

# Guidance Notes for Building Control charges

## Tandridge Building Control



Effective from 1 April 2013

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# THE BUILDING (LOCAL AUTHORITY CHARGES) REGULATIONS 2010

## BUILDING CONTROL CHARGES GUIDANCE NOTES (Effective 1 April 2013)

### 1. GENERAL

Before you carry out building work to which the Building Regulations apply you or your agent must either deposit a Full Plans or Building Notice application together with the appropriate fee (and in the case of a Full Plans application, any relevant plans/calculations). The fee payable is dependent on the type of work carried out and can be determined by reference to the following notes and schedules. Cheques should be made payable to Tandridge District Council. Alternatively you can make an application (including payment) on line by visiting the building control area at [www.tandridge.gov.uk](http://www.tandridge.gov.uk)

### 2. CHARGES ARE PAYABLE AS FOLLOWS

**Plan Charge:** Should you submit a Full Plans application you will generally pay a plan charge at the time of submission to cover their passing or rejection.

**Inspection Charge:** With Full Plans applications, for most types of work, an inspection charge covering all necessary site visits will be payable after we have made our first inspection. If applicable, you will be sent an invoice for this charge.

**Building Notice Charge:** If you submit a Building Notice application the appropriate building notice charge is payable at the time of submission and covers all necessary checks and site visits in relation to the work described in the notice.

**Regularisation Charge:** Should you apply for a regularisation certificate in respect of unauthorised building work, commenced on or after 11 November 1985, you will pay a regularisation charge to cover the cost of assessing your application and all inspections. The charge is equivalent to the Building Notice charge (ex VAT) plus 50% (**No VAT is payable on a regularisation charge.**)

**VAT:** is payable at the standard rate for all charges with the exception of regularisation applications.

#### **Standard Charges:**

1. The standard charges have been set on the basis that the building work does not consist of, or include innovative or high risk construction techniques (details available from Building Control) and/or the duration of the building work from commencement to completion does not exceed one year.
2. The charges have been set on the basis that the design and building work is undertaken by a person or company that is competent to carry out the relevant design and building work in the standard charges table.

**If the conditions specified in 1 and 2 above are not met, supplementary charges may apply.**

## Standard charges for the erection of new-build dwelling houses and flats

Are applicable for up to 5 dwellings where the total internal floor area of each dwelling (excluding any garage or carport) does not exceed 300 m<sup>2</sup>. (The charge also includes erection of a garage up to 40m<sup>2</sup>.)

In any other case the building control department will be pleased to provide an individual quotation. Please contact us with details of your proposal. (See front cover for contact information.)

**Table A**

(Ex VAT figures are shown in brackets where applicable)

Number of dwellings	Plan Charge £	Inspection Charge £	Building Notice Charge £	Additional Charge *
1	(294.17) 353.00	(588.33) 706.00	(882.50) 1059.00	(296.67) 356.00
2	(398.33) 478.00	(796.67) 956.00	(1195.00) 1434.00	(296.67) 356.00
3	(490.83) 589.00	(981.67) 1178.00	(1472.50) 1767.00	(296.67) 356.00
4	(580.00) 696.00	(1160.00) 1392.00	(1740.00) 2088.00	(296.67) 356.00
5	(660.00) 792.00	(1320.00) 1584.00	(1980.00) 2376.00	(296.67) 356.00

The regularisation charge will be 150% of the ex VAT Building Notice charge.

\* For electrical work not covered under a Competent Persons Scheme an additional charge of £296.67 + VAT/ dwelling will apply. (Up to 8 circuits.)

## Standard charges for domestic extensions to a single building

Are applicable for:

1. Single storey extensions up to 100m<sup>2</sup> internal floor area
2. Two storey extensions up to 200m<sup>2</sup> internal floor area
3. Loft conversions up to 60m<sup>2</sup> internal floor area
4. Attached or detached single storey garages or carports up to 100m<sup>2</sup> internal floor area
5. Garage conversions up to 40m<sup>2</sup>.
6. Alterations to extend or create a basement.

*NB If you are carrying out work from Table C (items 1-2) at the same time as work from Table B there will be a 25% reduction in the Table C charge.*

In any other case the building control department will be pleased to provide an individual quotation. Please contact us with details of your proposal. (See front cover for contact information.)

**Table B**

(Ex VAT figures are shown in brackets. Regularisation charges are not subject to VAT.)

