
RECOVERY OF BUILDING REGULATIONS CHARGES

Responsible Cabinet Member - Councillor Stephen Harker, Health and Leisure Portfolio

Responsible Director - Paul Wildsmith, Director of Corporate Services

SUMMARY REPORT

Purpose of the Report

1. To propose a new scheme for the recovery of Building Regulations charges that meet the requirements of the new regulations.

Summary

2. New Regulations have been issued which require the Council to adopt a new scheme for the recovery of Building Regulations Charges. The current scheme of fees was adopted by Building Control in 1999 under previous regulations. The new regulations change the way in which charges are calculated and seek to solve some of the inflexibility of the current charges which are seen as restricting Building Control's ability to compete in the environment in which the service operates.
3. The service has collaborated with all of the other Tees Valley Authorities Building Control services to devise a scheme that will be applicable throughout the Tees Valley. This will further enhance their ability to compete for work. The scheme is set out in **Appendix A**.
4. The charges in the scheme are calculated by reference to the time it takes to supervise these categories of work to ensure compliance with the Building Regulations. The scheme sets out a number of new categories of work and for which there is no historical data to enable an accurate assessment of time. It has therefore been necessary to estimate these times. Following the introduction and monitoring of the scheme it will be necessary to make some adjustments to these times. Delegation is sought to enable these adjustments to the scheme.

Recommendation

5. It is recommended that:
 - (a) The charges scheme set out in Appendix A is adopted as the Scheme for the Recovery Building Regulations Charges for Darlington Borough Council and will come into force on 1 October 2010.
 - (b) The scheme of officer delegation be amended to replace the existing paragraph (C) 5 in relation to the powers of the Director of Corporate Services to determine the number of hours and amend the standard charge to reflect the relevant number of hours
-

applicable to proposed developments as set out in the Council's Scheme for the Recovery of Building Regulation charges and in accordance with the provisions set out in The Building (Local Authority Charges) Regulations 2010.

Reasons

6. The recommendations are supported by the following reasons :-
 - (a) To meet the requirements of the new Building (Local Authority Charges) Regulations 2010.
 - (b) To adopt a consistent scheme across the Tees Valley to the benefit of residents and businesses.

Paul Wildsmith
Director of Corporate Services

Background Papers

The Building (Local Authority Charges) Regulations 2010
CLG Circular 01/2010
CIPFA - Local Authority Building Control Accounting
LABC - Model Charging scheme

Richard Collinson : Extension 2482
BAH

S17 Crime and Disorder	The contents of this report have no implications for crime and disorder
Health and Well Being	There are no implications for health and well being
Sustainability	There are no implications for sustainability
Diversity	There are no implications for diversity
Wards Affected	All wards are affected
Groups Affected	Residents and businesses are affected by the charging scheme and the proposals seek to achieve a consistent scheme across the Tees Valley
Budget and Policy Framework	The proposals do not affect the budget or policy framework
Key Decision	Yes
Urgent Decision	Yes
One Darlington: Perfectly Placed	The proposals are linked to the Safer Theme as an effective Building Control service regulates the quality and safety of new buildings and alterations.
Efficiency	The proposals should ensure that the chargeable element of Building Control is able to recover the costs. Also, seeking to achieve consistent standards across the Tees Valley the report lays the ground for joint working that could achieve efficiencies.

MAIN REPORT

Information and Analysis

7. The Building Control service has been in commercial competition with private sector providers of Building Control since 1999. The current charging scheme and structure was set in 1998 by Regulation in anticipation of this competition. The charging scheme and structure has been criticised nationally for some time for being inflexible, giving a one size fits all solution which limited the ability of Local Authority Building Control to compete with private sector providers. This inflexibility has become even more apparent during the current economic downturn.
8. To address some of the difficulties and criticisms of the 1998 Regulations the Government have introduced the Building (Local Authority Charges) Regulations 2010 which came into force in 1 April 2010. The Regulations require that the Council sets a new scheme of charges to commence no later than 1 October 2010.

Existing Charges Scheme and Structure

9. The 1998 Regulations required that the income from charges, calculated over 3 a year rolling trading account should cover the costs of providing the Building Regulations service. The 1998 Regulations were very restrictive in the factors that could be considered when determining fees. They also set broad categories of charges and some of the criticism was that the Regulations allowed cross subsidisation of charges between different building work types.

