



Guidance Notes on Charges

Operative W.E.F. 1st April 2018

The Building Act 1984 Building (Local Authority Charges) Regulations 2010
Note for Applicants: In general, please use:-

- » Table A for Construction of New Dwellings
- » Table B for Domestic Extensions and Garages
- » Table C for Other Domestic Building Work and all Non-Domestic Work

Please see back page for full explanatory notes



Table A: Charges for the creation or conversion to new housing*

Number of dwellings	Full plans submission						Building notice charge		
	Plan charge £			Inspection charge £			Net charge	V.A.T	Gross charge
	Net charge	V.A.T	Gross charge	Net charge	V.A.T	Gross charge			
1	197.93	39.59	237.52	367.58	73.52	441.10	565.50	113.10	678.60
2	286.99	57.40	344.39	532.98	106.60	639.58	819.98	164.00	983.98
3	356.27	71.25	427.52	661.64	132.33	793.97	1,017.90	203.58	1,221.48
4	425.54	85.11	510.65	790.29	158.06	948.35	1,215.83	243.17	1,459.00
5	494.81	98.96	593.77	918.94	183.79	1,102.73	1,413.75	282.75	1,696.50
6	554.19	110.84	665.03	1,029.21	205.84	1,235.05	1,583.40	316.68	1,900.08
7	613.57	122.71	736.28	1,139.48	227.90	1,367.38	1,753.05	350.61	2,103.66
8	672.95	134.59	807.54	1,249.76	249.95	1,499.71	1,922.70	384.54	2,307.24
9	732.32	146.46	878.78	1,360.03	272.01	1,632.04	2,092.35	418.47	2,510.82
10	791.70	158.34	950.04	1,470.30	294.06	1,764.36	2,262.00	452.40	2,714.40
11	851.08	170.22	1,021.30	1,580.57	316.11	1,896.68	2,431.65	486.33	2,917.98
12	910.46	182.09	1,092.55	1,690.85	338.17	2,029.02	2,601.30	520.26	3,121.56
13	969.83	193.97	1,163.80	1,801.12	360.22	2,161.34	2,770.95	554.19	3,325.14
14	1,029.21	205.84	1,235.05	1,911.39	382.28	2,293.67	2,940.60	588.12	3,528.72
15	1,088.59	217.72	1,306.31	2,021.66	404.33	2,425.99	3,110.25	622.05	3,732.30
16	1,147.97	229.59	1,377.56	2,131.94	426.39	2,558.33	3,279.90	655.98	3,935.88
17	1,207.34	241.47	1,448.81	2,242.21	448.44	2,690.65	3,449.55	689.91	4,139.46
18	1,266.72	253.34	1,520.06	2,352.48	470.50	2,822.98	3,619.20	723.84	4,343.04
19	1,326.10	265.22	1,591.32	2,462.75	492.55	2,955.30	3,788.85	757.77	4,546.62
20	1,385.48	277.10	1,662.58	2,573.03	514.61	3,087.64	3,958.50	791.70	4,750.20

* For 20 or more dwellings or if the floor area of a dwelling exceeds 300m² the charge is individually.

Table B: Charges for Certain Small Buildings, Extensions, Conversions and Alterations

Type of work	Full plans submission						Building notice charge		
	Plan charge £			Inspection charge £			Net charge	V.A.T	Gross charge
	Net charge	V.A.T	Gross charge	Net charge	V.A.T	Gross charge			
i) The erection of a detached or attached garage with a floor area not exceeding 40m ² .	94.00	18.80	112.80	174.00	34.80	208.80	268.00	53.60	321.60
ii) Conversion of existing garage to form additional accommodation with a floor area not exceeding 40m ² .	94.00	18.80	112.80	174.00	34.80	208.80	268.00	53.60	321.60
iii) Any extension of a dwelling, the total floor area of which does not exceed 10m ² , including means of access and work in connection with that extension*	104.00	20.80	124.80	193.00	38.60	231.60	297.00	59.40	356.40
iv) Any extension of a dwelling, the total floor area of which exceeds 10m ² but does not exceed 40m ² , including means of access and work in connection with that extension*	146.00	29.20	175.20	270.00	54.00	324.00	416.00	83.20	499.20
v) Any extension of a dwelling, the total floor area of which exceeds 40m ² but does not exceed 60m ² , including means of access and work in connection with that extension*	187.00	37.40	224.40	348.00	69.60	417.60	535.00	107.00	642.00
vi) Any extension of a dwelling, the total floor area of which exceeds 60m ² but does not exceed 80m ² , including means of access and work in connection with that extension	218.00	43.60	261.60	405.00	81.00	486.00	623.00	124.60	747.60

