



## Bromsgrove District Council

Building Control  
The Council House  
Bromsgrove  
B60 1AA.  
Phone: 01527 881349 or 881348

## Guidance note on charges

The Building Act 1984  
The Building (Local Authority Charges)  
Regulations 1998

**1<sup>st</sup> April 2010**

### Explanatory notes

1 Before you build, extend or convert a building, you or your agent must tell your local authority by giving them either a full plans or a Building Notice application.

The charge you have to pay depends on the type of work, the number of separate properties in a building and the total floor area.

You can use the following tables with the current charges regulations to work out the charges. If you have any difficulties, please ask at your local building control office.

2 The charges are as follows.

**a** If you make a full plans application, you must pay a plan charge at the same time. This charge applies if your plans are passed or rejected.

**b** If you make a full plans application for most types of work, you must pay an inspection charge after the first inspection which will cover all necessary site visits.

**c** If you make a Building Notice application, you must pay a Building Notice charge at the same time which covers all the necessary checks and site visits.

The Building Notice charge is the same as relevant plan charge and inspection charge added together.

**d** If you apply for a 'regularisation certificate' for any unauthorised building work that began on or after 11 November 1985, you must pay a regularisation charge to cover the cost of assessing your application and all inspections.

The charge is the same as the Building Notice charge plus 20%, instead of the 17.5% VAT, as VAT is not payable on regularisation applications.

**e** In certain cases, we may agree that you can pay charges in instalments. Ask at our building control office for details.

3 **Schedule 1:** This shows the charges for small domestic buildings, for example, new houses and flats. You have to pay these if the total inside floor area of each building, except any garage or carport, is not more than 300m<sup>2</sup> and the building is not more than three storeys (each basement level is counted as one storey).

4 **Schedule 2:** If the work is more than one domestic extension, you must add the total inside floor areas of all storeys of all the extensions shown on the application to work out how much you have to pay.

Schedule 3 applies if the extensions are more than 60m<sup>2</sup> or three storeys in height and will cost at least £624.93 including VAT.

5. The estimated cost means the reasonable commercial cost that would be charged by a building contractor to carry out the work that is in your application. The charge does not include VAT, any professional fees that are paid to an architect, engineer or surveyor, and the cost of buying any land.

6 Exemptions and reductions in charges.

**a** If your plans have been approved or rejected, you won't have to pay again if you resubmit plans for the same work.

**b** You don't have to pay charges if the work will provide access and facilities for disabled people to existing buildings which the public have access to. In these regulations, a 'disabled person' is a person who is described under section 29(1) of the National Assistance Act 1948 (as extended by section 8(2) Mental Health Act 1959).

**c** You do not have to pay charges for putting insulating material into an existing cavity wall, as long as it is certified to an approved standard and the work is carried out by an approved installer.

**d** You do not have to pay charges for putting in an approved unvented hot-water system as long as the work is carried out by an approved installer or is part of a larger project.

**e** If your application is for repetitive work, we may reduce the charges.

7 You have to pay VAT for all local authority Building Regulation charges, except for the regularisation charge.

### Other information

1 These notes are for guidance only and do not replace Statutory Instrument 1998 number 3129 which contains the full statement of the law.

2 These guidance notes refer to the charges that you have to pay Bromsgrove District Council. The charges may vary in different authorities. Please check with the relevant local authority.

**You should make cheques payable to: Bromsgrove District Council**



Certificate number FS31458  
For the provision of  
Building Control Services  
guid\_chg/b.regs

## Schedule 1: Charges for new dwellings

Number of properties	Full plan submission plan charge Including VAT	Full plan submission Inspection charge Including VAT	Building Notice charge Including VAT
1	£176.25	£410.13	£586.38
2	£240.88	£566.49	£807.36
3	£317.25	£719.72	£1036.97

When you will be using similar house types we can reduce our charges, for details of this reduction or for a competitive quotation for more than 3 dwellings please telephone: 01527 881402