Proposed Scheme and Structure

10. The Building (Local Authority Charges) Regulations 2010 sets out an increased number of factors which can be taken into account to calculate the charges. The new Regulations will also now more accurately reflect the cost of carrying out the building regulations function for different categories of work. The charges must now be calculated by multiplying a single average officer rate set by the Council by the number of hours taken to carry out the relevant building regulations function for the different categories of building work. These resultant charges will then relate to the cost of providing the service to individual service users, so ending the cross subsidisation that occurred within the 1998 Regulations
11. Local Authority Building Control (LABC) which is a national organisation set up to assist local authorities to compete with the private sector providers, has produced a 'Model Scheme' of charges to assist Building Control in devising the new scheme and structure for the proposed charges.
12. CIPFA have given additional guidance to local authorities on the way in which the accounting procedures will need to change to reflect the changes to the structure of the charges scheme. The Regulations require that on a year by year basis the income derived from providing the building regulations functions as nearly as possible equates to the costs incurred by the Authority in performing those functions. These accounting procedures will require a more frequent monitoring and analysis of the Building Regulations trading position. This may mean that adjustment will

need to be made to ensure the requirement within the Charges Regulations is met.

13. To assist effective marketing and promotion Building Control have worked closely with the other Local Authority Building Control providers in the Tees Valley to agree a standard structure for their charges schemes that will be applicable throughout the Tees Valley. This will make the schemes more transparent to customers particularly those who operate across a number of the Tees Valley authorities. The proposed charges scheme is set out in Appendix A.
14. The charges scheme sets out a number of 'standard charges' which will account for the majority of types of building work. By standardising the scheme structure across the Tees Valley, it has been possible to largely standardise the charges across Tees Valley. The exception to this is the setting of the single average officer rate, which will remain specific to each Authority.
15. The single average officer rate is set out within the charges scheme and will subsequently be set annually as part of the annual report setting out the Council's schedule of charges.
16. Some of the categories of work set out in the charges scheme are new categories and as such Building Control do not have any robust data on the amount of time that will be needed to carry out the Building Regulation function for these categories of work. It has therefore been necessary to estimate the times for these categories. As data becomes available following the introduction and monitoring of the charges scheme it is likely that these times will require amendment
17. In addition to the 'standard charges' set out in the charges scheme the Regulations also requires that Building Control is able to calculate 'individually determined' charges on a job by job basis. Individually determined charges will largely be applicable to larger and more complex types of work. The Regulations allow Building Control to take into account a number of factors which could not be taken into account in the 1998 Regulations. These factors will enable Building Control to more accurately calculate the level of work, in terms of the time required to carry out the Building Regulation function for these types of building project. This will require officer delegation to enable the determination of the number of hours required to carry out the Building Regulation function on a job by job basis. Individually determined charges will then be calculated by multiplying the determined number of hours by the single average officer rate.

Outcome of Consultation

18. No consultation has been carried out but the new charges scheme will be publicised prior to commencement of the operation of the scheme.



SCHEME FOR THE RECOVERY OF BUILDING REGULATION CHARGES

FOR

Darlington Borough Council

TO BE READ IN CONJUNCTION WITH THE (BUILDING LOCAL AUTHORITY CHARGES)
REGULATIONS 2010

Date scheme comes into effect: 1 October 2010

SCHEME FOR THE RECOVERY OF BUILDING REGULATION CHARGES

Definitions

The following definitions apply to this charging scheme and should be read in conjunction with the other clauses and tables that constitute the Charging Scheme:

‘Building’

Means any permanent or temporary building but not any other kind of structure or erection, and a reference to a building includes a reference to part of a building.

‘Building Notice’

Means a notice given in accordance with Regulations 12(2)(A)(a) and 13 of the Building Regulations 2000 (as amended).

‘Building Usage’

Means for the purposes of this scheme, the purpose groups set out in Approved Document B of the Building Regulations 2000 (as amended).

