

GUIDANCE NOTES FOR BUILDING CONTROL CHARGES

Effective from 1 April 2024



SOUTHERN BUILDING CONTROL PARTNERSHIP

Write to us at:

Southern Building Control Partnership
Council Offices
8 Station Road East
Oxted
RH8 0BT

CONTACT:

TEL: 0330 024 9355
E-MAIL: theteam@southernbcp.co.uk
www.southernbcp.co.uk

Please visit our website at www.southernbcp.co.uk to find out how to make an online application

THE BUILDING (LOCAL AUTHORITY CHARGES) REGULATIONS 2010

BUILDING CONTROL CHARGES GUIDANCE NOTES (Effective 2 April 2024)

1. GENERAL

Before you carry out building work to which the Building Regulations apply you or a person appointed by you must either submit an Application for Full Plans Approval or Building Notice application together with the appropriate fee and in the case of a Full Plans application, any relevant plans and information. The fee payable is dependent on the type of work carried out and can be determined by reference to the following notes and schedules. We recommend that before applying you read our Guide to the Application Process on our website www.southernbcp.co.uk.

2. CHARGES ARE PAYABLE AS FOLLOWS

Application for Full Plans Approval

The fees for this type of application are split into two parts:

Plan charge fee - is payable at submission and covers the plan check elements of the application.

Inspection Charge – the inspection charge which covers 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, and it is payable on receipt.

Building Notice

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 Applications

Should you need to 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.)

VAT: is payable at the standard rate for all application types except for regularisation applications.

Cancellation Charges For applications cancelled by the applicant or agent 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 £104 +VAT

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. Where works are not completed and/or archived, an additional charge of £150 inc of VAT will be required to inspect and complete an application where it is more than three years since the last inspection.

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. Further details on eligibility criteria can be found [here](#).

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

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 m².

Table A
(ALL CHARGES EXCLUDING REGULARISATION INCLUSIVE OF 20% VAT)

	Full Plans		Building Notice	Regularisation
No. of dwelling (s)	Plan Charge <i>Paid on submission</i>	Inspection Charge <i>Paid after first inspection</i>	Paid on submission	Paid on submission
1	740.00	1504.00	2244.00	2804.00
2	888.00	1801.00	2689.00	3360.00
3	1035.00	2100.00	3135.00	3917.00
4	1181.00	2398.00	3579.00	4473.00
5	1329.00	2697.00	4026.00	5030.00

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

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

DOMESTIC EXTENSIONS TO A SINGLE BUILDING

Are applicable for:

1. Single storey extensions up to 100m² internal floor area
2. Two storey extensions up to 200m² internal floor area
3. Loft conversions up to 60m² internal floor area
4. Attached or detached single storey garages or carports up to 100m² internal floor area
5. Garage conversions up to 40m².
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.

Table B
(CHARGES IN BOLD INCLUDE 20% VAT)

Cat	Project Description	Full Plans		Building Notice	Regularisation
		Plan Charge <i>Paid on submission</i>	Inspection Charge <i>Paid after first inspection</i>		
1	# Single storey extension - floor not exceeding 10 m ²	285.00	577.00	862.00	1076.00
2	# Single storey extension - floor exceeding 10m ² but not exceeding 40 m ²	337.00	683.00	1020.00	1273.000
3	# Single storey extension - floor area exceeding 40m ² but not exceeding 100m ²	444.00	899.00	1343.00	1677.00
4	Two storey extension - floor area not exceeding 40 m ²	516.00	1048.00	1564.00	1953.00
5	Two storey extension to a dwelling house - floor area exceeding 40 m ² but not exceeding 100m ²	625.00	1268.00	1893.00	2365.00
6	Two storey extension to a dwelling house - floor area exceeding 100 m ² but not exceeding 200m ²	740.00	1504.00	2244.00	2804.00
7	Loft conversion not inc alterations to roof line or construction of a dormer - floor area up to 60m ²	316.00	643.00	959.00	1198.00
8	Loft conversion inc alterations to roof line /construction of a dormer - floor area up to 60m ²	357.00	723.00	1080.00	1350.00
9	Erection/extension of non-exempt detached single storey domestic garage/carport - floor area up to 100m ²	254.00	515.00	769.00	959.00
10	Erection/extension of non-exempt attached single storey domestic garage/carport - floor area up to 100m ²	273.00	553.00	826.00	1031.00
11	Conversion of garage up to 40m ² to habitable room(s)	233.00	471.00	704.00	878.00

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 (up to 8 circuits) not covered under a Competent Persons Scheme an additional charge of £486.00 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).

