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GUILDFORD
BOROUGH

GUIDANCE NOTES ON CHARGES

With effect from 1st April 2001

LABC
Local Authority
Building Control
logo

BUILDING CONTROL CHARGES SCHEME 2001 The Building (Local Authority Charges) Regulations 1998 (The Building Act 1984 & The Building Regulations 2000 (as amended))

- 1 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. 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 tables. Cheques should be made payable to **Guildford Borough Council**.
- 2 **General.** These notes are for guidance only. Full details may be found in the Council's Building Control Charges Scheme which can be viewed at the Building Control reception at Millmead House, during normal office hours. If you have any difficulties calculating charges, please call in and see us or contact us on 01483 444680.
- 3 **Charges are payable as follows:**
 - a **Plan Charge:** When you submit a Full Plans application you will generally pay a Plan Charge at the time of submission to cover their passing or rejection.
 - b **Inspection Charge:** With a Full Plans application, an Inspection Charge covering all necessary site visits will generally be payable after we have made our first inspection. If applicable, you will be sent an invoice for this charge.
 - c **Building Notice Charge:** Should you submit a Building Notice, the appropriate Building Notice Charge is payable at the time of submission and covers all necessary checks and site visits in relation to the work described in the notice.
 - d **Regularisation Charge:** As owner of unauthorised building work, should you apply for a Regularisation Certificate, the charge is equivalent to 120% of the net Building Notice Charge. It should be noted that no VAT is payable on a Regularisation Charge.
- 4 **Table 1 - Charges for Small Domestic Buildings (new dwellings).** Applicable where the total internal floor area of each dwelling, excluding any garage or carport, does not exceed 300m² and the building has no more than 3 storeys, each basement level being counted as one storey. In any other case Table 3 applies.
- 5 **Table 2 - Charges for certain Small Buildings, Domestic Extensions and Alterations.** Where work comprises more than one domestic extension, the total internal floor areas of all storeys of all extensions shown on the application may be added together to determine the relevant charge. If the extension(s) exceed 60m² or 3 storeys in height, then Table 3 applies.
- 6 **Table 3 - Charges for Other Work.** Applicable to all other building work not covered by Tables 1 or 2. Total estimated cost means an acceptable reasonable estimate that would be charged by a person in business to carry out the work shown or described in the application, excluding VAT and any professional charges paid to an architect, engineer or surveyor etc. and also excluding land acquisition costs.
- 7 **Exemptions/Reductions of Charges.**
 - a Where plans have been either approved or rejected no further charge is payable on resubmission for substantially the same work.
 - b Works to provide access and/or facilities for disabled people to existing dwellings and buildings to which the public have access, are exempt from charges. 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.
 - c Where a Full Plans application or a Building Notice is in respect of two or more buildings or building work, all of which is substantially the same as each other, or such application or building notice has previously been dealt with by this authority, with certain criteria, a reduction of 25% on the plan charge or on the plan charge proportion of the building notice charge is allowable.

TABLE 1 - CHARGES FOR SMALL DOMESTIC BUILDINGS

(up to 3 storeys high with a maximum internal floor area excluding garages and carports of 300m²)

