

Guildford Borough Council

Building Control Charges

Effective 3 April 2018



Building Control

Planning Services
Guildford Borough Council
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GUILDFORD
BOROUGH



THE BUILDING (LOCAL AUTHORITY CHARGES) REGULATIONS 2010

BUILDING CONTROL CHARGES GUIDANCE NOTES (Effective 3 April 2018)

1. **Building Regulation Approval**

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

The charge payable is dependent upon the type of work to be carried out and can be calculated by reference to the following notes and charge tables. The charge may be paid through our online system, over the phone or by cheque made payable to **Guildford Borough Council**.

If you have any difficulties, or the works being carried out are not detailed within the attached charge tables, please contact the Building Control service on 01483 444545 who will provide advice and/or an individually determined charge for your proposals.

Applications can be submitted in hard copy, online via www.guildford.gov.uk/bconline or Planning Portal [Building Control application service](#), email (buildingcontrol@guildford.gov.uk) or over the phone (01483 444545).

The proposed works may also require Planning Permission, guidance for which can be obtained separately from the Council's Planning Services on 01483 444609 or planningenquiries@guildford.gov.uk

2. **Charges are payable as follows:**

Full Plans Application - Should you submit a Full Plans application, your charge will consist of;

- **Plan Charge** at the time of submission of the application to cover the plan examination, passing or rejection of deposited plans, and
- **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.

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.

Regularisation Application/Unauthorised works - 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. Please note that this fee is non-refundable.

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. All of the charges shown are inclusive of VAT where applicable.

For further information on making an application please, see www.guildford.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**

Table A Charges for the erection of new-build dwelling houses and flats.

Table B Charges for Domestic Extensions

Table C Charges for Domestic Alterations

Table D Charges for Non-Domestic Extensions and New Build

Table E Charges for All Other Non-Domestic Work – Alterations

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 C5 of Table C.

Competent Person Scheme

Installation of a system to produce electricity, heating or cooling which is not being carried out and notified under the Competent Person Scheme will require additional charges, which will be calculated on an individual basis. Please contact Building Control Administration for a quote. This will include boilers, oil tanks, wood burning stoves, photovoltaic panels, Solar thermal panels, hot water cylinders etc.

Individually Determined Charges –

Where your proposed building work does not fall within Tables A to E please visit the applications forms and charges section of our building control web pages www.guildford.gov.uk/buildingcontrol to download an Individually determined request form. Please return the completed form with any relevant plans for a quotation to buildingcontrol@guildford.gov.uk If you have any further queries please contact us on 01483 444545

Estimated cost

This is 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.

4. Supplementary Additional Charges

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.

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.

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.

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

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

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

6. Other charges

Trial hole - to inspect a trial hole is £85. This will be deducted from the fee when an application is submitted to Guildford Borough Council Building Control.

Archived applications - an administrative charge of £85 (inclusive of VAT) will apply to retrieve and reopen an archive file where work has commenced but no progress has been made in over a year.

Completion letters

Building Control completion certificate pre 2001	£20
Building Control completion letter pre 1991	£20

TABLE A
CHARGES FOR THE ERECTION OF NEW-BUILD DWELLING HOUSES AND FLATS

Standard Charges applicable for:

- Up to 5 dwellings where the total internal floor area of each dwelling, including 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.

Category	Number of Dwellings	FULL PLANS APPLICATIONS		Building Notice Charge	Regularisation Charge (VAT is not payable)	Additional Charge (Non Part P Electrician)
		Plan Charge	Inspection Charge			
		£	£	£	£	£
A1	1	£300.00	£750.00	£1,050.00	£1,312.50	Yes (333.33) £400.00 per dwelling See Category 6 Table C
A2	2	£300.00	£1,150.00	£1,450.00	£1,812.50	
A3	3	£300.00	£1,450.00	£1,750.00	£2,187.50	
A4	4	£300.00	£1,700.00	£2,000.00	£2,500.00	
A5	5	£600.00	£1,650.00	£2,250.00	£2,812.50	

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 444545 or e-mail buildingcontrol@guildford.gov.uk with further details of your proposal.

