

# Hart and Rushmoor Building Control Partnership

## GUIDANCE NOTES ON CHARGES

The Building Act 1984

The Building (Local Authority Charges) Regs. 2010

Apply from 1st April 2022



### Explanatory Notes

1. Before you build, extend or convert, you or your agent must advise us of your intentions, either by submitting Full Plans or a Building Notice. The fee payable for Building Regulations work is intended to cover the cost of the service. There are two methods for establishing the fee, Standard Charges for common types of work and Individually Determined Charges. You can use the following tables with the current regulations on fees to calculate how much you will pay where Standard Charges are applicable. If you require the fee to be Individually Determined or you have any difficulties calculating the fees, please consult our building control team on 01252 398715.

### 2. FEES are payable as follows:

2.1 If you submit **Full Plans** you will pay a plan fee at the time of submission to cover the costs of approving or rejecting them.

2.2 With **Full Plans** submissions, for most types of work, an inspection fee covering all necessary site visits will be payable following the first inspection.

2.3 If you submit a **Building Notice**, the appropriate Building Notice fee is payable at the time of submission and covers all necessary checks and site visits.

2.4 If you apply for a **Regularisation Certificate** for unauthorised building work that was started on or after 11 November 1985, you will pay a 'regularisation' fee to cover the cost of assessing your application and all inspections. There is no VAT payable on a regularisation charge.

### 3. Standard Charges

3.1 Standard charges includes works of drainage in connection with the erection or extension of a building or buildings, even where those works are commenced in advance of the plans for the building(s) being deposited.

These standard charges have been set on the basis that the building work does not consist of, or include, innovative or high risk construction techniques and/or the duration of the building work from commencement to completion does not exceed 12 months.

The charges have also been set on the basis that the design and building work is undertaken by a person or company that is competent to carry out the design and building work referred to in the standard charges tables, that they are undertaking. If not, the work may incur supplementary charges.

The charges for domestic work have also been set on the basis that the electrical work is carried out by an Electrician on a competent person scheme, if not the electrical work will be charged separately (as table C or individually determined).

3.2 Table A - Fees for the creation or conversion to new housing. These apply where the total internal floor area of each home, excluding any garage or carport does not exceed 300m<sup>2</sup>. For more dwellings or if the floor area exceeds 300m<sup>2</sup> the charge is individually determined.

3.3. Table B – Domestic extensions to a single building. Where work involves more than one domestic extension, the total internal floor areas of all storeys of all the extensions shown on the application should be added together to determine the relevant fee. If the work exceeds the floor areas in the tables or includes several types of work the charge is individually determined.

3.4. Table C - Domestic alterations to a single building. Where work exceeds the limits in the table or for other alterations the charge is individually determined.

3.5. Table D/E - Other, non domestic work - extensions and new build.  
Please ring/email the office for an individually determined fee, see below for guidance.

3.6 The 'estimated cost' means an estimate we accept as being of a reasonable cost that would be charged by a person in business to carry out the work shown or described in the application. This excludes VAT and any professional fees paid to an architect, engineer or surveyor, etc. It also excludes land acquisition costs.

#### **4 Individually determined fees**

For work that there is no standard charge or exceeds the limits of the standard charges the fee is individually determined, please consult our building control team on 01252 398715. Factors which are taken into account in determine the fee include:-

- The floor area of the building or extension
- The estimated cost of the building work
- The estimated duration of the building work.
- The use of competent persons or Robust Details Ltd.
- The nature of the design of the building work and whether innovative or high-risk construction is to be used.

#### **5. Exemptions/reductions in fees:**

5.1 Where we have either approved or rejected plans, there will be no further fee payable if you resubmit substantially the same work.

5.2 Work to provide access and/or facilities for disabled people at existing homes and buildings, to which the public have access, is exempt from fees. We take our definition of 'disabled person' from that given in section 29(1) of the National Assistance Act 1948.

5.3 The insertion of insulating material into an existing cavity wall is exempt from fees, providing the installation is certified to an approved standard and the work is carried out by an approved installer.

5.4 The installation of an approved unvented hot water system is exempt from fees where the work is carried out by an approved installer or is part of a larger project.

6. These notes are for guidance only. For full details please ask to see our Building Control Charges Scheme. If you have any difficulties calculating charges please call in and see us or contact us on 01252 398715 or email:  
Hart – [buildingcontrol@hart.gov.uk](mailto:buildingcontrol@hart.gov.uk)  
Rushmoor - [buildingcontrol@rushmoor.gov.uk](mailto:buildingcontrol@rushmoor.gov.uk)

#### **7. Re-Opening Closed Files**

A fee of £85 inc. VAT is payable to re-open closed files. A further charge maybe applicable for inspections carried out.

Fee for copies of completion certificates  
£35 inc vat

8. Structural calculations that are provided as part of an application that are not supported by a report from a qualified structural engineer with indemnity insurance may be subject to an additional charge.

#### **9. All fees inclusive of VAT, unless otherwise stated**

**TABLE A  
STANDARD CHARGES FOR THE CREATION OR CONVERSION TO NEW HOUSING**

	Full Plans Notice			
No. of dwellings	Plan Charge	Inspection Charge	Building Notice	Regularisation
	£ inc. VAT	£ inc. VAT	£ inc. VAT	£ VAT exempt
1	350.00	750.00	1200.00	1250.00
2	440.00	900.00	1420.00	1420.00
3	540.00	1050.00	1650.00	1730.00

**For 4 or more dwellings or if the floor area exceeds 300m<sup>2</sup>  
Please ring the office on 01252 398715 for a quotation**

The charges for domestic work have also been set on the basis that the electrical work is carried out by an Electrician on a competent person scheme, if not the electrical work will be charged separately (as table C or individually determined).