Category	Description	Plan Charge £	Inspection Charge £	Building Notice Charge £	Regularisation Charge £	Additional Charge* £
1	# <b>Single</b> storey extension - floor area up to 10m <sup>2</sup>	(132.50) 159.00	(265.00) 318.00	(397.50) 477.00	596.25	(296.67) 356.00
2	# <b>Single</b> storey extension - floor exceeding 10m <sup>2</sup> but not exceeding 40 m <sup>2</sup>	(193.33) 232.00	(386.67) 464.00	(580.00) 696.00	870.00	(296.67) 356.00
3	# <b>Single</b> storey extension - floor area exceeding 40m <sup>2</sup> but not exceeding 100m <sup>2</sup>	(255.83) 307.00	(511.67) 614.00	(767.50) 921.00	1151.25	(296.67) 356.00
4	<b>Two</b> storey extension - floor area not exceeding 40 m <sup>2</sup>	(214.17) 257.00	(428.33) 514.00	(642.50) 771.00	963.75	(296.67) 356.00
5	<b>Two</b> storey extension to a dwelling house - floor area exceeding 40 m <sup>2</sup> but not exceeding 100m <sup>2</sup>	(275.83) 331.00	(551.67) 662.00	(827.50) 993.00	1241.25	(296.67) 356.00
6	<b>Two</b> storey extension to a dwelling house - floor area exceeding 100 m <sup>2</sup> but not exceeding 200m <sup>2</sup>	(426.67) 512.00	(853.33) 1024.00	(1280.00) 1536.00	1920.00	(296.67) 356.00
7	Loft conversion <b>not inc</b> alterations to roof line or construction of a dormer - floor area up to 60m <sup>2</sup>	(180.83) 217.00	(361.67) 434.00	(542.50) 651.00	813.75	(296.67) 356.00
8	Loft conversion <b>inc</b> alterations to roof line /construction of a dormer - floor area up to 60m <sup>2</sup>	(205.00) 246.00	(410.00) 492.00	(615.00) 738.00	922.50	(296.67) 356.00
9	Erection/extension of non exempt <b>detached</b> single storey domestic garage /carport - floor area up to 100m <sup>2</sup>	(120.83) 145.00	(241.67) 290.00	(362.50) 435.00	543.75	(296.67) 356.00
10	Erection of non exempt <b>attached</b> single storey extension of domestic garage/carport - floor area up to 100m <sup>2</sup>	(131.67) 158.00	(263.33) 316.00	(395.00) 474.00	592.50	(296.67) 356.00
11	Conversion of garage up to 40m <sup>2</sup> to habitable room(s)	(125.00) 150.00	(250.00) 300.00	(375.00) 450.00	562.50	(296.67) 356.00
12	Works to basement - floor area up to 100m <sup>2</sup>	(256.67) 308.00	(513.33) 616.00	(770.00) 924.00	1155.00	(296.67) 356.00

# Single storey means one storey at any floor level

\* For electrical work not covered under a Competent Persons Scheme an additional charge of £296.67 + VAT/project will apply.

## Standard charges for domestic alterations

Are applicable for:

1. Renovation of a thermal element to a single dwelling
2. Internal alterations, installation of fittings and/or structural alterations up to a value of £100,000
3. The replacement of up to 20 existing windows and doors glazed with more than 50% glass
4. Electrical work up to 8 circuits (unless the work is carried out by a member of the Competent Persons Scheme).

In any other case the building control department will be pleased to provide an individual quotation. Please contact us with details of your proposal. (See front cover for contact information.)

**Table C**

(Ex VAT figures are shown in brackets where applicable)

Category of Work		Basis of Charge	Plan Charge £	Inspection Charge £	Building Notice Charge £	% reduction *	Regularisation Charge (not subject to Vat) £
1	Renovation of thermal element to single dwelling. (New roof/wall/floor)	<i>Fixed price</i>	(164.17) 197.00	Included in plan charge	(164.17) 197.00	25%	246.26
2	Alterations, installation of fittings ( <b>not</b> electrical) and/or, structural alterations.	<i>Fixed price based on estimated cost</i>					
		Less than £5,000	(245.83) 295.00	Inc in plan charge	(245.83) 295.00	25%	368.75
		Exceeding £5,000 up to £25,000	(150.00) 180.00	(300.00) 360.00	(450.00) 540.00	25%	675.00
		Exceeding £25,001 and up to £50,000	(196.67) 236.00	(393.33) 472.00	(590.00) 708.00	25%	885.00
	Exceeding £50,001 and up to £100,000	(298.33) 358.00	(596.67) 716.00	(895.00) 1074.00	25%	1342.50	
3	Window/door replacement (installer <b>not</b> competent persons scheme registered).	<i>Fixed price</i> Per installation up to 20 windows			(181.67) 218.00	N/A	272.51
4	Electrical work ( <b>not</b> competent persons scheme registered).	<i>Fixed price up to 8 circuits</i>			(296.67) 356.00	N/A	445.01

\* Percentage reduction for work carried out at same time as work referred to in Table B.

