

# Building Control Charges Scheme January 2011 With effect from 4 January 2011

Building Act 1984 and Building Regulations 2010  
Building (Local Authority Charges) Regulations 2010



## DOMESTIC BUILDINGS

### 1. Building Regulation Approval

1.1 **Building Regulations Application** Before carrying out building work to which the Building Regulations apply, you or your agent must either deposit a Full Plans application or a Building Notice, together with the appropriate charge.

1.2 The charge payable is dependant upon the type of work to be carried out and can be calculated by reference to the following notes and charge tables. Payments made by cheque should be made payable to **Woking Borough Council**. If you have any difficulties, or the works being carried out are not detailed within the tables, please contact the Building Control service who will provide advice and/or an individually determined charge for your proposals.

1.3 Applications can be submitted either in hard copy or online via [www.Woking.gov.uk/bconline](http://www.Woking.gov.uk/bconline)

1.4 The proposed works may also require Planning Permission, guidance for which can be obtained separately from the Council's Planning Services on 01483 743841.

### 2. Charges are payable as follows:

2.1 **Full Plans Application** - Should you submit a Full Plans application, you will pay a **Plan Charge** at the time of submission of the application to cover their passing or rejection, assessment and decisions of deposited plans, with an **Inspection Charge** charge payable at the commencement of works/after we have made our first inspection. If applicable, you will be sent an invoice for this charge. Applications should include two copies of all details.

2.2 **Building Notice Application** - Should you submit a Building Notice, the appropriate charge is payable at the time of submission. The fee payable covers all necessary plan examination and site inspections, in relation to the work described in the notice. This charge is equivalent to the sum of the relevant **Plan Charge** and **Inspection Charge** paid for Full Plan applications. Applications should include two copies of all available details.

2.3 **Regularisation Application/Unauthorised works** - As the owner of unauthorised building work, should you apply for a Regularisation Certificate in respect of unauthorised building work, which was commenced on or after 11 November 1985; a regularisation charge is applicable. This charge is payable at the time of submission of the application, and covers the cost of assessing your application, and all site inspections. Applications should include one copy of all available details.

2.4 **VAT** - Is chargeable to all Building Regulation Applications at the current rate applicable at the time of submitting the application, with the exception of Regularisation applications.

2.5 For further information on making an application please see [www.Woking.gov.uk/buildingcontrol](http://www.Woking.gov.uk/buildingcontrol). Please note that the withdrawal or substantial amendment to an existing application may be subject to an administration charge.

### 3. Charges Tables

3.1 **Table A Charges for the erection of new-build dwelling houses and flats** - details the charges payable for new dwelling houses and flats, where the total internal floor area of each dwelling, excluding any garage or carport, does **not exceed 300m<sup>2</sup>**. The building must also have not more than three storeys, including basement storeys. **Dwellings exceeding 300m<sup>2</sup>**, or sites exceeding **5 dwellings**, please contact the Woking Building Control Service who will provide an **Individually Determined Charge**.

3.2 **Table B Charges for Domestic Extensions**- details the charges payable where works comprise of one or more **domestic extensions**.

**Floor area** is the total internal floor areas of all storeys added together. Two or more extension floor areas may be added together to determine the relevant charge, providing the works are carried out simultaneously. The Council reserve the right to make additional charges should this subsequently not be the case.

3.3 **Table C Domestic Alterations**- details the charges payable where works consist of domestic alterations.

**Estimated cost** means, an estimate of all reasonable costs including both materials and labour that would be charged by a person in business, to carry out the work, excluding VAT. Professional fees paid to an architect, engineer or surveyor etc. and land acquisition costs, are to be excluded from the estimated costs.

3.4 **Electrical works** which are not carried out by a Competent Person registered under the Part P Scheme, attract an additional charge as shown in the additional charge columns of Tables A and Table B and Category 5 of Table C.

3.4 **Reductions** are discounts provided where more than one category of works is carried out simultaneously, the relevant reduction will relate to the cheaper category of work.

3.5 **Individually Determined Charges** -Where your proposed building work does not fall within the Tables A to C please contact, the Building Control team who will be pleased to provide an individual determined quotation for the building control charge for your project. Please contact us on 01483 444545 or e-mail at [buildingcontrol@Woking.gov.uk](mailto:buildingcontrol@Woking.gov.uk) with details of your proposal.

### 4. Supplementary Additional Charges

#### 4.1 Competent Designer and Contractor

The Standard Charges have been set on the basis that the design and building work is undertaken by a person or company that is experienced and competent to carry out the work. If not, the work may incur supplementary additional charges.