Type of work	Full plans submission						Building notice charge		
	Plan charge £			Inspection charge £			Net charge	V.A.T	Gross charge
	Net charge	V.A.T	Gross charge	Net charge	V.A.T	Gross charge			
vii) Conversion of loft space to form additional residential accommodation with a floor area not exceeding 50m ² .	182.00	36.40	218.40	338.00	67.60	405.60	520.00	104.00	624.00
viii) Conversion of loft space to form additional residential accommodation with a floor area exceeding 50m ² .	218.00	43.60	261.60	405.00	81.00	486.00	623.00	124.60	747.60
ix) Replacement Windows	40.00	8.00	48.00	70.00	14.00	84.00	110.00	22.00	132.00
x) Renovation of a single Thermal Element e.g. Replacement Roof	32.00	6.40	38.40	58.00	11.60	69.60	90.00	18.00	108.00

* Please note: Where other building work is carried out at the same time as an extension referred to in (iii - viii) above, the additional plan charge will be as shown below:

	Net Plan Charge £	VAT £	Gross Plan Charge £
Estimated Cost of Work does not exceed £1,000	60.00	12.00	72.00
Estimated Cost of Work exceeds £1001 but does not exceed £5,000	90.00	18.00	108.00

Where the estimated cost of works is in excess of £5,000 the charge will be in accordance with Table C.

Electrical wiring in connection with a new extension to a dwellings still under construction with a floor area not exceeding 60m ²	240.00	48.00	288.00	Included in Plan Charge	240.00	48.00	288.00
New electrical installations to a dwelling under construction or a re-wire of an existing dwelling. (Up to max of 5 bedrooms).	300.00	60.00	360.00	Included in Plan Charge	300.00	60.00	360.00

Note: The electrical charges shown above will have to be paid in addition to the standard charge where the electrical work is not carried out by a qualified Part P registered electrician.

Table C: Charges for Other Works (18)

Estimated cost of work	Full plans submission						Building notice charge		
	Plan charge £			Inspection charge £			Net charge	V.A.T	Gross charge
	Net charge	V.A.T	Gross charge	Net charge	V.A.T	Gross charge			
0 – 5,000	64.00	12.80	76.80	116.00	23.20	139.20	180.00	36.00	216.00
5,001 – 20,000	115.00	23.00	138.00	214.00	42.80	256.80	329.00	65.80	394.80
20,001 – 40,000	178.00	35.60	213.60	328.00	65.60	393.60	506.00	101.20	607.20
40,001 – 60,000	240.00	48.00	288.00	444.00	88.80	532.80	684.00	136.80	820.80
60,001 – 80,000	302.00	60.40	362.40	560.00	112.00	672.00	862.00	172.40	1034.40
80,001 – 100,000	354.00	70.80	424.80	656.00	131.20	787.20	1,010.00	202.00	1212.00

Where the estimated Cost of the work exceeds £100,000	For estimates exceeding £100,000, please contact the Team Leader Building Control on 01352 703638 who will discuss the project and agree the services and charge
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EXPLANATORY NOTES