## Schedule 2: Charges for small buildings, extensions and alterations to dwellings

Type of work	Full plans submission Plan charge including VAT	Full plans submission Inspection charge including VAT	Building notice charge Including VAT
Putting up a detached or attached garage, carport, or both, which will be used with an existing building that has a floor areas of:  no more than 40m <sup>2</sup> ; or  more than 40m <sup>2</sup> but not more than 60m <sup>2</sup>	As Building Notice charge	As Building Notice Charge	<b>Regularisation Fees</b>
	£110	£209.14	£157.74 <b>£161.10</b> £319.14 <b>£325.93</b>
Any extension where the total floor area is not more than 10m <sup>2</sup>	£110	£209.14	£319.14 <b>£325.93</b>
Any extension where the total floor area is more than 10m <sup>2</sup> but is not more than 40m <sup>2</sup>	£110	£357.19	£467.19 <b>£477.13</b>
Any extension where the total floor area is more than 40m <sup>2</sup> but is not more than 60m <sup>2</sup>	£110	£514.93	£624.93 <b>£638.23</b>
Loft conversions costing up to £28,000	£110	£334.93	£444.93 <b>£454.40</b>
Other domestic alterations less than £3000 in value and which are separate from, but undertaken <b>at the same time as</b> an extension on the same application	£52.52	Included in plan charge	£52.52 <b>£53.64</b>

If your extension is over 60 square metres or your loft conversion costs more than £28,000, the charge should be calculated by using the estimated cost of the work and schedule 3, but the charge cannot be less than the amount shown in schedule 2 for extensions up to 60 square metres or for loft conversions costing up to £28,000.

## Schedule 3: Charges for all other works

ALL CHARGES INCLUDE VAT			
Full Plans Submission		Building Notices	
Estimated cost of work	Plan charge	Inspection charge	Building Notice
£0 to £2,000	£148.14	Included in plan charge	£148.14 <b>£151.29</b>
£2,000 to £5,000	£203.68	Included in plan charge	£203.68 <b>£208.01</b>
£5,000 to £20,000	To £50.92 add an extra £2.77 for every £1,000 over £5,001 and up to £20,000.	To £152.76 add an extra £8.33 for every £1,000 over £5,001 and up to £20,000.	To £203.86 add an extra £11.11 for every £1,000 over £5,001 and up to £20,000.
£20,000 to £100,000	To £92.57 add an extra £2.47 for every £1,000 over £20,001 and up to £100,000.	To £288.21 add an extra £7.40 for every £1,000 over £20,001 and up to £100,000.	To £380.80 add an extra £9.87 for every £1,000 over £20,001 and up to £100,000.

**If the estimated cost is more than £100,000, please phone: 01527 881402 for a competitive quote**

## Bromsgrove District Council Building Control – Supplementary Charges

If you are selling a property that has been extended or altered, you need to provide evidence to prospective purchasers that any relevant building work has been inspected and approved by a Building Control Body. That evidence is in the form of a Building Regulations Completion / Final Certificate and / or an Approval or Initial Notice (called the 'authorised documents' in the Home Information Pack Regulations).

Legal entitlement to a Completion Certificate is subject to conditions. In cases where the Council is not told that building work is completed, or the building is occupied without addressing outstanding Building Regulation matters, a certificate is not issued. Despite the best efforts of the Council's Building Control Surveyors, many home owners who undertake building works fail to obtain a Completion Certificate and their application is archived. A fee is payable to re-open archived building regulations applications for the purposes of issuing a completion certificate.

Other charges are payable where we are asked to withdraw a Building Regulations application and refund fees, or asked to re-direct inspection fee invoices. Fees are payable in cleared funds before the release of any authorised documents or other actions listed below.

<b>DESCRIPTION</b>	<b>CHARGE (inc VAT at 17.5%)</b>
<b>ARCHIVED APPLICATIONS</b>	
Process request to re-open archived building control file, resolve case and issue completion certificate	£60.22 administration fee
Each visit to site in connection with resolving archived building control cases	£60.22 per site visit
<b>WITHDRAWN APPLICATIONS</b>	
Process request	£36.65 administration fee
With additional fees of.....	
Withdraw Building Notice application where no inspections have taken place	refund submitted fee less admin fee
Withdraw Building Notice application where inspections have taken place	refund submitted fee less admin fee less £60.22 per site visit made
Withdrawn Full Plans application without plans being checked or any site inspections being made	refund submitted fee less admin fee
Withdraw Full Plans application after plan check but before any inspections on site	refund inspection fee (where paid up-front) less admin fee
Withdraw Full Plans application after plan check and after site inspections made	refund any paid inspection fee less admin fee, less £60.22 per site inspection made
<b>RE-DIRECT INSPECTION FEES / ISSUE COPY DOCUMENTS</b>	
Process request to re-invoice inspection fee to new addressee	£36.65 administration fee
Issue copy of previously issued completion certificate or Approval / Acceptance document	£10.47 plus 10 pence per A4 sheet