#### 4.2 Innovative or High Risk Construction Techniques

The charges have also been set on the basis that the building work does not consist of, or include, innovative or high risk construction techniques. If so, the work may incur supplementary additional charges.

#### 4.3 Construction Time Period

If the duration of the building work from commencement to completion exceeds 12 months, the Council reserves the right to make supplementary additional charges.

#### 4.4 Chargeable Advice Discount

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

### 5. Exemptions

5.1 Where plans have been either Conditionally Approved or Rejected, no further charge is payable on resubmission for substantially the same work.

5.2 Works to provide **access and/or facilities for disabled people** to existing dwellings are **exempt from charges**. In these Regulations disabled person is defined as a person to whom Section 29(1) of the National Assistance Act 1948 applies.



**TABLE A (DOM)  
CHARGES FOR THE ERECTION OF NEW-BUILD DWELLING HOUSES & FLATS**

Applicable for:

up to 5 dwellings where the total internal floor area of each dwelling, excluding any garage or carport does not exceed 300 square metres and the building has no more than 3 storeys, with each basement level being counted as one storey.

**(Note: Charges in brackets are exclusive of VAT at 20%)**

DWE	FULL PLANS APPLICATIONS		Additional Charge* (Non Part P Electrician) £
Number of Dwellings	Plan Charge £	Inspection Charge £	
1	(208.33) £250.00	(553.38) £664.06	<p align="center"><b>Yes</b> £350.00 per dwelling See Category 5 Table C</p>
2	(208.33) £250.00	(838.48) £1006.18	
3	(208.33) £250.00	(1029.97) £1235.96	
4	(208.33) £250.00	(1217.21) £1460.65	
5	(416.67) £500.00	(1200.34) £1440.41	

\* **Electrical works** which are not carried out by a Competent Person registered under the Part P Scheme, attract an additional charge as detailed in Category 5 of Table C

**Individual Determination of a charge:**

The Building Control team will be pleased to provide an individual quotation for larger and/or more complex schemes including:

- Work consisting of the erection of more than 5 dwellings or
- Work consisting of the erection of a dwelling/s where the floor area of a dwelling exceeds 300 square metres or has more than 3 storeys, with each basement level being counted as one storey.
- Work consisting of the conversion of an existing building to form a dwelling(s).

Please contact us on 01483 743841 or e-mail [buildingcontrol@Woking.gov.uk](mailto:buildingcontrol@Woking.gov.uk) with details of your proposal.

**The Regularisation Charge** is equivalent to the sum of the relevant net plan and inspection charges paid for full plan applications plus 50%. N.B. VAT is not payable for Regularisation applications.

**TABLE B (DEX)  
CHARGES FOR DOMESTIC EXTENSIONS**



Applicable for:

1. Single storey extension up to 100 square metres internal floor area
2. 2 storey extensions up to 200 square metres internal floor area
3. Loft conversions up to 40 square metres internal floor area
4. Attached or detached garages or carports up to 100 square metres internal floor area
5. Garage conversions
6. Alterations to extend or create a basement.

(Note: Charges in brackets are exclusive of VAT at 20%)

Category	Description	Plan Charge	Inspection Charge	Building Notice Charge	Additional Charge * (Non Part P Electrician)
<b>SSE SINGLE STOREY EXTENSIONS</b>					
1	Single storey extension not exceeding 10m <sup>2</sup>	(133.33) £160.00	(220.67) £264.80	(354.00) £424.80	(221.28) £265.54
2	Single storey extension 10m <sup>2</sup> to 40 m <sup>2</sup>	(133.33) £160.00	(253.00) £303.60	(386.33) £463.60	(221.28) £265.54
3	Single storey extension 40m <sup>2</sup> to 100m <sup>2</sup>	(208.33) £250.00	(322.67) £387.20	(531.00) £637.20	(221.28) £265.54
<b>TSE TWO STOREY EXTENSIONS</b>					
4	Two storey extension not exceeding 40m <sup>2</sup>	(133.33) £160.00	(368.17) £441.80	(501.50) £601.80	(221.28) £265.54
5	Two storey extension 40m <sup>2</sup> to 100m <sup>2</sup>	(208.33) £250.00	(352.17) £422.60	(560.50) £672.60	(221.28) £265.54
6	Two storey extension 100m <sup>2</sup> to 200m <sup>2</sup>	(208.33) £250.00	(434.77) £521.72	(643.10) £771.72	(221.28) £265.54
<b>LCND LOFT CONVERSIONS</b>					
7	Loft conversion without dormers (max 40m <sup>2</sup> )	(133.33) £160.00	(248.83) £298.60	(382.16) £458.59	(221.28) £265.54
8	Loft conversion that includes a dormer or changes to roof line (max 40m <sup>2</sup> )	(133.33) £160.00	(343.26) £411.91	(476.59) £571.91	(221.28) £265.54
<b>LCID GARAGES AND CARPORTS</b>					
9	Erection or extension of a non exempt single storey domestic <b>detached</b> garage or carport up to 100m <sup>2</sup>	(191.49) £229.79	Included In plan charge	(191.49) £229.79	(221.28) £265.54
10	Erection or extension of a non exempt single storey domestic <b>attached</b> garage or carport up to 100m <sup>2</sup>	(133.33) £160.00	(148.93) £178.72	(282.26) £338.71	(221.28) £265.54
<b>OTHER</b>					
<b>CGDH11</b>	Conversion of a domestic garage to habitable rooms	(133.33) £160.00	(151.77) £182.12	(285.10) £342.12	(221.28) £265.54
<b>AECB 12</b>	Alterations to extend or create a basement up to 100m <sup>2</sup>	(208.33) £250.00	(464.01) £556.81	(672.34) £806.81	(221.28) £265.54

