



## GUIDANCE NOTE ON CHARGES FOR THE BUILDING CONTROL PARTNERSHIP SERVICE

The Building (Local Authority Charges) Regulations 2010



### EXPLANATORY NOTES

W.e.f.. 1<sup>st</sup> October 2010

The Building Regulation fees are divided into Plan and Inspection Fees, Building Notice Fees Regularisation fees and supplementary charges including fees for chargeable advice. They are different for each type of work.

The following tables are for guidance only and are not a substitute for the Building (Local Authority Charges) Regulations 2010 which are the only statutory expression of the law.

NOTE: Charges can now be STANDARD or INDIVIDUALLY CALCULATED

HM Customs and Excise have determined that VAT is payable on fees for work where the local Authority is not the only authorised provider of building control services. Therefore, **VAT is payable on work to Dwellings and to Industrial/Commercial buildings, although VAT is not payable on Regularisation fees.**

- 1 **Full Plans** - The Plans charge must be paid on the deposit of the plans with the Council. Cheques made payable to Worthing Borough Council or Adur District Council depending upon which administrative area the work falls within.
- 2 **Building Notices** - The charge must be paid when the Notice is submitted to the Council. Cheques made payable to Worthing Borough Council or Adur District Council depending upon which administrative area the work falls within.
- 3 **Inspection Charge** - These will be payable after the first inspection has been undertaken.
- 4 **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 fee to cover the cost of assessing your application and all inspections. The fee is equivalent to the Building Notice fee excluding VAT but plus 30%.
- 5 **Advice Charge** – These will be payable after receipt of the advice and any charge levied will be discounted from any subsequent full plans charge (Note the first hour is free)
- 6 **Re-Submission Charge** – A charge of £50 is payable on deposit of the re-submitted application.
- 7 **Exemption** - Works to provide access and/or facilities for disabled people to existing dwellings and buildings to which the public have access are exempt from fees. 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.
- 8 **Total Estimated Cost** - This means a reasonable estimate that would be charged by a professional builder, but excluding professional fees and VAT.
- 9 **Minor Work** - Where the work is estimated as costing under £5,000 the total fee is payable on deposit of the plans.
- 10 **Individually Determined Charges** – Where the scope of the work is not covered by the attached tables please contact Building Control for a quotation (see 13 below).
- 11 **Supplementary Charge** – This is a charge that the Council **may** make if the original charge was underestimated.
- 12 **Instalments** - In certain cases the fess may be paid by instalments; contact the Building Control Office for information.
- 13 **Help** - If you have any difficulty, contact:  
The Building Control Partnership, Planning Regeneration and Wellbeing  
Tel: (01903 221418) or email: building.control@worthing .gov.uk

## Fees and Charges

### Individual determination of charges

The attached tables set “standard charges” however if your project does not fall within the scope of one of the table categories an “individually determined charge” will be required.

An individual assessment of our charges will be necessary for larger and/or more complex schemes.

This includes:-

- Work consisting of the erection of more than 10 dwellings
- Work consisting of the erection or conversion of a dwelling where the floor area exceeds 200m<sup>2</sup>
- Work consisting of four or more dwellings where there is a repeat of house type designs – this may attract a reduction in our standard fee
- Where there is no standard charge shown in our tables of fees

If your building work requires an individual assessment of a charge you should e-mail Building Control at [building.control@worthing.gov.uk](mailto:building.control@worthing.gov.uk) providing details of the proposed work/development together with a request for the Building Regulations charge. We will aim to contact you within 2 working days, or alternatively telephone 01903 221336.

Fees are based on work being completed within 12 months of commencement of the work. If completion is more than 12 months from commencement there may be an additional charge for inspections undertaken beyond that time.

**Note:** Where a suitable electrical certificate under BS 7671 cannot be provided an additional charge of £130 per application may be charged and where structural calculations are not prepared by a person with appropriate competencies a supplementary charge may be applied equal to the additional costs incurred by the Council. An administration charge of £50 may be applied to re-submissions.

