

CHARGING SCHEME & BUILDING CONTROL CHARGES GUIDANCE FOR DUTYHOLDERS

1 April 2026 – 31 March 2027



Building Control Charges Guidance Notes

Table A - New build/conversion of dwelling(s) & flat(s)

Table B - Domestic extensions to a single building

Table C - General domestic alterations

Table D - Non-domestic extension/new-build

Table E - All other non-domestic work – alterations

Charging Scheme Information

Southern Building Control Partnership
Council Offices
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Applications can be submitted via our website online forms www.southernbcp.co.uk

BUILDING CONTROL CHARGES GUIDANCE NOTES

Fees payable depend on the type of building work you are carrying out and are determined using the notes and schedules set out in this guidance. All charges are set in accordance with the Building (Local Authority Charges) Regulations 2010.

APPLICATION CHARGES EXPLAINED

Application for Full Plans Approval Domestic Work

Fees are split into two parts:

- i. Plan Check fee - payable when you submit the application to cover assessment of the plans.
- ii. Inspection fee – covers all required site inspections and is payable once the first inspection has taken place. An invoice will be issued where applicable.

Application for Full Plans Approval Commercial (Non-Domestic) Work

For commercial work, the full fee is payable at the point of submission. If you require an invoice before payment, please provide full purchase order or billing information with your application.

Building Notice

For Building Notice applications, the appropriate charge is payable in full at the time of submission. This covers all necessary checks and site visits in relation to the work described in the Building Notice.

Regularisation Applications (Unauthorised Work)

Applications for a regularisation certificate in respect of unauthorised building work, which commenced on or after 11 November 1985, will incur a regularisation charge for the cost of assessing the application and all necessary inspections. The charge is equivalent to the Building Notice charge (ex VAT) plus 50%. There is no VAT payable on a regularisation charge.

Reversions

Where work that began under a private building control body (a Registered Building Control Approver) is handed back to the Local Authority, a reversion fee will apply. Reversion fees are individually determined (worked out on a case-by-case basis) and are not subject to VAT.

EXEMPTIONS AND CHARGES

Withdrawn or Cancelled Applications

Applications withdrawn or cancelled more than 24 hours after submission will incur a fee for work already undertaken. Officer time will be charged at **£140 (inclusive of VAT) per hour**. A minimum fee of **£155 (inclusive of VAT)** will apply. A higher fee may apply if the processing time exceeds the minimum charge, and we reserve the right to recover these costs.

Standard Charges

Charges are 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 works and the project is typical in complexity, scope and duration.

Construction Time Period

If the duration of the building work from commencement to completion exceeds 12 months, the Partnership reserves the right to make supplementary charges. Where it is more than three years since the last inspection, a charge of **£186 inclusive of VAT** will apply to continue with the application.

Re-submissions

If Full Plans are rejected, we may charge an additional fee to assess a resubmission. Further resubmissions may also attract a fee on a cost-recovery basis. However, no additional charge will be applied where the resubmission is substantially the same design as previously submitted.

Work Solely Required for Disabled Persons

Building work carried out solely to provide access or facilities for a disabled person in their existing home is exempt from Building Control charges. This includes improvements to access in or around the home, or adaptations that support the person's health, safety, welfare or independence.

To confirm eligibility, we can request appropriate evidence (a Blue Badge alone is not sufficient). Where the exemption criteria are not met, standard Building Regulation fees will apply.

TABLE A - NEW BUILD/CONVERSION OF DWELLING(S) & FLAT(S)

Applicable for: Up to 5 dwellings where the total internal floor area of each dwelling (excluding any garage or carport) does not exceed 300 m²

- For an application for more than 5 dwellings, please contact the Business Support Team.
- For electrical work not covered under a Competent Person Scheme please contact us for a quote.

Charges in bold include 20% VAT.

No. of dwelling(s)	Full Plans		Building Notice	Regularisation
	Plan Check	Inspection		
	<i>Paid on submission</i>	<i>Paid after first inspection</i>		
1	£808	£1,643	£2,451	£3,064 VAT n/a
2	£970	£1,968	£2,938	£3,673 VAT n/a
3	£1,130	£2,293	£3,423	£4,279 VAT n/a
4	£1,291	£2,619	£3,910	£4,888 VAT n/a
5	£1,452	£2,945	£4,397	£5,496 VAT n/a

TABLE B - DOMESTIC EXTENSIONS TO A SINGLE BUILDING

- Applicable for:
- Single storey extensions up to 100m² internal floor area
 - Two storey extensions up to 200m² internal floor area
 - Loft conversions up to 60m² internal floor area
 - Attached or detached single storey garages/carports up to 100m² internal floor area
 - Garage conversions up to 40m²

- If work from Table C, categories 1-2 only, is to be completed at the same time as work from Table B, a 25% reduction will be applied to the Table C charge.
- To determine the fee for a combination of single storey ground and single storey first floor extensions, calculate the total internal floor area and use the fees for two storey extensions.
- For electrical work (up to 8 circuits) not covered under a Competent Persons Scheme, the fee from Table C category 4 will apply.