‘Building work’

Means:

- a. the erection or extension of a building;
- b. the provision or extension of a controlled service or fitting in or in connection with a building;
- c. the material alteration of a building, or a controlled service or fittings;
- d. work required by regulation 6 (requirements relating to a material change of use);
- e. the insertion of insulating material into the cavity wall of a building;
- f. work involving the underpinning of a building;
- g. work required by building regulation 4A (requirements relating to thermal elements);
- h. work required by building regulation 4B (requirements relating to a change of energy status);
- i. work required by building regulation 17D (consequential improvements to energy performance).

‘Change of Use’

Means a material change of use as set out in regulation 5 of the Building Regulations 2000 (as amended).

‘Chargeable Function’

Means a function relating to the following:

- a. The passing or rejection of plans of proposed building work which has been deposited with the Council in accordance with section 16 of the Building Act 1984 (as amended).
- b. The inspection of building work for which plans have been deposited with the Council in accordance with Building Regulations 2000 (as amended) and with section 16 of the Building Act 1984 (as amended).
- c. The consideration of a building notice which has been given to the Council in accordance with the Building Regulations 2000 (as amended).
- d. The consideration of building work reverting to the Council under the Building (Approved Inspectors etc.) Regulations 2000 (as amended) (referred to as the Approved Inspectors Regulations).
- e. The consideration of a regularisation application submitted to the Council under regulation 21 of the Building Regulations 2000 (as amended).

‘Cost’

Does not include any professional fees paid to an architect, quantity surveyor or any other person.

‘Dwelling’

Includes a dwelling house and a flat.

‘Dwelling-house’

Does not include a flat or a building containing a flat.

‘Flat’

means a separate and self-contained premises constructed or adapted for use for residential purposes and forming part of a building from some other part of which it is divided horizontally.

‘Floor area of a Building or Extension’

Is the total floor area of all storeys which comprise that building. It is calculated by reference to the finished internal surfaced of the walls enclosing the area, or, if at any point there is no enclosing wall, by reference to the outermost edge of the floor .

‘Relevant Person’

Means:

- a. in relation to a plan charge, inspection charge, reversion charge or a building notice charge, the person who carried out the building work or on whose behalf the building work is carried out;

- b. in relation to a regularisation charge, the owner of the building; and
- c. in relation to a chargeable service, any person requesting advice for which a charge may be made pursuant to the definition of 'chargeable advice'

Principles of this Scheme

The set charges or method of establishing the charge have been established in this scheme for the functions prescribed in the Building (Local Authority Charges) Regulations 2010 (referred to as chargeable function), namely;

- **A Plan Charge**
payable when plans of the building work are deposited with the Local Authority.
- **An Inspection Charge**
Payable on demand after the Authority carry out the first inspection in respect of which the charge is payable.
- **A Building Notice Charge**
Payable when the building notice is given to the Authority.
- **A Reversion Charge**
Payable for building work in relation to a building:
 - Which has been substantially completed before plans are first submitted with the Authority in accordance with Regulation 20(2)(a)(i) of the Approved Inspector Regulations; or
 - In respect of which plans for further building work have been deposited with the Authority in accordance with Regulation 29(3) of the Approved Inspectors Regulations, on the first occasion on which those plans are or have been deposited.
- **A Regularisation Charge**
Payable at the time of the application to the Authority in accordance with Regulation 21 of the Building Regulations.
- **Chargeable Advice**
Local authorities can make a charge for giving advice in anticipation of the future exercise of their chargeable functions (ie before an application or notice is received for a particular case), which is payable after the first hour of advice, on demand after the Authority has given notice required by Regulation 7(7) of the Building (Local Authority Charges) Regulations 2010 (ie the charge has been confirmed in writing following an individual determination). This charge can be discounted from a subsequent application or notice received for the work in question.
- The above charges are payable by the 'relevant person'.