**All charges other than regularisation charges are subject to VAT at the current rate**

Where standard charges cannot be applied to the proposed work please contact Building Control on 01903 221336 or at [building.control@worthing.gov.uk](mailto:building.control@worthing.gov.uk)

**TABLE A**  
**DWELLING-HOUSES AND FLATS NOT EXCEEDING 200M<sup>2</sup>**  
**OR MORE THAN 3 STOREYS**

**Standard Charges**

<b>Number of Dwelling Houses</b>	<b>Plan £</b>	<b>Inspection £</b>	<b>Building Notice £</b>	<b>Regularisation £</b>
1	180.00	395.00	575.00	747.50
2	220.00	530.00	750.00	975.00
3	270.00	680.00	950.00	1,235.00
4	320.00	830.00	1,150.00	1,495.00
5	400.00	900.00	1,300.00	1,690.00
6	475.00	1,000.00	1,475.00	1,917.50
7	550.00	1,050.00	1,600.00	2,080.00
8	600.00	1,150.00	1,750.00	2,275.00
9	650.00	1,300.00	1,950.00	2,535.00
10	700.00	1,400.00	2,100.00	2,730.00
<b>Number of Flats</b>				
1	180.00	395.00	575.00	747.50
2	200.00	500.00	700.00	910.00
3	300.00	600.00	900.00	1,170.00
4	400.00	700.00	1,100.00	1,430.00
5	450.00	750.00	1,200.00	1,560.00
6	500.00	800.00	1,300.00	1,690.00
<b>Conversion:-</b>				
To form a single Dwelling-house	150.00	200.00	350.00	455.00
From single Dwelling to 2 Dwellings	150.00	180.00	330.00	429.00
Cost per flat formed as part of a conversion	100.00	150.00	250.00	325.00

**Note:** Individually calculated charges will apply if repetitive work is involved.

**TABLE B – WORK TO A SINGLE DWELLING**

**Standard Charges**

<b>Extensions &amp; New Build</b>		<b>Plan £</b>	<b>Inspection £</b>	<b>Building Notice £</b>	<b>Regularisation £</b>	<b>Additional fee * £</b>
1	Single storey extension with a floor area not exceeding 15m <sup>2</sup>	150.00	150.00	350.00	390.00	
2	Extension with floor area exceeding 15m <sup>2</sup> but not exceeding 60m <sup>2</sup>	150.00	280.00	480.00	559.00	
3	Extension with floor area exceeding 60m <sup>2</sup> but not exceeding 100m <sup>2</sup>	250.00	325.00	625.00	747.50	
4	Erection or extension of a non exempt garage or carport up to 100m <sup>2</sup>	195.00	325.00	195.00	253.50	
5	Detached out building that includes habitable accommodation up to 100m <sup>2</sup>	150.00	-	350.00	455.00	
<b>Conversions</b>						
6	Loft conversion with a floor area not exceeding 40m <sup>2</sup>	<b>200.00</b>	<b>200.00</b>	450.00	520.00	
7	Loft conversion with floor area exceeding 40m <sup>2</sup> but not exceeding 100m <sup>2</sup>	<b>200.00</b>	<b>300.00</b>	550.00	585.00	
8	Conversion of garage to a habitable room (s)	<b>195.00</b>	-	195.00	253.50	
<b>Other work</b>						
9	Re roofing	175.00	-	175.00	227.50	
10	Replacement of 1 – 10 windows, roof lights, roof windows or external doors	120.00	-	120.00	156.00	
11	Replacement of 11 or more windows, roof lights, roof windows or external doors	150.00	-	150.00	195.00	
12	Replacement bay windows up to 3 storeys	150.00	-	150.00	195.00	
13	Electrical installation work to form new circuit	75.00	-	75.00	97.50	130.00
14	Electrical rewire	75.00	-	75.00	97.50	130.00
15	Electrical work carried out as part of one of main categories where installer cannot provide certification	50.00	-	50.00	65.00	130.00