Charges in bold include 20% VAT.

Project Description and Category		Floor Area	Full Plans		Building Notice	Regularisation
			Plan Check	Inspection		
			<i>Paid on submission</i>	<i>Paid after first inspection</i>		
Single storey extension (at any floor level) to a dwelling house	1	not exceeding 10m ²	£312	£630	£942	£1,178 VAT n/a
	2	exceeding 10m ² but not exceeding 40m ²	£368	£747	£1,115	£1,394 VAT n/a
	3	exceeding 40m ² but not exceeding 100m ²	£486	£982	£1,468	£1,835 VAT n/a
Two storey extension to a dwelling house	4	not exceeding 40m ²	£564	£1,145	£1,709	£2,136 VAT n/a
	5	exceeding 40m ² but not exceeding 100m ²	£683	£1,385	£2,068	£2,585 VAT n/a
	6	exceeding 100m ² but not exceeding 200m ²	£808	£1,643	£2,451	£3,064 VAT n/a
Loft conversion, Not including: Alterations to roof line or construction of a dormer	7	Floor area up to 60m ²	£345	£703	£1,048	£1,310 VAT n/a
Loft conversion, Including: Alterations to roof line or construction of a dormer	8	Floor area up to 60m ²	£390	£790	£1,180	£1,475 VAT n/a
Erection/extension of non-exempt detached single storey domestic garage/carport	9	Floor area up to 100m ²	£278	£563	£840	£1,050 VAT n/a
Erection/extension of non-exempt attached single storey domestic garage/carport	10	Floor area up to 100m ²	£298	£604	£902	£1,128 VAT n/a
Conversion of garage to habitable room(s)	11	Up to 40m ²	£255	£515	£770	£963 VAT n/a

TABLE C - GENERAL DOMESTIC ALTERATIONS

- Applicable for:
- Renovation of a thermal element to a single dwelling
 - Internal alterations, installation of fittings and/or structural alterations and installation of non-exempt garden buildings up to a value of £150,000
 - Replacement of up to 20 existing windows and doors glazed with more than 50% glass
 - Electrical work up to 8 circuits (unless the work is carried out by a member of the Competent Person Scheme)

If work from Table C, categories 1-2 only, is to be completed at the same time as work from Table B, a 25% reduction will be applied to the Table C charge.

Charges in bold include 20% VAT.

Category of Work	Basis of Charge	Full Plans		Building Notice	Regularisation	
		Plan Check	Inspection			
		<i>Paid on submission</i>	<i>Paid after first inspection</i>			
1 Renovation of thermal element to single dwelling. (New roof/wall/floor)	Fixed price	<i>One fee paid on submission</i>		£404	<i>Paid on submission</i> £505	
		£404			VAT n/a	
2 Alterations, installation of fittings (not electrical) and/or structural alterations	Based on estimated cost less than £5,000	<i>One fee paid on submission</i>		£539	<i>Paid on submission</i> £674	
		£539			VAT n/a	
	Exceeding £5,000 up to £25,000	£284	£577	£861	£1,076	
		£475			VAT n/a	
		£475	£836		£1,311	£1,639
		£570				VAT n/a
Exceeding £50,001 up to £100,000	£570	£1,153	£1,723	£2,154		
	£739			VAT n/a		
Exceeding £100,001 up to £150,000	£739	£1,501	£2,240	£2,800		
	£739			VAT n/a		
3 Window/door replacement (installer not competent persons scheme registered)	Fixed price Per installation up to 20 windows		£333	£416		
4 Electrical work (not competent persons scheme registered)	Fixed price up to 8 circuits		£532	£665		
				VAT n/a		

TABLE D - NON-DOMESTIC EXTENSION/NEW-BUILD

Applicable for:

- Non-domestic extensions and new build up to 200m² internal floor area
- Industrial and storage buildings up to 200m² internal floor area

Charges in bold include 20% VAT.

Category of Work		Industrial & Storage usage			All Other use Classes		
		Full Plans		Regularisation	Full Plans		Regularisation
		Plan Check & Inspection			Plan Check & Inspection		
		<i>One fee paid on submission</i>		<i>Paid on submission</i>	<i>One fee paid on submission</i>		<i>Paid on submission</i>
		<i>Fee splits for information</i>			<i>Fee splits for information</i>		
Plan Check	Inspection		Plan Check	Inspection			
1	Not exceeding 10m ²	£238	£517	£944	£359	£780	£1,424
		Total Payable: £755		VAT n/a	Total Payable: £1139		VAT n/a
2	Exceeding 10m ² but not exceeding 40m ²	£358	£777	£1,419	£505	£1097	£2,003
		Total Payable: £1135		VAT n/a	Total Payable: £1602		VAT n/a
3	Exceeding 40m ² but not exceeding 100m ²	£535	£1164	£2,124	£665	£1445	£2,638
		Total Payable: £1,699		VAT n/a	Total Payable: £2,110		VAT n/a
4	Exceeding 100m ² but not exceeding 200m ²	£592	£1291	£2,354	£947	£2062	£3,761
		Total Payable: £1,883		VAT n/a	Total Payable: £3,009		VAT n/a