- Any charge which is payable to the Authority may, in a particular case, and with the agreement of the Authority, be paid in instalments of such amounts payable on such dates as may be specified by the Authority. If an applicant and the Authority are agreeable, an inspection charge can be fully or partly paid up front with the plans charge.
- The charge for providing a chargeable function or chargeable advice is based on the principle of achieving full cost recovery. The charges will be calculated by using the Council officer's average hourly rate stated in the charging scheme, multiplied by the time taken to carry out the functions/advice, taking the following factors into account, as applicable, in estimating the time required by officers to carry out the function/advice:
 - a. The existing use of a building, or the proposed use of the building after completion of the building work.
 - b. The different kinds of building work described in regulation 3(1)(a) to (i) of the Building Regulations.
 - c. The floor area of the building or extension.
 - d. The nature of the design of the building work and whether innovative or high risk construction techniques are to be used.
 - e. The estimated duration of the building work and the anticipated number of inspections to be carried out.
 - f. The estimated cost of the building work.
 - g. Whether a person who intends to carry out part of the building work is a person mentioned in regulations 12(5) or 20B(4) of the Building Regulations (ie related to competent persons/self certification schemes).
 - h. Whether in respect of the building work a notification will be made in accordance with regulations 20A(4) of the Building Regulations (ie where design details are approved by Robust Details Ltd have been used).
 - i. Whether an application or building notice is in respect of two or more buildings or building works all of which are substantially the same as each other.
 - j. Whether an application or building notice is in respect of building work, which is substantially the same work as building work in respect of which plans have previously been deposited or building works inspected by the same Local Authority.
 - k. Whether chargeable advice has been given which is likely to result in less time being taken by a Local Authority to perform that function.

- I. Whether it is necessary to engage and incur the costs of a consultant to provide specialist advice in relation to a particular aspect of building work.

Principles of the scheme in respect of the Erection of Domestic Buildings, Garages, Carports and Extensions

- Where the charges relate to an erection of a dwelling the charge includes for the provision of a detached or attached domestic garage or carport providing it is constructed at the same time as the dwelling.
- Where any building work comprises or includes the erection of more than one extension to a building, the total floor areas of all such extensions shall be aggregated to determine the relevant charge payable, providing that the building work for all aggregated extensions is carried out at the same time.

Exemption from Charges

The Authority has not fixed by means of its scheme, nor intends to recover a charge in relation to an existing dwelling that is, or is to be, occupied by a disabled person as a permanent residence; and where the whole of the building work in question is solely-

- a. For the purpose of providing means of access for a disabled person by way of entrance or exit to or from the dwelling or any part of it; or
- b. For the purpose of providing accommodation or facilities designed to secure the greater health, safety, welfare of convenience of the disabled person.

The Council has not fixed by means of its scheme, nor intends to recover a charge for the purpose of providing accommodation or facilities designed to secure the greater health, safety, welfare of convenience of a disabled person in relation to an existing dwelling which is, or is to be, occupied by that disabled person as a permanent residence where such work consists of:

- a. the adaptation or extension of existing accommodation or an existing facility where the existing accommodation or facility could not be used by the disabled person or could be used by the disabled person only with assistance; or
- b. the provision or extension of a room which is or will be used solely:
 - (i) for the carrying out for the benefit of the disabled person of medical treatment which cannot reasonably be carried out in any other room in the dwelling, or
 - (ii) for the storage of medical equipment for the use of the disabled person, or
 - (iii) to provide sleeping accommodation for a carer where the disabled person requires 24-hour care.

The Council has not fixed by means of its scheme, nor intends to recover a charge in relation to an existing building to which members of the public are admitted (whether on payment or otherwise); and where the whole of the building work in question is solely:

- a. for the purpose of providing means of access for disabled persons by way of entrance or exit to or from the building or any part of it; or
- b. for the provision of facilities designed to secure the greater health, safety, welfare of disabled persons.

Note: 'disabled person' means a person who is within any of the descriptions of persons to whom section 29(1) of the National Assistance Act 1948, as extended by virtue of Section 8(2) of the Mental Health Act 1959, applied but disregarding the amendments made by paragraph 11 of Schedule 13 of the Children Act 1989. The words in section 8(2) of the Mental Health Act 1959 which extend the meaning of disabled person in Section 29(1) of the National Assistance Act 1948, are prospectively repealed by the National Health Service and Community Care Act 1990, section 66(2), Schedule 10, as from a day to be appointed.

Information Required to Determine Charges

If the Authority requires additional information to enable it to determine the correct charge the Authority can request the information under the provisions of regulation 9 of The Building (Local Authority Charges) Regulations 2010.

