

Building control charges scheme: April 2022

Domestic buildings

1. Building regulation approval

1.1 **Building regulations applications.** 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 or [via the website](#). 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 The proposed works may also require planning permission, guidance for which can be obtained separately from the council's planning services on 01483 743 841.

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 assessment and decisions of deposited plans, with an **inspection 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.

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.

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 [visit the council's website](#). 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 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 300m². The building must also have not more than three storeys, including basement storeys. Dwellings exceeding 300m², 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 charges please also note clause 4.1 below.

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 of up to 25%.

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 provide an individual determined quotation for the building control charge for your project. Please contact us on 01483 743 841 or email details of your proposals to buildingcontrol@woking.gov.uk

4. Supplementary additional charges/reductions

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.

Additionally contractors who are repeating designs and processes, (specialising in a particular field), do require less supervision or re-inspection, to reflect this 25% a reduction in the standard charge will be made. The criteria we use in applying this reduction is evidence of five consecutive projects meeting the inspection framework without need for re-inspection

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.

6. Other

6.1 The regularisation charge is equivalent to the sum of the relevant net plan and inspection charges paid for full plan applications plus 50%. Please note: **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

Note: Charges inclusive of VAT at 20%

Table A: Charges for new build houses and flats (assumed using competent person's)

Dwellings		Full plans applications	
Number of dwellings		Plan charge	Inspection charge
1		£300	£811.04
2		£300	£1,226.89
3		£300	£1,506.19
4		£300	£1,779.30
5		£600	£1,758.58

TABLE B: Charges for domestic extensions (assumed using competent person's)

Category	Description	Full plans charge		Building notice charge
		Plan charge	Inspection charge	
SSE: Single storey extensions				
1	Single storey extension: not exceeding 10m ²	£200	£292	£492
2	Single storey extension: 10m ² to 40 m ²	£200	£363.50	£563.50
3	Single storey extension: 40m ² to 100m ²	£300	£474.52	£774.52
TSE: Two storey extensions				
4	Two storey extension: not exceeding 40m ²	£200	£566.33	£766.33
5	Two storey extension: 40m ² to 100m ²	£300	£556.51	£856.51
6	Two storey extension: 100m ² to 200m ²	£300	£682.69	£982.69
LCND: Loft conversions				
7	Loft conversion without dormers: maximum 60m ²	£200	£357.42	£557.42
8	Loft conversion that includes a dormer or changes to roof line: maximum 60m ²	£200	£495.16	£695.16
LCID: Garages and carports				
9	Erection or extension of a non-exempt single storey domestic detached garage or carport: up to 100m ²	£275.63	Included in plan charge	£275.63
10	Erection or extension of a non-exempt single storey domestic attached garage or carport: up to 100m ²	£200	£215.84	£415.84
Other				
CGDH11	Conversion of a domestic garage to habitable rooms	£200	£215.84	£415.84
AECB 12	Alterations to extend or create a basement: up to 100m ²	£300	£633.98	£933.98

TABLE C: Charges for domestic alterations (assumed using competent person's)

Category	Description	Full plans		Building notice charge
		Plan charge	Inspection charge	
UPDA 1	Underpinning	Individually determined		
RTEA 2	Renovation of a thermal element to a single dwelling	£330.75	Included in plan charge	£330.75
Internal alterations, installation of fittings (not electrical) and/or, structural alterations				
IAIF 3	Estimated cost less than £5,000	£279.31	Included in plan charge	£279.31
	Estimated cost exceeding £5,000 and up to £25,000	£200	£215.86	£415.86
	Estimated cost exceeding £25,001 and up to £50,000	£200	£495.16	£695.16
	Estimated cost exceeding £50,001 and up to £75,000	£200	£631.70	£831.70
Window replacement (non competent person's scheme)				
WRD 4	Per installation up to 20 windows	£166.70	Included in plan charge	£166.70
Electrical work (non competent person's scheme)				
ELRW 5	Any electrical work	£413.78	Included in plan charge	£413.78