Number of dwellings	Plan Charge						Inspection Charge					
	Basic Charge			Additional charge for each dwelling above the minimum number in the band in column (1)			Basic Charge			Additional charge for each dwelling above the minimum number in the band in column (1)		
	(1)	(2)		(3)			(4)			(5)		
	net charge £	VAT £	gross charge £	net charge £	VAT £	gross charge	net charge £	VAT £	gross charge £	net charge £	VAT £	gross charge £
1	140.00	24.50	164.50	-	-	-	265.00	46.38	311.38	-	-	-
2	205.00	35.87	240.87	-	-	-	401.00	70.18	471.18	-	-	-
3	270.00	47.25	317.25	-	-	-	541.00	94.68	635.68	-	-	-
4	335.00	58.63	393.63	-	-	-	666.00	116.55	782.55	-	-	-
5	405.00	70.88	475.88	-	-	-	766.00	134.05	900.05	-	-	-
6	475.00	83.13	558.13	-	-	-	911.00	159.42	1070.42	-	-	-
7	495.00	86.63	581.63	-	-	-	974.00	170.45	1144.45	-	-	-
8	515.00	90.13	605.13	-	-	-	1137.00	198.98	1335.98	-	-	-
9	535.00	93.63	628.63	-	-	-	1301.00	227.68	1528.68	-	-	-
10	540.00	94.50	634.50	-	-	-	1480.00	259.00	1739.00	-	-	-
11	545.00	95.38	640.38	-	-	-	1623.00	284.03	1907.03	-	-	-
12	550.00	96.25	646.25	-	-	-	1765.00	308.87	2073.87	-	-	-
13	555.00	97.13	652.13	-	-	-	1908.00	333.90	2241.90	-	-	-
14	560.00	98.00	658.00	-	-	-	2051.00	358.93	2409.93	-	-	-
15	565.00	98.88	663.88	-	-	-	2194.00	383.95	2577.95	-	-	-
16	570.00	99.75	669.75	-	-	-	2337.00	408.98	2745.98	-	-	-
17	575.00	100.63	675.63	-	-	-	2480.00	434.00	2914.00	-	-	-
18	580.00	101.50	681.50	-	-	-	2623.00	459.03	3082.03	-	-	-
19	585.00	102.38	687.38	-	-	-	2766.00	484.05	3250.05	-	-	-
20	590.00	103.25	693.25	-	-	-	2909.00	509.08	3418.08	-	-	-
21-30	600.00	105.00	705.00	10.00	1.75	11.75	3011.00	526.93	3537.93	100.00	17.50	117.50
31 & over	700.00	122.50	822.50	5.00	0.88	5.88	3940.00	689.50	4629.50	50.00	8.75	58.75

TABLE 2 - CHARGES FOR CERTAIN SMALL BUILDINGS, DOMESTIC EXTENSIONS & ALTERATIONS

Type of work	Plan Charge			Inspection Charge			Building Notice Charge		
	net £	VAT £	gross £	net £	VAT £	gross £	net £	VAT £	gross £
1 Garage or carport: Erection or extension of a detached or attached building which consists of a garage or carport or both having a floor area not exceeding 40m² in total and intended to be used in common with an existing building, and which is not an exempt building.	28.35	4.96	33.31	84.00	14.70	98.70	112.35	19.66	132.01
2 Garage or carport: Erection or extension of a detached or attached building which consists of a garage or carport or both having a floor area which exceeds 40m² but does not exceed 60m² in total and intended to be used in common with an existing building, and which is not an exempt building.	56.70	9.92	66.62	168.00	29.40	197.40	224.70	39.32	264.02
3 Extension: Any extension of a dwelling (not falling within entry 6 below) the total floor area of which does not exceed 10m² , including means of access and work in connection with that extension.	222.60	38.96	261.56	included in Plan Charge			222.60	38.96	261.56
4 Extension: Any extension of a dwelling (not falling within entry 6 below) the total floor area of which exceeds 10m² but does not exceed 40m² , including means of access and work in connection with that extension.	84.00	14.71	98.71	250.95	43.92	294.87	334.95	58.62	393.57
5 Extension: Any extension of a dwelling (not falling within entry 6 below) the total floor area of which exceeds 40m² but does not exceed 60m² , including means of access and work in connection with that extension.	111.30	19.48	130.78	333.90	58.40	392.30	445.20	77.91	523.11
6 Room(s) in the roof space: Any extension or alteration of a dwelling consisting of the provision of one or more rooms in the roof space, including means of access.	To be calculated from estimated cost of work Refer to Table 3 below								

TABLE 3 - CHARGES FOR OTHER WORK

(not covered by Tables 1 or 2 above)