**STANDARD CHARGES FOR OTHER BUILDING WORK**  
**TABLE B**  
**DOMESTIC EXTENSIONS TO A SINGLE BUILDING**

Category	Description	Full Plans Notice		Building Notice	Regularisation
		Plan Charge	Inspection Charge		
		£ inc. VAT	£ inc. VAT		
1	Single storey extension floor area not exceeding 10m <sup>2</sup>	250.00	360.00	610.00	780.00
2	Single storey extension floor area exceeding 10m <sup>2</sup> , but not exceeding 40 m <sup>2</sup>	250.00	475.00	825.00	1050.00
3	Single storey extension floor area exceeding 40m <sup>2</sup> , but not exceeding 100 m <sup>2</sup>	250.00	675.00	1050.00	1250.00
4	Two storey extension floor area not exceeding 40m <sup>2</sup>	250.00	590.00	950.00	1200.00
5	Two storey extension to a dwelling house exceeding 40m <sup>2</sup> , but not exceeding 200 m <sup>2</sup>	250.00	920.00	1300.00	1400.00
6	Loft conversion that does not include the construction of a dormer * Max size 60m <sup>2</sup>	250.00	400.00	750.00	825.00
7	Loft conversion that includes the construction of a dormer *Max size 60m <sup>2</sup>	250.00	520.00	875.00	1100.00
8	Erection or extension of a non exempt attached or detached domestic garage or carport up to 100m <sup>2</sup>	250.00	360.00	610.00	700.00
9	Conversion of a garage to a dwelling to a habitable room(s)	250.00	250.00	500.00	720.00

\* If over 60m<sup>2</sup> please ring office 01252 398715 for quotation.

These standard charges have been set by the authority on the basis that the building work does not consist of, or include, innovative or high risk construction techniques (details available from the authority) and/or the duration of the building work from commencement to completion does not exceed 12 months.

The charges for domestic work have also been set on the basis that the electrical work is carried out by an Electrician on a competent person scheme, if not the electrical work will be charged separately (as table C or individually determined).

**TABLE C  
DOMESTIC ALTERATIONS TO A SINGLE BUILDING**

Category	Description	Basis	Full Plans Notice		Building Notice	Regularisation
			Plan Charge	Inspection Charge		
			£ inc. VAT	£ inc. VAT	£ inc. VAT	£ VAT exempt
1	The installation of any controlled fitting or other building work ancillary to the building of an extension	Included in the charge for an extension				
2	Underpinning, less than £25,000	<b>Individually determined fee</b>				
3	Renovation of a thermal element to a single dwelling, less than £25,000	<b>Individually determined fee</b>				
4	Internal alterations, installation of fittings (not electrical) and/or, structural alterations (If ancillary to the building of an extension no additional charge)  <b>*Additional charges may apply where calculations are not justified by a qualified structural engineer (see note 8)</b>	£0-£5000	<b>250.00</b>	<b>0.00</b>	<b>275.00</b>	<b>350.00</b>
		£5001 - £25 000	<b>250.00</b>	<b>230.00</b>	<b>500.00</b>	<b>550.00</b>
		£25 001 - £50 000	<b>250.00</b>	<b>330.00</b>	<b>650.00</b>	<b>675.00</b>
		£50 001 - £75 000	<b>250.00</b>	<b>450.00</b>	<b>735.00</b>	<b>775.00</b>
5	Window Replacement	Up to 4	<b>150.00</b>	<b>0.00</b>	<b>175.00</b>	<b>230.00</b>
		5 -20	<b>250.00</b>	<b>0.00</b>	<b>250.00</b>	<b>330.00</b>
6	Electrical work	Any (other than rewire)	<b>450.00</b>	<b>0.00</b>	<b>450.00</b>	<b>490.00</b>
		Rewire or new dwelling	<b>550.00</b>	<b>0.00</b>	<b>550.00</b>	<b>600.00</b>

**TABLE D**

**OTHER, NON DOMESTIC WORK - EXTENSIONS AND NEW BUILD**

		Non- domestic Work		
		Full Plans Notice		
Category	Description	Plan Charge	Inspection Charge	Regularisation
		£ inc. VAT	£ inc. VAT	£ VAT exempt
1	Floor area not exceeding 10m <sup>2</sup>	Individually determined fee		
2	Floor area exceeding 10m <sup>2</sup> , but not exceeding 40 m <sup>2</sup>	Individually determined fee		
3	Floor area exceeding 40m <sup>2</sup> , but not exceeding 100 m <sup>2</sup>	Individually determined fee		

**TABLE E**

**ALL OTHER NON DOMESTIC WORK - ALTERATIONS**

		Full Plans Notice				
Category	Description	Basis	Plan Charge	Inspection Charge		Regularisation
			£ inc. VAT	£	inc. VAT	£ VAT exempt
1	The installation of any controlled fitting or other building work ancillary to the building of an extension	Included in the charge for an extension				
2	Underpinning	Estimated cost less than £50 000	Individually determined fee			
3	Window Replacement including shop fronts (non-competent persons scheme)	Per installation up to 4	Individually determined fee			
		Per installation over 4 up to 20 windows	Individually determined fee			
4	Renovation of a thermal element	Estimated cost less than £50 000	Individually determined fee			
5	Alterations not described elsewhere including structural alterations and installation of controlled fittings	Estimated cost less than £5 000	Individually determined fee			
		£5001 - £25 000	Individually determined fee			
		£25 001 - £50 000	Individually determined fee			
		£50 001 - £100 000	Individually determined fee			
6	Installation of mezzanine floor up to 500m <sup>2</sup>	Fixed Price	Individually determined fee			