



Guidance Note on Building Control Charges

Building Act 1984, Building Regulations 2010 Building (Local Authority Charges) Regulations 2010

Guidance Note

Before you build, extend, alter or convert a building, you or your agent (i.e. Architect, Builder, Developer, etc) must either deposit an application for Building Control Approval with Full Plans or submit a Building Notice Application. Please note that with most commercial schemes such as those involving offices and shops, an application for Building Control Approval with Full Plans is required to enable us to consult with the local fire authority.

The amount we charge varies depending on the type of work you intend to carry out and the type of application submitted.

Please refer to the schedule of charges for the standard fees. If your work is not covered by any of the descriptions given in Tables A to D, please contact us.

If the fee is based on an estimate of costs, if we consider it to be unreasonably low, we will ask you to provide justification for the figures used, and this may delay the acceptance of your application.

The estimate should be reasonable for the work involved and it should be based upon a professional builder undertaking all of the work and supplying all the necessary materials, fittings, etc. Estimates based on DIY work are not acceptable.

A non-returnable minimum charge of £70 will be made to recover administration costs where an application is withdrawn before work starts or before the plans are checked. An application may not be withdrawn once the plans have been checked or if work has started.

Additional Charges

The level of charge has been calculated assuming the duration of the building work from start to completion does not exceed 12 months. The charges have also been set out on the basis that the design and building work is undertaken by a person or company that is competent to carry out the design and building work referred to in the standard charge tables. If this is not the case, we reserve the right to make supplementary charges.

The inspection charge has been calculated to cover the inspections required from start to completion. This is based on the rate of £70.00 per hour. However, we reserve the right to make supplementary charges where a disproportionate amount of inspections are required.

Please be aware that we will not undertake any work until the correct fee has been paid.

Types of Application and Types of Charge

Application for Building Control Approval with Full Plans

Charges are normally made in two stages, the exception to this is for small works when all fees are combined. A plan charge is payable when you submit the application which enables us to check the plans. We will then advise if any necessary amendments/additional information is required to demonstrate compliance with the Building Regulations.

The advantage of obtaining an application for Building Control Approval with Full Plans is that you and/or your builder have the benefit of working to an approved set of drawings/details.

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Where plans are rejected because of insufficient information or the five week (legal) time limit or longer period as agreed for checking plans, so far as the resubmitted information is for substantially the same work, no further charge is usually required.

When the work starts an inspection charge normally becomes payable to cover the necessary inspections. You can also include the inspection charge with your payment of the plan charge when you submit the application.

Building Notices

The building notice charge is payable in full before work starts and at the same time you submit the application. This payment covers all the administration and site inspections we consider necessary relating to the work described in the notice.

The Building Notice application method cannot be used where works include:

- a) the erection or extension of buildings within 3 metres of a sewer shown on the relevant map of public services.
- b) works to a building where the Regulatory Reform (Fire Safety) Order 2005 applies.
- c) erection of a building fronting onto a private street.

Regularisation Applications

An application for a Regularisation Certificate is a procedure available for unauthorised building work, which has been carried out on or after 11th November 1985. This is work which has been completed without a Building Regulation application. The regularisation charge is payable in full at the time the application is made and is based on 150% of the net Full Plans Application charge for the work carried out. No VAT is payable on Regularisation charges.

Reversions

When work starts under the supervision of a private sector building control body but reverts to Local Authority control before a satisfactory completion, a reversion charge is payable, this is equal to the building notice charge.

Exemption from Charges

Some works, provided they are carried out solely for the benefit of a disabled person are very often exempt from all fees. In these regulations 'disabled person' is as defined in Section 29 (1) of the National Assistance Act. If you believe that your works may be exempt, please contact us.

Expiry of Applications

An application for Building Control Approval with Full Plans and Building Notice applications will expire three years after the submission date unless, works have commenced, a 'Work Regarded as Commenced Notice' submitted to the Local Authority and a 'Rejection of Commencement Notice' has not been given by the Local Authority.

Payment

Card payments can be made by contacting us. If you would like to pay by BACS, please contact us for our bank details.

For any further advice and guidance or to make a payment please do not hesitate to contact us.

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