## Standard charges for non-domestic extension and new build

Are applicable for:

1. Non-domestic extensions and new build up to 200m<sup>2</sup> internal floor area
2. Industrial and storage buildings up to 200m<sup>2</sup> internal floor area.

In any other case the building control department will be pleased to provide an individual quotation. Please contact us with details of your proposal. (See front cover for contact information.)

**Table D**

(Ex VAT figures are shown in brackets where applicable)

		Industrial and Storage usage		All Other use Classes*	
		Plan Charge £	Inspection Charge £	Plan Charge £	Inspection Charge £
1	Floor area not exceeding 10m <sup>2</sup>	(130.83) 157.00	(261.67) 314.00	(198.33) 238.00	(396.67) 476.00
2	Floor area exceeding 10m <sup>2</sup> but not exceeding 40m <sup>2</sup>	(197.50) 237.00	(395.00) 474.00	(279.17) 335.00	(558.33) 670.00
3	Floor area exceeding 40m <sup>2</sup> but not exceeding 100m <sup>2</sup>	(295.83) 355.00	(591.67) 710.00	(367.50) 441.00	(735.00) 882.00
4	Floor area exceeding 100m <sup>2</sup> but not exceeding 200m <sup>2</sup>	(328.33) 394.00	(656.67) 788.00	(525.00) 630.00	(1050.00) 1260.00

NB 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 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 2010.

\* All other classes includes other residential (institution and other) and assembly and recreational use.

The regularisation charge will be 150% of the plan and inspection charge added together, excluding VAT.

**Note:** A basement is considered to be a storey and there is an additional charge of £236 inc VAT if the work is in relation to a basement.

## Standard charges for all other non-domestic work - alterations

Are applicable for:

1. Replacement of up to 50 existing windows
2. Installation of a new shop front
3. Renovation of a thermal element up to a value of £250,000
4. Alterations not described elsewhere including installation of fittings and structural alterations up to a value of £150,000
5. Installation of a mezzanine floor up to 500m<sup>2</sup> floor area
6. The fitting out of a shop or office up to 2,000m<sup>2</sup> floor area.

In any other case the building control department will be pleased to provide an individual quotation. Please contact us with details of your proposal. (See front cover for contact information.)

**Table E**

(Ex VAT figures are shown in brackets where applicable)

Category of Work		Basis of Charge	Plan Charge £	Inspection Charge £
1	Window/door replacement (non-competent persons scheme)	<b>Fixed price grouped by numbers of windows.</b> Per installation up to 20 windows  Per installation over 20 windows up to 50 windows.	(181.67) 218.00 (295.83) 355.00	Included in plan charge
2	New shop front(s)		(271.67) 326.00	Included in plan charge
3	Renovation of a thermal element (roof/wall/floor)	Estimated cost up to £50,000  Estimated cost > £50,000 and up to £100,000  Estimated cost > £100,000 and up to £250,000	(73.33) 88.00 (108.33) 130.00 (147.50) 177.00	(146.67) 176.00 (216.67) 260.00 (295.00) 354.00
4	Alterations not described elsewhere including structural alterations and installation of controlled fittings	Estimated cost up to £5,000  Estimated cost > £5,000 and up to £25,000  Estimated cost > £25,000 and up to £50,000  Estimated cost > £50,000 and up to £100,000  Estimated cost > £100,000 and up to £150,000	(82.50) 99.00 (147.50) 177.00 (197.50) 237.00 (295.83) 355.00 (362.50) 435.00	(165.00) 198.00 (295.00) 354.00 (395.00) 474.00 (591.67) 710.00 (725.00) 870.00
5	Installation of Mezzanine floor up to 500m <sup>2</sup>		(246.67) 296.00	(493.33) 592.00
6	Office fit out or shop	<b>Fixed price based on floor area bands</b> Floor up to 500m <sup>2</sup>  500m <sup>2</sup> to 1000m <sup>2</sup>	(147.50) 177.00 (197.50) 237.00	(295.00) 354.00 (395.00) 474.00

The regularisation charge will be 150% of the ex VAT plan and inspection charge added together.

### **Additional charge for the change of use of a building (material change of use ie from dwelling to public building)**

The charge is £284.00 inc 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.