The standard information required for all applications is detailed on the Authority's Building Regulations application forms. This includes the existing and proposed use of the building and a description of the building work.

Additional information may be required in relation to:

- The floor area of the building or extension.
- The estimated duration of the building work and the anticipated number of inspections to be carried out.
- The use of competent persons of Robust Details Ltd.
- Any accreditations held by the builder or other member of the design team.
- The nature of the design of the building and whether innovative or high-risk construction is to be used.
- The estimated cost of the building work. If this is used as one of the factors in establishing a charge the 'estimate' is required to be such a reasonable amount as would be charged by a person in business to carry out such building work (excluding the amount of value added tax chargeable)

Establishing the Charge

The Authority has established standard charges using the principles contained with The Building (Local Authority Charges) regulations 2010. Standard charges are detailed in the following tables. In the tables any reference to a number of storeys includes each basement level as one-story and floor areas are cumulative.

If the building work that you are undertaking is not listed as a standard charge it will be individually determined in accordance with principles and relevant factors within The Building (Local Authority Charges) regulations 2010. If the Authority considers it necessary to engage or incur the costs of a consultant to provide specialist advice or services in relation to a particular aspect of building work, those costs shall also be included when setting the charge.

When the charge is individually determined the Authority shall calculate the charge the same way a standard charge was set by using the average hourly rate of officer's time, multiplied by the estimated time taken to carry out their building regulations functions in relation to that particular piece of work and taking into account the applicable factors listed in regulation 7(5) of the charges regulations.

Individually determined charges will be confirmed in writing specifying the amount of the charge and the factors that have been taken into account in determining the charge.

The building regulation charges for the following types of building work will be individually determined and the Authority will state which factors in regulation 7(5) of the charges regulations it has taken into account in establishing a standard or individually determined charge.

- A reversion charge.
- The building work in relation to more than one building or building work consisting of alterations to any use of building where the estimated cost exceeds £100,000.
- The work consists of non-domestic extension or new build and the floor area exceeds 200m².
- The work consists of a domestic extension and the floor area exceeds 200m².
- The work consists of a domestic garage with a floor area over 100m².
- The work consists of the erection or conversion of 20 or more dwellings.
- The work consists of the erection or conversion of dwellings where the floor area of each dwelling exceeds 300m².
- Any other work when the estimated cost of work exceeds £250,000.

- Where more than one standard charge applies to the building work and, with the agreement of the relevant person, the Authority will establish the charge by individually determining the charge.
- Where in accordance with Regulation 7(5)(i) of the charges regulations one application or building notice is in respect of two or more buildings or building works all of which are substantially the same as each other.

Other Matters Relating to Calculation of Charges

- In calculating these charges, refunds or supplementary charges, an officer hourly rate of £50.00 has been used.
- Any charge payable to the Authority shall be paid with an amount equal to any value added tax payable in respect of that charge.
- Charges are not payable for the first hour when calculating an advice charge.
- The Authority accepts payment by instalment in respect of all building work where the Inspection charge exceeds £1,000. The Authority on request will specify the amounts payable and dates on which instalments are to be paid.
- Except where otherwise stated the split between the plan and inspection charge will be 30%/70%.

Reductions

The Authority shall make a reduction in a standard or individually determined charge when chargeable advice has been given before receipt of an application or notice for proposed building work, which is likely to result in less time being taken by the Local Authority to perform the chargeable function for that work.

When it is intended to carry out additional building work on a dwelling at the same time that any of the work to which Table C relates then the charge for category 4 work up to £5,000 and category 5 work up to 20 windows shall be reduced by 50%.

Where in accordance with Regulation 7(5)(j) of the charges regulations an application or building notice is in respect of building work which, where it can be demonstrated by the applicant or their agent that that building work is substantially the same as work in respect of which plans have previously been deposited by that applicant or agent or building works inspected by the same Local Authority, a 50% reduction in plan charge will be made.

Refunds and Supplementary Charges

If on the basis on which the standard charge or individually determined charge has been set changes, the Local Authority will refund or request a supplementary charge and provide a written statement setting out the basis of the refund/supplementary charge and also state how this has been calculated. In the calculation of refunds/supplementary charges no account shall be taken of the first hour of an officer's time.