TABLE E - ALL OTHER NON-DOMESTIC WORK – ALTERATIONS

- Applicable for:
- Replacement of up to 50 existing windows
 - Installation of a new shop front
 - Renovation of a thermal element up to a value of £250,000
 - Alterations not described elsewhere including installation of fittings & structural alterations up to £150,000
 - The fitting out of a shop or office up to 1,000m² floor area

Charges in bold include 20% VAT.

Category of Work		Basis of Charge	Full Plans		Regularisation
			Plan Check & Inspection		
			One fee paid on submission		Paid on submission
		Fixed price grouped by numbers of windows.	Fee splits for information		
1	Window/door replacement	Per installation up to 20 windows	£315		£394
	(Non-competent person scheme)	Per installation over 20 windows up to 50 windows.	£535		VAT n/a
					£669
					VAT n/a
2	New shop front(s)	Fixed Price	£491		£614
					VAT n/a
3	Renovation of a thermal element	Estimated cost up to £50,000	£133	£289	£528
			Total Payable: £422		VAT n/a
		Estimated cost £50,001 - £100,000	£196	£426	£778
			Total Payable: £622		VAT n/a
		Estimated cost £100,001 - £250,000	£267	£582	£1,061
			Total Payable: £849		VAT n/a
					£774
4	Alterations not described elsewhere including structural alterations & installation of controlled fittings	Estimated cost up to £5,000	£619		VAT n/a
		Estimated cost £5,001 - £25,000	£338	£723	£1,326
			Total Payable: £1,061		VAT n/a
		Estimated cost £25,001 - £50,000	£512	£1082	£1,993
			Total Payable: £1,594		VAT n/a
		Estimated cost £50,001 - £100,000	£650	£1347	£2,496
			Total Payable: £1,997		VAT n/a
Estimated cost £100,001 - £150,000	£758	£1589	£2,934		
	Total Payable: £2,347		VAT n/a		

CHARGING SCHEME INFORMATION

Principles Of The Charging Scheme

Charges are set in accordance with the Building (Local Authority Charges) Regulations 2010 and are based on the principle of full cost recovery for chargeable Building Control functions.

Building Safety Regulator

Where we are required to support the Building Safety Regulator, an hourly rate of **£140 inclusive of VAT** will apply.

Calculation Of Fees

In calculating standard fees, refunds or supplementary fees, an hourly rate of **£140 inclusive of VAT** has been used.

All fees set out in this charge scheme are calculated in pounds sterling (£) and rounded to the nearest whole pound.

Competent Person Schemes

Notifications of work from persons registered with a relevant Government approved competent person scheme will be exempt from fees.

Standard Set Fees

Standard fees have been set on the basis that:

- i. The required Building Control time is consistent with the average time on which the fee is based.
- ii. The work does not involve innovative or unusually complex designs or materials.
- iii. The duration of the work does not exceed 24 months.
- iv. All design and construction is carried out by competent persons.
- v. Any electrical work is undertaken by a Competent Person Scheme registrant.
- vi. For minor domestic work, the Building Notice fee is equal to the combined plan and inspection fee.
- vii. Each basement level counts as one storey.
- viii. Where multiple extensions are built at the same time, the total internal floor area can be added together to determine the fee.
- ix. If part of a building is demolished and rebuilt alongside an extension, the fee is based on the combined rebuilt area plus the new extension area.

Bespoke Fees (Individually Determined Charge)

Where work falls outside the scope of the standard fee tables, including complex, staged or unusual projects, fees will be individually determined on a cost recovery basis. Please email project details to: theteam@southernbcp.co.uk

Supplementary Fees (Top-Up Charges)

Additional fees may be charged if:

- i. Processing the application takes longer than originally anticipated.
- ii. Amendments to approved/accepted plans require further checks.
- iii. Additional site inspections become necessary.
- iv. External specialist checking or verification is required

Refunds

On request, we will refund any Inspection fee element that has been paid in advance of the work commencing, where that work will not proceed on the basis of the application for which it was paid.

Non-Payment Of A Charge

Under Regulation 8(2) of the Building (Local Authority Charges) Regulations 2010, applications are not treated as deposited or given until the required charge has been paid. The authority's debt recovery team will pursue unpaid charges.

Complaints About Charges

If you wish to complain about our fees, please contact us in the first instance. Each Council operates a comprehensive complaints procedure. If your concern is not resolved by us, details of how to escalate your complaint are available on request or on your Council's website.