16	Renewable Energy systems i.e. solar panels (not covered by a competent person scheme )	150.00	-	150.00	195.00	
17	Renovation of a thermal element	120.00	-	120.00	156.00	
	<b>Estimated cost of other work (including underpinning)</b>					
18	Cost of work not exceeding £5000	150.00	-	150.00	195.00	
19	Cost of work exceeding £5,000 but not exceeding £15,000	100.00	110.00	210.00	273.00	
20	Cost of work exceeding £15,000 but not exceeding £25,000	150.00	150.00	300.00	390.00	
21	Cost of work exceeding £25,000 but not exceeding £50,000	175.00	225.00	400.00	520.00	
22	Cost of work exceeding £50,000 but not exceeding £100,000	250.00	500.00	750.00	975.00	
23	Minor work carried out at same time as extension or roof conversion i.e. installation of wc, removal of chimney breast, or other structural alteration Where cost is less than £5000	50.00	-	50.00	65.00	

#### Multiple work reductions

Where multiple work is covered by more than one of the above categories then the appropriate charge is calculated by paying the full amount for the most expensive category and only 50% for the other applicable category based upon the cost of the additional work.

Note: This charge will only apply when any electrical work is not carried out by a qualified competent electrician who can provide a BS 7671 electrical certificate.

Where Standard Charges are not applicable please contact the Building Control Partnership at Portland House Worthing on Tel: 01903-221336 or Email [building.control@worthing.gov.uk](mailto:building.control@worthing.gov.uk)

## TABLE C – NON-DOMESTIC WORK

Limited to work not more than 3 storeys above ground level

### Standard Charges

<b>TABLE C1</b>													
<b>Extension &amp; New Build</b>													
<b>Building Usage</b>													
<b>For each separate construction</b>	<b>Other Residential (Institution and Other)</b>			<b>Assembly and Recreational use</b>			<b>Industrial and Storage usage</b>			<b>All Other use Classes (other than dwellings)</b>			
	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	Single storey with floor area not exceeding 15m <sup>2</sup>	200.00	200.00	520.00	150.00	225.00	487.50	100.00	150.00	325.00	150.00	150.00	390.00
2	Single storey with floor area exceeding 15m <sup>2</sup> but not exceeding 60m <sup>2</sup>	250.00	310.00	728.00	220.00	300.00	676.00	150.00	200.00	455.00	150.00	280.00	559.00
3	Other extensions with a total floor area not exceeding 40m <sup>2</sup>	250.00	310.00	728.00	220.00	300.00	676.00	150.00	200.00	455.00	150.00	280.00	559.00
4	Other extensions with a total floor area exceeding 40m <sup>2</sup> but not exceeding 100m <sup>2</sup>	310.00	410.00	936.00	250.00	320.00	748.80	200.00	260.00	598.00	250.00	325.00	747.50

## TABLE C (continuation) – NON-DOMESTIC WORK

Limited to work not more than 3 storeys above ground level

### Standard Charges

<b>TABLE C2</b>	<b>Plan</b>	<b>Inspection</b>	<b>Regularisation</b>	<b>Supplementary Charge</b>
<b>Other work</b>				
<b>Cost of work not exceeding £5,000 including:-</b>	150.00	-	195.00	
Replacement of windows, roof lights, roof windows or external glazed doors (not exceeding 20 units)	150.00	-	195.00	
Installation of new shopfront	150.00	-	195.00	
Renewable Energy systems (not covered by an appropriate competent persons scheme)	150.00	-	195.00	
<b>Cost of work exceeding £5,000 &amp; not exceeding £25,000 including:-</b>	100.00	150.00	325.00	
Replacement of windows, roof lights, roof windows or external glazed doors (exceeding 20 units)	200.00	-	260.00	
Installation of a Raised Storage Platform within an existing building	100.00	150.00	325.00	
Renovation of a thermal element	150.00	-	195.00	
<b>Cost of work exceeding £25,000 &amp; not exceeding £50,000</b>	150.00	270.00	546.00	
<b>Cost of work exceeding £50,000 and not exceeding £100,000</b>	250.00	500.00	975.00	
Fit out of building up to 100m <sup>2</sup>	150.000	150.00	390.00	
<b>Multiple work reductions</b> Where multiple work is covered by more than one of the above categories within Tables C1 & C2 then the appropriate charge is calculated by paying the full amount for the most expensive category and only 50% for the other applicable categories				

Where Standard Charges are not applicable please contact Building Control at Portland House Worthing on Tel: 01903-221336