Supplementary charges are shown in the tables of standard charges and supplementary charges will also be made in relation to individually assessed charges when work, or the relevant part of the work, has been, or intends to be carried out by a person mentioned in regulation 12(5) or 20B(4) of the Building Regulations in respect of that part of the work, (*ie competent person/self-certification or other defined non-notifiable work*).

Certain charges are calculated by reference to the total aggregated time taken to discharge the required function. The Plan Charge and Inspection charges are therefore not necessarily split in accordance with the general percentage split as set out above.

Non-payment of a Charge

Your attention is drawn to regulation 8(2) of the charges regulations 2010 which explains that plans are not treated as being deposited for the purposes of section 16 of the Building Act 1984 or building notices given unless the Council has received the correct charge. In other words, relevant timescales do not start until agreed payment has been made. The debt recovery team of the Local Authority will also pursue any non-payment of any inspection charge.

Complaints about Charges

If you have a complaint about the level of charges you should initially raise your concern with the relevant officer. The Council has a comprehensive complaint handling process. If your complaint is not satisfactorily responded to by the officer concerned, details of how to resolve your complaint is available on request and can be viewed on the Council's website: www.darlington.gov.uk

Transitional Provisions

The Councils' scheme for the recovery of charges dated 1 April 2010 continues to apply in relation to work for which plans were deposited, a building notice given, a reversion charge becoming payable, or a regularisation application made, between 1 April 2010 and 1 October 2010 (inclusive).

Standard Charges

Standard charges includes work of drainage in connection with the erection or extension of a building or buildings, even where those works are commenced in advance of the plans for the building(s) being deposited.

These standard charges have been set by the Authority on the basis that the building work does not consist of, or include, innovative or high risk construction techniques (details available from the Authority) and/or the duration of the building work from commencement to completion does not exceed 12 months.

The charges have also 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 design and building work referred to in the standard charges tables that they are undertaking. If not, the work may incur supplementary charges.

If chargeable advice has been given in respect of any work detailed in these table and this is likely to result in less time being taken by the Authority then a reduction to the standard charge will be made.

Plan and Inspection Charges

The plan charge and inspection charges are listed in the following tables.

Building Notice Charge

Where building work is of a relatively minor nature the Building Notice charge is the same as the total plan and inspection charge. In relation to more complex work the time to carry out the building regulation function is higher and the resultant additional costs of using the Building Notice procedure results in the higher charge as detailed in the following tables.

Reversion Charge

These charges will be individually determined.

Regularisation Charge

The charge is listed in the following tables.

TABLE A**STANDARD CHARGES FOR THE CREATION OR CONVERSION TO NEW HOUSING**

Number of Dwellings	Plan Charge £	Inspection Charge £	Building Notice Charge £	Regularisation Charge £	Additional Charge* £
(1)	(2)	(3)	(4)	(5)	(6)
1	180.00	420.00	600.00	810.00	200.00
2	240.00	560.00	800.00	1080.00	300.00
3	307.50	717.50	1025.00	1384.00	400.00
4	367.50	857.50	1225.00	1654.00	500.00
5	405.00	945.00	1350.00	1823.00	600.00
6	465.00	1085.00	1550.00	2093.00	650.00
7	510.00	1190.00	1700.00	2295.00	700.00
8	555.00	1295.00	1850.00	2498.00	750.00
9	600.00	1400.00	2000.00	2700.00	800.00
10	653.00	1522.00	2175.00	2937.00	850.00
11	705.00	1645.00	2350.00	3173.00	900.00
12	750.00	1750.00	2500.00	3375.00	950.00
13	795.00	1855.00	2650.00	3577.00	1000.00
14	825.00	1925.00	2750.00	3713.00	1050.00
15	885.00	2065.00	2950.00	3983.00	1100.00
16	930.00	2170.00	3100.00	4185.00	1150.00
17	983.00	2292.00	3275.00	4421.00	1200.00
18	1028.00	2397.00	3425.00	4624.00	1250.00
19	1065.00	2485.00	3550.00	4793.00	1300.00
20	1110.00	2590.00	3700.00	4995.00	1350.00

Note: for 20 or more dwellings or if the floor area of a dwelling exceeds 300m² the charge is individually determined.