1. Before you build, extend or convert, you or your agent (i.e. Architect, Builder, Developer etc) must submit the necessary application / notices with the Local Authority.
2. If you submit Full Plans the local authority will examine them and normally advise you of any necessary changes required to meet the Building Regulations. Building Control Surveyors inspect the work at various stages during construction.
3. If you submit a satisfactory Building Notice with a notice of commencement, work can start two days later. Building Control Surveyors will visit the site at intervals to ensure work conforms to Building Regulations.
4. Charges are payable as follows:
 - 4.1 Should you submit Full Plans for approval you will pay a plan charge to cover the passing or rejection of plans deposited with the local authority; and an inspection charge to cover the inspection of work to which the plans relate.
 - 4.2 Should you submit a Building Notice you will pay a Building Notice charge which is payable when the notice is given to the local authority. This is a once and for all payment irrespective of the number of visits made by the Building Control Surveyors. See note 13.
 - 4.3 Should you apply for a Regularisation Certificate in respect of unauthorised building work, you will pay a regularisation charge to cover the cost of assessing your application and all inspections. See note 14.
5. Whether you choose to deposit Full Plans or give a Building Notice the total charge is the same.
6. Full Plans submissions, Building Notices and applications for Regularisation Certificates submitted to the local authority must be accompanied by the appropriate charge, otherwise the application or notice is deemed as not being submitted and work should not commence. All other charges payable will be charged following the first inspection of the work to which the application relates.
7. When the proposed work comprises or includes one or more extensions to a building, the floor areas may be aggregated when determining the charges payable.
8. In certain cases the local authority may agree to charges being paid by instalments. Consult your building control office for details.
9. Where plans have been either approved or rejected no further charge is payable on resubmission for substantially the same work.
10. Some submissions do not require a charge. These are:-
 - 10.1 Insertion of insulating material into an existing cavity wall, providing the installation is certified to an approved standard and the work is carried out by an approved installer.
 - 10.2 Installation of an approved unvented hot water system, where the work is carried out by an approved operative or is part of a larger project.
 - 10.3 Work to provide access and facilities for disabled persons in dwellings and buildings to which the public has access. See Note 15.
11. The amount of charges payable depends on the type of work, the number of dwellings in a building and the total floor area. The tables above may be used in conjunction with the current Charges Regulations to calculate the charges. If you have any difficulties calculating the charges please consult your local authority building control office.
12. These notes are guidance only and do not substitute for Statutory Instrument 1998 No. 3129 which contains the full statement of the law.
13. Building Notice Charge shall be an amount equal to the aggregate of the plan charge and the inspection charge shown in the gross column. Charges in connection with Building Notice must be paid at the time of deposit.
14. Regularisation Charge is the charge payable when an application is made to the local authority for a Regularisation Certificate in respect of unauthorised building work, commenced on site on or after 11 November 1985, and is 150% of the total of the plan and inspection charge if Full Plans or a Building Notice had been deposited.
15. Disabled person means a person who is within any of the descriptions of persons to whom section 29 of the National Assistance Act 1948 (a) applied, as that section was extended by virtue of section 8(2) of the Mental Health Act 1959, but not taking into account amendments made to section 29(1) by paragraph 11 of schedule 13 to the Childrens Act 1989.
16. For dwellings in excess of 300m² in floor area. The charge is individually determined.
17. Detached garages and carports having an internal floor area not exceeding 30m² are "exempt buildings" providing in the case of a garage it is sited not less than one metre from all boundaries or alternatively it is constructed substantially of non-combustible materials. Extensions comprising a carport must be open on at least two sides.
18. Full Plans submissions for work costing less than £5,000 must be accompanied by the total charge at the time of deposit. The plan charge for work costing more than £5,000 is 25% of the total charge. This must be deposited with Full Plans submissions. The inspection charge of 75% of the total charge and an invoice for the appropriate amount will be sent after the first inspection of work has been made.
19. The total estimated cost is an estimate, accepted by the local authority of such reasonable amount as would be charged by a person in business for carrying out the proposed work but does not include V.A.T. and professional charges paid to an Architect, Quantity Surveyor or any other person. Where the charge is based on total estimated cost of the work a reasonable estimate will be required, which must be deposited with the application.

In cases where the local authority considers an estimate to be unreasonable, or where no estimate or charge is supplied, the local authority is authorised to treat plans as if they had not been deposited. Where there is dispute as to the reasonableness of an estimate then the matter will be resolved legally.

