Fee VAT <b>Total</b>	£565.00 £113.00 <b>£678.00</b>	£848.00 £169.60 <b>£1017.60</b>	£1695.60 £339.12 <b>£2034.72</b>	<b>£2119.50</b>
A5	5	Fee VAT <b>Total</b>	£653.00 £130.60 <b>£783.60</b>	£980.00 £196.00 <b>£1176.00</b>	£1959.60 £391.92 <b>£2351.52</b>	<b>£2449.50</b>
<b>Single dwelling by conversion (max floor area 100m<sup>2</sup>)</b>						
A6		Fee VAT <b>Total</b>	£269.00 £53.80 <b>£322.80</b>	£404.00 £80.80 <b>£484.80</b>	£807.60 £161.52 <b>£969.12</b>	<b>£1009.50</b>

**Note:**

**Charges marked \* have been reduced to reflect where controlled electrical installations are being carried out, tested and certified by a registered Part P electrician. If a registered electrician is not used, the applicant will be invoiced for an additional charge of £200 + VAT= £240.00**

For six or more dwellings, or if the floor area of the dwellings exceeds 300m<sup>2</sup>, the charge is individually determined.

**TABLE B**  
**Work to single dwelling**  
*Limited to work not more than 3 storeys above ground level*

	Type of Work		Full Plans Charge		Building Notice Charge *	Regularisation Charge *
			Plan Charge	Inspection Charge *		
			(PC)	(IC)		
			£	£		
B1	Extension with a floor area not exceeding 10m <sup>2</sup>	Fee	£120.00	£180.00	£360.00	<b>£450.00</b>
		VAT	£24.00	£36.00	£72.00	
		<b>Total</b>	<b>£144.00</b>	<b>£216.00</b>	<b>£432.00</b>	
B2	Extension with a floor area exceeding 10m <sup>2</sup> but not exceeding 40m <sup>2</sup>	Fee	£204.00	£306.00	£612.00	<b>£765.00</b>
		VAT	£40.80	£61.20	£122.40	
		<b>Total</b>	<b>£244.80</b>	<b>£367.20</b>	<b>£734.40</b>	
B3	Extension with a floor area exceeding 40m <sup>2</sup> but not exceeding 100m <sup>2</sup>	Fee	£225.00	£337.00	£674.40	<b>£843.00</b>
		VAT	£45.00	£67.40	£134.88	
		<b>Total</b>	<b>£270.00</b>	<b>£404.40</b>	<b>£809.28</b>	
B4	A detached building or an extension which has a floor area not exceeding 100m <sup>2</sup> and is used as a garage, carport or store or any combination thereof	Fee	£156.00	£234.00	£468.00	<b>£585.00</b>
		VAT	£31.20	£46.80	£93.60	
		<b>Total</b>	<b>£187.20</b>	<b>£280.80</b>	<b>£561.60</b>	
B5	A detached habitable domestic building (not used for sleeping) with a floor area not exceeding 50m <sup>2</sup>	Fee	£143.00	£215.00	£429.60	<b>£537.00</b>
		VAT	£28.60	£43.00	£85.92	
		<b>Total</b>	<b>£171.60</b>	<b>£258.00</b>	<b>£515.52</b>	
<b>Conversions</b>						
B6	Loft conversion	Fee	£181.00	£272.00	£543.60	<b>£679.50</b>
		VAT	£36.20	£54.40	£108.72	
		<b>Total</b>	<b>£217.20</b>	<b>£326.40</b>	<b>£652.32</b>	
B7	Conversion of attached or integral garage or attached outbuilding	Fee	£120.00	£180.00	£360.00	<b>£450.00</b>
		VAT	£24.00	£36.00	£72.00	
		<b>Total</b>	<b>£144.00</b>	<b>£216.00</b>	<b>£432.00</b>	
<b>Alterations</b>						
B8	Renovation of a thermal element	Fee	£125.00		£125.00	<b>£187.50</b>
		VAT	£25.00		£25.00	
		<b>Total</b>	<b>£150.00</b>		<b>£150.00</b>	
B9	Replacement of windows, roof lights, roof windows or external glazed doors	Fee	£125.00		£125.00	<b>£187.50</b>
		VAT	£25.00		£25.00	
		<b>Total</b>	<b>£150.00</b>		<b>£150.00</b>	
B10	Cost of work not exceeding £1,000	Fee	£125.00		£150.00	<b>£187.50</b>
		VAT	£25.00		£30.00	
		<b>Total</b>	<b>£150.00</b>		<b>£180.00</b>	
B11	Cost of work exceeding £1,000 but not exceeding £5000 or the installation of a Renewable Energy System	Fee	£84.00	£126.00	£252.00	<b>£315.00</b>
		VAT	£16.80	£25.20	£50.40	
		<b>Total</b>	<b>£100.80</b>	<b>£151.20</b>	<b>£302.40</b>	
B12	Cost of work exceeding £5,000 but not exceeding £25,000	Fee	£130.00	£195.00	£390.00	<b>£487.50</b>
		VAT	£26.00	£39.00	£78.00	
		<b>Total</b>	<b>£156.00</b>	<b>£234.00</b>	<b>£468.00</b>	
B13	Cost of work exceeding £25,000 but not exceeding £50,000	Fee	£191.00	£287.00	£573.60	<b>£717.00</b>
		VAT	£38.20	£57.40	£114.72	
		<b>Total</b>	<b>£229.20</b>	<b>£344.40</b>	<b>£688.32</b>	
B14	Cost of work exceeding £50,000 but not exceeding £75,000	Fee	£265.00	£400.00	£798.00	<b>£997.50</b>
		VAT	£53.00	£80.00	£159.60	
		<b>Total</b>	<b>£318.00</b>	<b>£480.00</b>	<b>£957.60</b>	