* An additional charge is for work when the relevant building work, or part thereof, has not been carried out by a person referred to in regulation 7(5)(g) or (h) of The Building (Local Authority Charges) Regulations 2010 applies. It is additional to the inspection charge, building notice charge or regularisation charge.

**STANDARD CHARGES FOR OTHER BUILDING WORK
DOMESTIC EXTENSIONS TO A SINGLE BUILDING**

Category	Description	Plan Charge £	Inspection Charge £	Building Notice Charge £	Regularisation Charge £	Additional Charge £
1	Single storey extension floor area not exceeding 10m ²	110.00	165.00	275.00	372.00	200.00
2	Single storey extension floor area exceeding 10m ² but not exceeding 40m ²	135.00	265.00	400.00	540.00	200.00
3	Single storey extension floor area exceeding 40m ² but not exceeding 100m ²	150.00	350.00	500.00	675.00	200.00
4	Two story extension not exceeding 40m ²	135.00	265.00	400.00	540.00	200.00
5	Two story extension exceeding 40m ² but not exceeding 200m ²	150.00	350.00	500.00	675.00	200.00
6	Loft conversion that does not include the construction of a dormer	135.00	265.00	400.00	540.00	200.00
7	Loft conversion that includes the construction of a dormer	135.00	315.00	450.00	608.00	200.00
8	Erection or extension of a non-exempt detached domestic garage or carport up to 100m ²	150.00	-	150.00	202.00	200.00
9	Erection or extension of a non-exempt attached single storey extension of a domestic garage or carport up to 100m ²	75.00	125.00	200.00	270.00	200.00
10	Conversion of an integral or attached garage to a habitable room(s)	75.00	125.00	200.00	270.00	200.00
11	Alterations to extend or create a basement up to 100m ²	75.00	125.00	200.00	270.00	200.00

TABLE C

DOMESTIC ALTERATIONS TO A SINGLE BUILDING

Category of Work		Basis of Charge	Plan Charge	Inspection Charge	Building Notice Charge	Details of any reduction for work carried out at the same time as work referred to in Table B	Regularisation Charge
			£	£	£		£
The installation of any controlled fitting or other building work ancillary to the building of an extension		Included in the charge for an extension					
1	Underpinning	Fixed price.	60.00	140.00	200.00	-	270.00
2	Renovation of a thermal element to a single dwelling	Fixed price	75.00	-	75.00	-	101.00
3	Internal alterations, installation of fittings (not electrical) and/or, structural alterations If ancillary to the building of the extension no additional charge)	Fixed price based on estimated cost bands,					
		Estimated cost of £1,000 or less	75.00	-	75.00	50%	101.00
		Estimated cost exceeding £1,000 up to £5,000	150.00	-	150.00	50%	202.00
		Estimated cost exceeding £5,000 up to £25,000	90.00	210.00	300.00	-	405.00
		Estimated cost exceeding £25,000 and up to £50,000	135.00	315.00	450.00	-	608.00
	Estimated cost exceeding £50,000 up to £100,000	150.00	350.00	500.00	-	675.00	
4	Window replacement (non competent person scheme)	Fixed price grouped by numbers of windows,					

Category of Work		Basis of Charge	Plan Charge £	Inspection Charge £	Building Notice Charge £	Details of any reduction for work carried out at the same time as work referred to in Table B	Regularisation Charge £
		Per installation of 1 window	75.00	-	75.00	50%	101.00
		Per installation more than 1 window up to 20 windows	150.00	-	150.00	50%	202.00
		Per installation over 20 windows	60.00	140.00	200.00	-	275.00
5	Electrical work (Not competent persons scheme)	Fixed price based on extent of works					
		Any electrical work other than the re-wiring of a dwelling.	60.00	140.00	200.00	-	270.00
		The re-wiring or new installation in a dwelling.	75.00	175.00	250.00	-	338.00

