

# GUIDANCE NOTES FOR BUILDING CONTROL CHARGES

Effective from 1 April 2023



## SOUTHERN BUILDING CONTROL PARTNERSHIP

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Please visit our website at [www.southernbcp.co.uk](http://www.southernbcp.co.uk) to find out how to make an online application

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# THE BUILDING (LOCAL AUTHORITY CHARGES) REGULATIONS 2010

## BUILDING CONTROL CHARGES GUIDANCE NOTES (Effective 1 June 2018)

### 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. You can make an application (including payment) online by visiting [www.southernbcp.co.uk](http://www.southernbcp.co.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 the plan check elements of the application.

**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 in full 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%. Please [contact us](#) for a quote. **(No VAT is payable on a regularisation charge.)**

**Applications cancelled by the applicant or agent:** If you choose to cancel the application more than 24 hours after submission we may need to charge you an administration fee for work already carried out to your application. Our minimum charge is **£95.00 + VAT**.

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

**Standard Charges:** 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 works in the standard charges table.

**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.

**Exemptions:** Where plans have been Rejected, no further charge is payable on re-submission for substantially the same work. Works to provide access and/or facilities in existing dwellings for sole use by a disabled person or their carer are exempt from charges in accordance with Section 4 of The Building (Local Authority) Charges Regulations 2010. A copy of a medical report to support the exemption is required.

**If the conditions specified above are not met, supplementary charges may apply.**

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## NEW BUILD/CONVERSION OF DWELLING(S) & FLAT(S)

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>.)

For larger projects we will be pleased to provide an individual determined fee using our [online](#) quote form

**Table A**  
**(CHARGES INCLUDE VAT)**

No. of dwelling(s)	Plan Charge £	Inspection Charge £	Building Notice Charge £
1	698.00	1418.00	2116.00
2	837.00	1699.00	2536.00
3	976.00	1981.00	2956.00
4	1114.00	2262.00	3376.00
5	1253.00	2544.00	3796.00

**For electrical work not covered under a Competent Person Scheme please contact us for a quote.**

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## 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 (categories 1-2 only) at the same time as work from Table B there will be a 25% reduction in the Table C charge.**

For larger projects we will be pleased to provide an individual determined fee using our [online](#) quote form

**Table B**

**(CHARGES INCLUDE VAT)**

Category	Description	Plan Charge £	Inspection Charge £	Building Notice Charge £
1	# <b>Single</b> storey extension - floor area up to 10m <sup>2</sup>	268.00	544.00	812.00
2	# <b>Single</b> storey extension - floor exceeding 10m <sup>2</sup> but not exceeding 40 m <sup>2</sup>	317.00	644.00	961.00
3	# <b>Single</b> storey extension - floor area exceeding 40m <sup>2</sup> but not exceeding 100m <sup>2</sup>	418.00	848.00	1266.00
4	<b>Two</b> storey extension - floor area not exceeding 40 m <sup>2</sup>	486.00	988.00	1474.00
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>	589.00	1196.00	1785.00
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>	698.00	1418.00	2116.00
7	Loft conversion <b>not inc</b> alterations to roof line or construction of a dormer - floor area up to 60m <sup>2</sup>	298.00	606.00	904.00
8	Loft conversion <b>inc</b> alterations to roof line /construction of a dormer - floor area up to 60m <sup>2</sup>	336.00	682.00	1019.00
9	Erection/extension of non-exempt <b>detached</b> single storey domestic garage /carport - floor area up to 100m <sup>2</sup>	239.00	485.00	724.00
10	Erection of non-exempt <b>attached</b> single storey extension of domestic garage/carport - floor area up to 100m <sup>2</sup>	257.00	521.00	778.00
11	Conversion of garage up to 40m <sup>2</sup> to habitable room(s)	219.00	444.00	663.00

# Single storey means one storey at any floor level

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 not covered under a Competent Persons Scheme an additional charge of £400.00 inc VAT/project will apply.**

## GENERAL 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 and installation of non-exempt garden buildings up to a value of £150,000
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 Person Scheme).

For larger projects we will be pleased to provide an individual determined fee using our [online](#) quote form

**Table C**  
(CHARGES INCLUDE VAT)

Category of Work		Basis of Charge	Plan Charge £	Inspection Charge £	Building Notice Charge £
1	Renovation of thermal element to single dwelling. (New roof/wall/floor)	<b>Fixed price</b>	348.00	<i>Inc in plan charge</i>	348.00
2	Alterations, installation of fittings ( <b>not</b> electrical) and/or, structural alterations.	<i>Fixed price based on estimated cost Less than £5,000</i>	465.00	<i>Inc in plan charge</i>	465.00
		Exceeding £5,000 up to £25,000	245.00	498.00	744.00
		Exceeding £25,001 up to £50,000	321.00	652.00	972.00
		Exceeding £50,001 up to £100,000	491.00	996.00	1487.00
		Exceeding £100,001 up to £150,000	638.00	1296.00	1934.00
3	Window/door replacement (installer <b>not</b> competent persons scheme registered).	<b>Fixed price</b> Per installation up to 20 windows			286.00
4	Electrical work ( <b>not</b> competent persons scheme registered).	<b>Fixed price up to 8 circuits</b>			458.00

**NB If you are carrying out work from Tables B and C at the same time there is a 25% reduction in the Table C charge (categories 1 and 2 only).**

## NON-DOMESTIC EXTENSION/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

For larger projects we will be pleased to provide an individual determined fee using our [online](#) quote form

**Table D**  
**(CHARGES INCLUDE VAT)**

Description		Industrial & Storage usage		All Other use Classes*	
		Plan Charge £	Inspection Charge £	Plan Charge £	Inspection Charge £
1	Floor area not exceeding 10m <sup>2</sup>	205.00	446.00	309.00	673.00
2	Floor area exceeding 10m <sup>2</sup> but not exceeding 40m <sup>2</sup>	308.00	670.00	435.00	947.00
3	Floor area exceeding 40m <sup>2</sup> but not exceeding 100m <sup>2</sup>	461.00	1004.00	573.00	1247.00
4	Floor area exceeding 100m <sup>2</sup> but not exceeding 200m <sup>2</sup>	510.00	1114.00	817.00	1781.00

NB The amount of time to carry out the building regulations 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.

## 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 & structural alterations up to £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.

For larger projects we will be pleased to provide an individual determined fee using our [online](#) quote form

**Table E**  
**(CHARGES INCLUDE VAT)**

Category of Work		Basis of Charge	Plan Charge £	Inspection Charge £
1	Window/door replacement (non- competent person scheme)	<b>Fixed price grouped by numbers of windows.</b> Per installation up to 20 windows	271.00	Included in plan charge
		Per installation over 20 windows up to 50 windows.	461.00	
2	New shop front(s)		423.00	Included in plan charge
3	Renovation of a thermal element (roof/wall/floor)	Estimated cost up to £50,000	114.00	249.00
		Estimated cost £50,000 - £100,000	168.00	367.00
		Estimated cost £100,000 - £250,000	230.00	502.00
4	Alterations not described elsewhere including structural alterations & installation of controlled fittings	Estimated cost up to £5,000	465.00	Incl in plan charge
		Estimated cost £5,000 - £25,00	234.00	509.00
		Estimated cost £25,000 - £50,000	309.00	670.00
		Estimated cost £50,000 - £100,000	469.00	1019.00
		Estimated cost £100,000 - £150,000	624.00	1310.00

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