**Note: Charges marked \* have been reduced to reflect where controlled electrical installations are being carried out, tested and certified by a registered Part P electrician. If a registered electrician is not used, the applicant will be invoiced for an additional charge of £200 + VAT= £240.00.**

**TABLE C**  
**Non-Domestic Work: Alterations**

Limited to work not more than 3 storeys above ground level

	Type of Work		Full Plans Charge		Regularisation Charge
			Plan Charge	Inspection Charge	
	<b>New Build</b>		(PC)	(IC)	(PC + IC) x 1.5
C1	Building or extension with floor area not exceeding 40m <sup>2</sup>	Fee VAT <b>Total</b>	£194.00 £38.80 <b>£232.80</b>	£291.00 £58.20 <b>£349.20</b>	<b>£727.5</b>
C2	Building or extension with floor area exceeding 40m <sup>2</sup> but not exceeding 100m <sup>2</sup>	Fee VAT <b>Total</b>	£244.00 £48.80 <b>£292.80</b>	£367.00 £73.40 <b>£440.40</b>	<b>£916.5</b>
<b>Alterations up to a Certain Value</b>					
C3	Cost of work not exceeding £1,000	Fee VAT <b>Total</b>	£150.00 £30.00 <b>£180.00</b>		<b>£225.00</b>
C4	Cost of work exceeding £1,000 but not exceeding £5,000	Fee VAT <b>Total</b>	£106.00 £21.20 <b>£127.20</b>	£159.00 £31.80 <b>£190.80</b>	<b>£397.50</b>
C5	Cost of work exceeding £5,000 & not exceeding £25,000	Fee VAT <b>Total</b>	£138.00 £27.60 <b>£165.60</b>	£207.00 £41.40 <b>£248.40</b>	<b>£517.50</b>
C6	Cost of work exceeding £25,000 & not exceeding £50,000	Fee VAT <b>Total</b>	£194.00 £38.80 <b>£232.80</b>	£291.00 £58.20 <b>£349.20</b>	<b>£727.50</b>
C7	Cost of work exceeding £50,000 & not exceeding £75,000	Fee VAT <b>Total</b>	£267.00 £53.40 <b>£320.40</b>	£400.00 £80.00 <b>£480.00</b>	<b>£1000.50</b>
<b>Replacement Windows &amp; Doors</b>					
C8	Replacement of windows, roof lights, roof windows or external glazed doors ( <b>not exceeding 20 units</b> )	Fee VAT Total	£210.00 £42.00 <b>£252.00</b>		<b>£315.00</b>
<b>Fit-out and renovations</b>					
C9	Installation of new shop front	Fee VAT <b>Total</b>	£93.00 £18.60 <b>£111.60</b>	£140.00 £28.00 <b>£168.00</b>	<b>£349.50</b>
C10	Fit out of building up to 100m <sup>2</sup>	Fee VAT <b>Total</b>	£156.00 £31.20 <b>£187.20</b>	£234.00 £46.80 <b>£280.80</b>	<b>£585.00</b>
C11	Renovation of a thermal element	Fee VAT <b>Total</b>	£106.00 £21.20 <b>£127.20</b>	£159.00 £31.80 <b>£190.80</b>	<b>£397.50</b>
C12	Installation of a Raised Storage Platform within an existing building	Fee VAT <b>Total</b>	£143.00 £28.60 <b>£171.60</b>	£215.00 £43.00 <b>£258.00</b>	<b>£537.00</b>