**TABLE B
CHARGES FOR DOMESTIC EXTENSIONS**

Category	Description	Full Plans		Building Notice Charge	Regularisation Charge (VAT is not payable)	Additional Charge (Non Part P Electrician)
		Plan Charge	Inspection Charge			
		£	£	£	£	£
SINGLE STOREY EXTENSIONS						
B1	* Single storey extension not exceeding 10m²	£200.00	£265.00	£465.00	£581.25	£300.00
B2	* Single storey extension 10m² to 40 m²	£200.00	£440.00	£640.00	£800.00	£300.00
B3	* Single storey extension 40m² to 100m²	£300.00	£510.00	£810.00	£1012.50	£300.00
TWO STOREY EXTENSIONS						
B4	Two storey extension not exceeding 40m²	£200.00	£520.00	£720.00	£900.00	£300.00
B5	Two storey extension 40m² to 100m²	£300.00	£655.00	£955.00	£1,193.75	£300.00
B6	Two storey extension 100m² to 200m²	£300.00	£990.00	£1290.00	£1,612.50	£300.00
LOFT CONVERSIONS						
B7	Loft conversion without dormers (max 60m ²)	£200.00	£370.00	£570.00	£712.50	£300.00
B8	Loft conversion that includes a dormer or changes to roof line (max 60m ²)	£200.00	£485.00	£685.00	£856.25	£300.00
GARAGES AND CARPORTS						
B9	Erection or extension of a non exempt single storey domestic detached garage or carport up to 100m ² \$	£330.00	Included in Plan Charge	£330.00	£412.50	£300.00
B10	Erection or extension of a non exempt single storey domestic attached garage or carport up to 100m ²	£200.00	£245.00	£445.00	£556.25	£300.00
OTHER						
B11	Conversion of a domestic garage up to 40m ² to habitable rooms	£200.00	£205.00	£405.00	£506.25	£300.00
B12	Alterations to extend or create a basement up to 100m ²	£300.00	£570.00	£870.00	£1,087.50	£300.00

* Single storey means one storey at any floor level (excluding loft conversions)

\$ Detached garages with accommodation above should be assessed as an individually determined charge.

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.

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 and C relates, then the lower of the charges for this work shall be reduced by 25%. Where a full plans application is submitted the relevant reduction should be deducted from the inspection charge.

**TABLE C
CHARGES FOR DOMESTIC ALTERATIONS**

Category	Description	Full Plans		Building Notice Charge	Regularisation Charge (VAT is not payable)	Details of any reduction for work carried out at the same time as work referred to in Table B
		Plan Charge	Inspection Charge			
		£	£	£	£	
C1	Underpinning	Individually determined #				25%
C2	Renovation of a thermal element to a single dwelling.	£300.00	Included In Plan Charge	£300.00	£375.00	25%
Internal alterations, installation of fittings (not electrical) and/or, structural alterations.						
C3	(a) Estimated cost less than £5,000	£275.00	Included In Plan Charge	£275.00	£343.75	25%
	(b) Estimated cost exceeding £5,000 and up to £25,000	£200.00	£250.00	£450.00	£562.50	25%
	(c) Estimated cost exceeding £25,001 and up to £50,000	£200.00	£475.00	£675.00	£843.75	25%
	(d) Estimated cost exceeding £50,001 and up to £75,000	£300.00	£565.00	£865.00	£1,081.25	25%
Window replacement (Where the installer is not registered with an approved competent persons scheme).						
C4	Per installation of up to 20 windows	£180.00	Included In Plan Charge	£180.00	£225.00	25%
Electrical work (Where the installer is not registered with an approved competent persons scheme)						
C5	Any electrical work other than the re-wiring of a dwelling	£300.00	Included in Plan Charge	£300.00	£375.00	N/A
C6	The re-wiring or new installation in a dwelling	£400.00	Included in Plan Charge	£400.00	£500.00	N/A

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.

Competent Person Scheme

Installation of a system to produce electricity, heating or cooling which is not being carried out and notified under the Competent Person Scheme will require additional charges, which will be calculated on an individual basis. Please contact Building Control Administration for a quote. This will include boilers, oil tanks, wood burning stoves, photovoltaic panels, Solar thermal panels, hot water cylinders etc.