Total estimated cost of work £	Plan Charge			Inspection Charge			Building Notice Charge		
	net £	VAT £	gross £	net £	VAT £	gross £	net £	VAT £	gross £
1 - 2,000	100.00	17.50	117.50	included in Plan Charge			100.00	17.50	117.50
2,001 - 5,000	165.00	28.88	193.88	included in Plan Charge			165.00	28.88	193.88
5,001 - 6,000	43.50	7.61	51.11	130.50	22.84	153.34	174.00	30.45	204.45
6,001 - 7,000	45.75	8.01	53.76	137.25	24.02	161.27	183.00	32.03	215.03
7,001 - 8,000	48.00	8.40	56.40	144.00	25.20	169.20	192.00	33.60	225.60
8,001 - 9,000	50.25	8.79	59.04	150.75	26.38	177.13	201.00	35.17	236.17
9,001 - 10,000	52.50	9.19	61.69	157.50	27.56	185.06	210.00	36.75	246.75
10,001 - 11,000	54.75	9.58	64.33	164.25	28.74	192.99	219.00	38.32	257.32
11,001 - 12,000	57.00	9.97	66.97	171.00	29.93	200.93	228.00	39.90	267.90
12,001 - 13,000	59.25	10.37	69.62	177.75	31.11	208.86	237.00	41.48	278.48
13,001 - 14,000	61.50	10.76	72.26	184.50	32.29	216.79	246.00	43.05	289.05
14,001 - 15,000	63.75	11.16	74.91	191.25	33.47	224.72	255.00	44.63	299.63
15,001 - 16,000	66.00	11.55	77.55	198.00	34.65	232.65	264.00	46.20	310.20
16,001 - 17,000	68.25	11.94	80.19	204.75	35.83	240.58	273.00	47.77	320.77
17,001 - 18,000	70.50	12.34	82.84	211.50	37.01	248.51	282.00	49.35	331.35
18,001 - 19,000	72.75	12.73	85.48	218.25	38.19	256.44	291.00	50.92	341.92
19,001 - 20,000	75.00	13.13	88.13	225.00	39.37	264.37	300.00	52.50	352.50
£20,001 - £100,000	£75.00 (£88.13 inc VAT) plus £2.00 (£2.35 inc VAT) for every £1,000 or part thereof by which cost exceeds £20,001			£225.00 (£264.37 inc VAT) plus £6.00 (£7.05 inc VAT) for every £1,000 or part thereof by which cost exceeds £20,001			£300.00 (£352.50 inc VAT) plus £8.00 (£9.40 inc VAT) for every £1,000 or part thereof by which cost exceeds £20,001		
£100,001 - £1m	£235.00 (£276.13 inc VAT) plus £0.87 (£1.02 inc VAT) for every £1,000 or part thereof by which cost exceeds £100,001			£705.00 (£828.38 inc VAT) plus £2.63 (£3.09 inc VAT) for every £1,000 or part thereof by which cost exceeds £100,001			£940.00 (£1,104.50 inc VAT) plus £3.50 (£4.11 inc VAT) for every £1,000 or part thereof by which cost exceeds £100,001		
over £1m - £10m	£1,022.50 (£1,201.44 inc VAT) plus £0.70 (£0.82 inc VAT) for every £1,000 or part thereof by which cost exceeds £1m			£3,067.50 (£3,604.31 inc VAT) plus £2.05 (£2.41 inc VAT) for every £1,000 or part thereof by which cost exceeds £1m			£4,090.00 (£4,805.75 inc VAT) plus £2.75 (£3.23 inc VAT) for every £1,000 or part thereof by which cost exceeds £1m		
over £10m	£7,210.00 (£8,471.75 inc VAT) plus £0.50 (£0.59 inc VAT) for every £1,000 or part thereof by which cost exceeds £10m			£21,630.00 (£25,415.25 inc VAT) plus £1.50 (£1.76 inc VAT) for every £1,000 or part thereof by which cost exceeds £10m			£28,840.00 (£33,887.00 inc VAT) plus £2.00 (£2.35 inc VAT) for every £1,000 or part thereof by which cost exceeds £10m		