

**GUIDANCE NOTES
ON CHARGES
The Building Act 1984
Building (Local Authority
Charges) Regulations 1998
01.09.07**

EXPLANATORY NOTES

1. Before you build, extend or convert, you or your agent must advise your local authority either by submitting Full Plans or Building Notice. The charge payable depends on the type of work, the number of dwellings in a building and the total floor area. The following tables may be used in conjunction with the current Charges Regulations to calculate the charge. If you have any difficulties calculating the charge please consult your local authority building control office.
2. Charges are payable as follows
 - 2.1 Should you submit Full Plans you will pay a plan charge at the time of submission to cover their passing or rejection.
 - 2.2 With Full Plans submission, for most types of work, an inspection charge covering all necessary site visits will be payable following the first inspection.
 - 2.3 Should you submit a Building Notice, the appropriate Building Notice charge is payable at the time of submission and covers all necessary checks and site visits. The Building Notice charge is equivalent to the sum of the relevant plan and inspection charges.
 - 2.4 Should you apply for a regularisation certificate, in respect of unauthorised building works, 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 (no VAT payable) plus 20%.
 - 2.5 In certain cases the local authority may agree to charge being paid by instalments. Consult you local authority building control office for details.
3. Schedule 1 : Charges for small domestic buildings e.g. certain new dwelling houses and flats. Applicable where the total internal floor area of each dwelling excluding any garage or carport does not exceed 300mm² and the building has no more than three storeys, each basement level being counted as one storey. In any other case, Schedule 3 applies.
4. Schedule 2 : Where work comprises more than one domestic extension the total internal floor areas of all storey of all the extensions shown on the application may be added together to determine the relevant fee. If the extension (s) exceed 60m² or three storeys in height then Schedule 3 applies.
5. Schedule 3. Applicable to all other building work not covered by Schedules 1 or 2. Total estimated cost means an estimate accepted by the local authority of a reasonable cost that would be charged by a person in business to carry out the work shown or described in the application excluding VAT and any professional fees paid to an architect, engineer or surveyor etc and also excluding land acquisition costs.
6. Exemptions/reduction in charges.
 - 6.1 Where plans have been either approved or rejected no further charge is payable on resubmission for substantially the same work.
 - 6.2 Works to provide access and/or facilities for disabled people to existing dwellings and buildings to which the public have access are exempt from charges. In these regulations 'disabled person' means a person who is within certain of the descriptions of persons to whom Section 29 (1) of the National Assistance Act 1948 applies.
 - 6.3 Insertion of insulating material into an existing cavity wall is exempt from charges, providing the installation is certified to an approved standard and the work is carried out by an approved installer.
 - 6.4 Installation of an approved unvented hot water system is exempt from charges where the work is carried out by an approved operative or is part of a larger project.
 - 6.5 Reduced Plan charges may be applicable to certain works of a repetitive, similar or volume nature.
7. HM Customs & Excise have determined Vat is payable on charges for works where the local authority is not the only authorised provider of building control services. In the main VAT is therefore applicable to all works other than application for a Certification of Regularisation in accordance with Regulation 21.
8. Applicants are advised that when proposals are for development comprising several buildings of a repetitive or similar nature the charge level should be discussed with the Principal Building Control Surveyor as reduced charge levels in accordance with Regulation 8 of the Charge Regulations may be applicable.
9. These notes are for guidance only and do not substitute for Statutory Instrument 1998 No. 3129, which contains the full statement of the law.

Schedule 1 : Charges for the erection of new dwelling houses and flats where the floor area of each does not exceed 300m² excluding the floor area of any garage.

No dwellings	Full Plans Submission				Building Notice/Reversion Charge
	Plan Charge		Inspection Charge		
	Ex VAT	Inc VAT	Ex Vat	Inc VAT	The sum of the relevant plan and inspection charges
1	170.00	199.75	422.00	495.85	

*Where development comprises house types of repetitive or similar nature or volume greater than 5 dwellings, the charge level should be discussed with the Principal Building Control Surveyor.