Table C

(CHARGES IN BOLD INCLUDE 20% VAT)

Category of Work		Basis of Charge	Full Plans		Building Notice	Regularisation
			Plan Charge <i>Paid on submission</i>	Inspection Charge <i>Paid after first inspection</i>		
1	Renovation of thermal element to single dwelling. (New roof/wall/floor)	Fixed price	369.00	Inc in plan charge	369.00	461.00
2	Alterations, installation of fittings (not electrical) and/or, structural alterations.	<i>Fixed price based on estimated cost Less than £5,000</i>	493.00	Inc in plan charge	493.00	616.00
		Exceeding £5,000 up to £25,000	260.00	528.00	788.00	986.00
		Exceeding £25,001 up to £50,000	341.00	692.00	1033.00	1288.00
		Exceeding £50,001 up to £100,000	521.00	1056.00	1577.00	1970.00
		Exceeding £100,001 up to £150,000	677.00	1374.00	2051.00	2563.00
3	Window/door replacement (installer not competent persons scheme registered).	Fixed price Per installation up to 20 windows			304.00	379.00
4	Electrical work (not competent persons scheme registered).	Fixed price up to 8 circuits			486.00	607.00

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 200m² internal floor area.
2. Industrial and storage buildings up to 200m² internal floor area

Table D

(CHARGES IN BOLD INCLUDE 20% VAT)

Description	Industrial & Storage usage			All Other use Classes*			
	Full Plans		Regularisation	Full Plans		Regularisation	
	Plan Charge <i>Paid on submission</i>	Inspection Charge <i>Paid after first inspection</i>	Paid on submission	Plan Charge <i>Paid on submission</i>	Inspection Charge <i>Paid after first inspection</i>	Paid on submission	
1	Floor area not exceeding 10m ²	218.00	473.00	863.00	328.00	714.00	1301.00
2	Floor area exceeding 10m ² but not exceeding 40m ²	327.00	711.00	1296.005	462.00	1004.00	1831.00
3	Floor area exceeding 40m ² but not exceeding 100m ²	489.00	1065.00	1941.00	521.00	1134.00	2412.00
4	Floor area exceeding 100m ² but not exceeding 200m ²	541.00	1181.00	2152.00	867.00	1888.00	3442.00

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 500m² floor area.
6. The fitting out of a shop or office up to 1,000m² floor area.

Table E
(CHARGES IN BOLD INCLUDE 20% VAT)

Category of Work		Basis of Charge	Full Plans		Regularisation
			Plan Charge <i>Paid on submission</i>	Inspection Charge <i>Paid after first inspection</i>	Paid on submission
1	Window/door replacement (non-competent person scheme)	Fixed price grouped by numbers of windows. Per installation up to 20 windows	288.00	Included in plan charge	359.00
		Per installation over 20 windows up to 50 windows.	489.00		611.00
2	New shop front(s)		449.00	Included in plan charge	560.00
3	Renovation of a thermal element (roof/wall/floor)	Estimated cost up to £50,000	121.00	264.00	481.00
		Estimated cost £50,001 - £100,000	179.00	390.00	709.00
		Estimated cost £100,001 - £250,000	244.00	533.00	970.00
4	Alterations not described elsewhere including structural alterations & installation of controlled fittings	Estimated cost up to £5,000	493.00	Inc in plan charge	616.00
		Estimated cost £5,001 - £25,000	249.00	540.00	984.00
		Estimated cost £25,001 - £50,000	328.00	711.00	1297.00
		Estimated cost £50,001 - £100,000	498.00	1081.00	1972.00
		Estimated cost £100,001 - £150,000	662.00	1389.00	2563.00

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