BUILDING REGULATIONS GUIDANCE NOTES

General Notes

- 1.1 The applicant is the person on whose behalf the work is being carried out, e.g. the building owner.
- 1.2 LABC provides National Type Approval for a range of building types, building systems and major building elements where they are used repeatedly. If the work proposed, or any part of it, is subject to a type approval please answer yes and enclose a copy of the appropriate current certificate(s). If there is any variation in this proposal from that shown on the LABC type approval plans attention should be drawn to it in a covering letter. Further information on type approval schemes is available from your Local Building Control Services officers or LABC, Third Floor, 66 South Lambeth Road, London, SW8 1RL.
- 1.3 Persons proposing to carry out building work or make a material change of use of a building are reminded that permission may be required under the Town and Country Planning Acts.
- 1.4 Further information and advice concerning the Building Regulations and Planning matters may be obtained from your local authority.
- 1.5 The data that you supply will be processed by the County Council who are registered under the Data Protection Act 1998.

Full Plans

- 2.1 Two copies of this notice should be completed and submitted with plans and particulars in duplicate in accordance with the provisions of Building Regulation 14. Subject to certain exceptions where Part B (Fire Safety) imposes a requirement in relation to the proposed building work, two additional copies of plans which demonstrate compliance with the requirements should be deposited.
- 2.2 Subject to certain exceptions a Full Plans Submission attracts charges payable by the person by whom or on whose behalf the work is to be carried out. Charges are payable in two stages. The first charge must accompany the deposit of plans, the second charge being payable after the first inspection of work in progress. This second charge is a single payment in respect of each individual building, to cover all site visits and consultations which may be necessary until the work is satisfactorily completed. The appropriate charge is dependant upon the type of work proposed. The scales and method of calculating the charges are set out in the Guidance Notes on Charges which are available on request.
- 2.3 The Regulatory Reform Order applies to all premises except single family dwelling houses and alterations and extensions to same.
- 2.4 Section 16 of the Building Act 1984 provides for the passing of plans subject to conditions. The conditions may specify modifications to the deposited plans and/or that further plans shall be deposited.
- 2.5 These notes are for general guidance only, particulars regarding the deposit of plans are contained in Regulation 14 of the Building Regulations 2010 and in respect of charges, in the Building (Local Authority Charges) Regulations 2010.

Building Notice

- 3.1 One copy only of this notice should be completed and submitted.
- 3.2 A building notice cannot be used where the work is a new building which fronts on to a private street, or is a building to which the Regulatory Reform (Fire Safety) Order 2005 applies (see note 2.3) or is a building or extension proposed to be erected over or interferes with a sewer or drain shown on the map of public sewers.
- 3.3 Where the proposed work includes the erection of a new building or extension this notice shall be accompanied by the following.
 - 3.3.1. A block plan to a scale of not less than 1:1250 showing
 - The size and the position of the building, or the building as extended, and its relationship to adjoining boundaries.
 - The boundaries of the curtilage of the building, or the building as extended, and the size, position and use of every other building or proposed building within that curtilage.
 - The width and position of any street on or within the boundaries of the curtilage of the building or the building as extended.
 - The provisions to be made for the drainage of the building or extension.
- 3.4 Persons carrying out Building Work must give written notice of the commencement of work at least two days beforehand.
- 3.5 A charge is usually payable to contribute towards the cost of site inspections, being a single payment which covers all site visits until satisfactory completion of the works.
- 3.6 The building notice charge is calculated in accordance with The Building (Local Authority Charges) Regulations, and is payable at the time of submission. Guidance Notes on the charges are available on request.
- 3.7 These notes are for general guidance only, particulars regarding the submission of Building Notices are contained in Regulation 13 of the Building Regulations 2010 and in respect of charges, in the Building (Local Authority Charges) Regulations 2010.
- 3.8 This Building Notice shall cease to have effect from three years after it is given to the Local Authority unless the work has commenced before the expiry of that date.

Regularisation Certificate

- 3.9 A regularisation application must be accompanied by the appropriate fee, which is charged at a rate of 150% of the normal fee payable had the works not otherwise already been carried out (VAT is not payable).
- 3.10 The regularisation application must be accompanied by plans clearly indicating what works have been undertaken.
- 3.11 In accordance with Building Regulation 18 the Council may require an applicant to take such reasonable steps, including laying open the unauthorised work for inspection, making tests and taking samples as the authority think appropriate to ascertain what work, if any, is required to secure compliance with the relevant regulations.