**Individual Determination of a charge:** Where your proposed building work does not fall within the categories listed, the Building Control team will be pleased to provide an individual determined quotation for the building control charge. Please contact Building Control on 01483 743841 e-mail us at [buildingcontrol@Woking.gov.uk](mailto:buildingcontrol@Woking.gov.uk) with details of your proposal.

**The Regularisation Charge** is equivalent to the net building notice charge plus 50%. N.B. VAT is not payable for regularisation applications.

**Additional Building 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 B relates, then the lower of the charges for this work shall be reduced by 25% in the case of a full plans application this will be applied to the inspection charge

- **Additional Charge** – Where electrical works are not carried out by a Competent Person registered under the Part P Scheme, the application will attract an additional charge as detailed in Table B – (Additional charge column).

**TABLE C (DAL)  
CHARGES FOR DOMESTIC ALTERATIONS**



Applicable for:

1. Underpinning all or part of a domestic building
2. Renovation of a thermal element to a single dwelling
3. Internal alterations, installation of fittings, and/or structural alterations up to a value of £75,000
4. The replacement of existing windows and doors glazed with more than 50% glass
5. Electrical work (unless the work is carried out by a member of a registered Competent Persons Scheme)

(Note: Charges in brackets are exclusive of VAT at 20%)

Category	Description	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
<b>UPDA 1</b>	Underpinning		Individually determined		25%
<b>RTEA 2</b>	Renovation of a thermal element to a single dwelling.	(238.29) £285.95	Included In Plan Charge	(238.29) £285.96	25%
<b>Internal alterations, installation of fittings (not electrical) and/or, structural alterations</b>					
<b>IAIF 3</b>	Estimated cost less than £5,000	(191.49) £229.79	Included In Plan Charge	(191.49) £229.79	25%
	Estimated cost exceeding £5,000 and up to £25,000	(133.33) £160.00	(151.78) £182.14	(285.11) £342.13	25%
	Estimated cost exceeding £25,001 and up to £50,000	(133.33) £160.00	(343.26) £411.91	(476.59) £571.91	25%
	Estimated cost exceeding £50,001 and up to £75,000	(133.33) £160.00	(436.88) £524.26	(570.21) £684.25	25%
<b>Window replacement (non competent person's scheme).</b>					
<b>WRD 4</b>	Per installation up to 20 windows	(120.00) £144.00	Included In Plan Charge	(120.00) £144.00	25%
	Per installation over 20 Windows.	(133.33) £160.00	(151.78) £182.14	(285.11) £342.13	25%
<b>Electrical work (non competent person's scheme)</b>					
<b>ELNR 5</b>	Any electrical work other than the rewiring of a dwelling..	(221.28) £265.54	Included in Plan Charge	(221.28) £265.54	N/A
<b>ELRW 6</b>	The re-wiring or new installation in a dwelling	(297.87) £357.44	Included in Plan Charge	(297.87) £357.44	N/A

**Individual Determination of a charge:** Where your proposed building work does not fall within the categories listed the Building Control team will be pleased to provide an individual quotation for the building control charge. Please contact Building Control on 01483 743841 or e-mail [buildingcontrol@Woking.gov.uk](mailto:buildingcontrol@Woking.gov.uk) with details of your proposal.

**The Regularisation Charge** is equivalent to the net building notice charge plus 50%. N.B. VAT is not payable for regularisation applications.

**Thermal element** means a wall, floor or roof, which separates a heated part of the building from the external environment (including the ground) or from an unheated part of the building.

**'Renovation'** in relation to a thermal element means the provision of a new layer in the thermal element or the replacement of an existing layer, but excludes decorative finishes.