Please refer to the notes section 3

**TABLE D
CHARGES FOR NON-DOMESTIC EXTENSIONS AND NEW BUILD**

Category	Description	Plan Charge	Inspection Charge	Regularisation Charge
		£	£	£
OTHER RESIDENTIAL (INSTITUTION AND OTHER) including – Hospitals, Hotels and Boarding House. ASSEMBLY AND RECREATIONAL USE – including Clubs, Schools, Halls.				
D1	Floor area not exceeding 10m ²	£200.00	£520.00	£900.00
D2	Floor area exceeding 10m ² but not exceeding 40m ²	£300.00	£660.00	£1,200.00
D3	Floor area exceeding 40m ² but not exceeding 100m ²	£300.00	£905.00	£1,506.26
D4	Floor area exceeding 100m ² but not exceeding 200m ²	£400.00	£1040.00	£1,800.00
INDUSTRIAL AND STORAGE USAGE – including Factories and Warehouses				
D5	Floor area not exceeding 10m ²	£325.00	Included in Plan Charge	£406.25
D6	Floor area exceeding 10m ² but not exceeding 40m ²	£200.00	£280.00	£600.00
D7	Floor area exceeding 40m ² but not exceeding 100m ²	£200.00	£400.00	£750.00
D8	Floor area exceeding 100m ² but not exceeding 200m ²	£300.00	£470.00	£962.51
ALL OTHER USE CLASSES - including Offices and Shops, (Commercial)				
D9	Floor area not exceeding 10m ²	£200.00	£336.00	£670.00
D10	Floor area exceeding 10m ² but not exceeding 40m ²	£200.00	£520.00	£900.00
D11	Floor area exceeding 40m ² but not exceeding 100m ²	£300.00	£600.00	£1,125.00
D12	Floor area exceeding 100m ² but not exceeding 200m ²	£300.00	£772.00	£1,340.00

TABLE E
CHARGES FOR ALL OTHER NON - DOMESTIC WORK – ALTERATIONS

Category	Description	Plan Charge	Inspection Charge	Regularisation Charge
		£	£	£
E1	Underpinning.	Individually determined #		
Window replacement				
E2 (a)	Per installation - up to 20 windows	£235.00	Included in Plan Charge	£293.75
(b)	Per installation - over 20 windows up to 50 windows.	£200.00	£275.00	£593.76
Renovation of a thermal element (Wall, floor or roof)				
E3 (a)	Estimated cost up to £50,000	£300.00	Included in Plan Charge	£375.00
(b)	Estimated cost exceeding £50,000 and up to £100,000	£200.00	£155.00	£529.00
(c)	Estimated cost exceeding £100,000 and up to £250,000	£200.00	£275.00	£593.76
Alterations not described elsewhere including structural alterations and installation of controlled fittings				
E4 (a)	Estimated cost up to £5,000	£265.00	Included in Plan Charge	£331.25
(b)	Estimated cost exceeding £5,000 and up to £25,000	£200.00	£210.00	£512.51
(c)	Estimated cost exceeding £25,000 and up to £50,000	£200.00	£445.00	£806.25
(d)	Estimated cost exceeding £50,000 and up to £100,000	£300.00	£585.00	£1,106.25
(e)	Estimated cost exceeding £100,000 and up to £150,000	£300.00	£710.00	£1,262.51
E5	Installation of a Mezzanine floor up to 500m ²	£300.00	£515.00	£1,018.76
Office / Shop fit out				
E6 (a)	Floor area up to 500m ²	£200.00	£305.00	£631.26
(b)	Floor area 500m ² to 1000m ²	£200.00	£430.00	£787.50
E7	Change of Use of a Building (charged in addition to the above works)	£220.00	Included in Plan Charge	£274.95

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.

Competent Person Scheme

Installation of a system to produce electricity, heating or cooling which is not being carried out and notified under the Competent Person Scheme will require additional charges, which will be calculated on an individual basis. Please contact Building Control Administration for a quote.

Please refer to the notes section 3.