TABLE D

NON-DOMESTIC WORK – EXTENSIONS AND NEW BUILD

Category of Work		Building Usage											
		Other Residential (Institution and Other)			Assembly and Recreational use			Industrial and Storage usage			All Other use Classes		
		Plan Charge £	Inspection Charge £	Regularisation Charge	Plan Charge £	Inspection Charge £	Regularisation Charge £	Plan Charge £	Inspection Charge £	Regularisation Charge £	Plan Charge £	Inspection Charge £	Regularisation Charge £
1	Floor area not exceeding 10m ²	180.00	420.00	810.00	180.00	420.00	810.00	100.00	125.00	304.00	120.00	280.00	540.00
2	Floor area exceeding 10m ² but not exceeding 40m ²	210.00	490.00	945.00	210.00	490.00	945.00	110.00	165.00	372.00	150.00	350.00	675.00
3	Floor area exceeding 40m ² but not exceeding 100m ²	240.00	560.00	1080.00	240.00	560.00	1080.00	120.00	180.00	405.00	180.00	420.00	810.00
4	Floor area exceeding 100m ² but not exceeding 200m ²	270.00	630.00	1215.00	270.00	630.00	1215.00	140.00	210.00	473.00	195.00	455.00	878.00

The amount of time to carry out the building functions varies, dependent on the different use categories of building.

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 2000 (as amended). For further definitions see Building Regulations Approved Documents to Part B.

Note: A basement is considered to be a storey and there is an additional charge of £170 if this work is in relation to a basement.

TABLE E**ALL OTHER NON DOMESTIC WORK – ALTERATIONS**

	Category of Work	Basis of Charge	Plan Charge £	Inspection Charge £	Regularisation Charge £
1	The installation of any fitting or other work ancillary to the building or extension.	Included in the charge for the building.			
2	Underpinning	Estimated cost up to £50,000	120.00	280.00	540.00
		Estimated cost exceeding £50,000 and up to £100,000	150.00	350.00	675.00
		Estimated cost exceeding £100,00 up to £250,000	165.00	385.00	742.00
3	Window replacement (non competent persons scheme)	Fixed price grouped by numbers of windows.			
		Per installation up to 20 windows	150.00	-	202.00
		Per installation over 20 windows up to 50 windows	67.50	157.50	304.00
4	New shop front(s)	Fixed price grouped by numbers			
		Per installation up to 20 windows	150.00	-	202.00
		Per installation over 20 windows up to 50 windows	67.50	157.50	304.00
5	Renovation of a thermal element	Estimated cost up to £50,000	105.00	245.00	473.00
		Estimated cost exceeding £50,000 and up to £100,000	150.00	350.00	675.00
		Estimated cost exceeding £100,00 up to £250,000	165.00	385.00	742.00
6	Alterations not described elsewhere including structural alterations and installation of controlled fittings	Estimated cost up to £5,000	175.00	-	236.00
		Estimated cost exceeding £5,000 up to £25,000	90.00	210.00	405.00

	Category of Work	Basis of Charge	Plan Charge £	Inspection Charge £	Regularisation Charge £
		Estimated cost exceeding £25,000 up to £50,000	105.00	245.00	472.00
		Estimated cost exceeding £50,000 up to £100,000	120.00	280.00	540.00
		Estimated cost exceeding £100,000 up to £250,000	135.00	315.00	607.00
7	Installation of a mezzanine floor	Fixed price based on floor area			
		Up to 100m ²	60.00	140.00	270.00
		Over 100m ² up to 500m ²	150.00	350.00	675.00
8	Office fit out	Fixed price based on floor area bands			
		Up to 100m ²	60.00	140.00	270.00
		Floor area over 100m ² up to 500m ²	112.50	262.50	506.00
		500m ² to 2000m ²	150.00	350.00	675.00
9	Shop fit out	Fixed price based on floor area bands			
		Floor area up to 100m ²	60.00	140.00	270.00
		Floor area over 100m ² up to 500m ²	112.50	262.50	506.00
		500m ² to 2000m ²	150.00	350.00	675.00

Additional Charge for the Change of Use of a Building

The charge is £75 where there are no associated substantive building works required to change the use of the building. This charge can be discounted from any application or notice received when substantive works are required.

This additional charge does not apply in relation to a building used for residential purposes that is altered to create more or fewer dwellings.