

## 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.

DESCRIPTION	CHARGE (inc VAT at 17.5%)
<b>ARCHIVED APPLICATIONS</b>	
Process request to re-open archived building control file, resolve case and issue completion certificate	£58.75 administration fee
Each visit to site in connection with resolving archived building control cases	£58.75 per site visit
<b>WITHDRAWN APPLICATIONS</b>	
Process request	£35.76 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 £58.75 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Withdrawn Full Plans application without plans being checked or any site inspections being made	refund submitted fee less admin fee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 £58.75 per site inspection made
<b>RE-DIRECT INSPECTION FEES / ISSUE COPY DOCUMENTS</b>	
Process request to re-invoice inspection fee to new addressee	£35.76 administration fee
Issue copy of previously issued completion certificate or Approval / Acceptance document	£10.21 plus 10pence per A4 sheet