



## **SCHEME OF CHARGES GUIDANCE Building Regulation Charges With effect from 1<sup>st</sup> October 2010**



The charges for Building Regulation work are intended to cover the cost of providing our service, and to ensure that applicants only pay for the service that they need. Under the new Building (Local Authority Charges) Regulations 2010, there are two methods that RBWM may use to establish the charge for building work:

- **Individually determined charge**
- **Establishment of a standard charge**

### **Standard Charges**

Please note that the building regulation fee for the majority of domestic extensions and alteration work will generally fall within the 'standard charge' tables. Charges will not be payable for certain aspects of work, carried out for the benefit of a disabled person – please see our application forms for further exemption details.

Standard charges include drainage works in connection with the erection or extension of a building or buildings. These charges have been set by RBWM on the basis that the building work does not consist of, or include innovative or high risk construction techniques (please contact us for further details where this may apply), 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 relevant design and building work. If they are not, or where specialist advice is necessary, the work may incur supplementary charges.

### **Individually determined charges**

This method of determining the charge mainly relates to commercial projects and larger domestic schemes, and includes all other building work that is not listed in our 'Standard Charge' Tables A to D. These include:

- Applications subject to a reversion charge (work reverting from an approved inspector to the local authority).
- Building work that is in relation to more than one building.
- Building work consisting of alterations to a domestic property (other than extensions) where the estimated cost exceeds £50,000.
- Building work consisting of a domestic extension where the floor area exceeds 60 square metres.
- Building work consisting of a non-exempt domestic garage or carport with a floor area over 40 square metres.
- Non-domestic building work consisting of alterations, extension or new build where the cost of works exceeds £50,000.
- Work consisting of the erection or conversion of 5 or more dwellings or where the floor area of a dwelling exceeds 300 square metres. For all new housing schemes please contact our office in the first instance for an individually determined quote.
- If you are carrying out repetitive unit/dwelling types, multiple extensions and/or multiple types of alterations etc. we may be able to reduce the standard charge and you should enquire if an individual assessment would result in a lower application fee.

If your building work is defined as requiring an individual determined charge, please e-mail us at: [building.control@rbwm.gov.uk](mailto:building.control@rbwm.gov.uk) preferably with 'request for building regulation charge' in the title of your e-mail and provide a description of the intended work. We will then contact you within one working day or alternatively please telephone us direct on 01628 796870.

### **WHERE CHARGES ARE PAYABLE**

- Where **FULL PLANS** are submitted, the charges for Building Regulations are normally submitted in two stages.
- **Plan Charge:** Must accompany the submission of plans to cover the assessment of the works.
- **Inspection Charge:** With Full Plans submissions, an inspection charge covering all necessary site visits will be payable after the first inspection has been carried out. If applicable, you will be sent an invoice for this charge.
- **Building Notice Charge:** Should you submit a Building Notice, the appropriate Building Notice Charge is payable at the time of submission. This covers all necessary checks and site visits in relation to the work described in the notice.
- **Regularisation Charge:** An application to regularise unauthorised work attracts a charge. In all cases the charge is the same as 120% of the applicable Plan and Inspection Charge combined. **Please note that no VAT is payable on a Regularisation Charge.** Please also refer to our [Customer Guide No. 4](#).
- We may agree to the payment of charges by instalments. The amount and timing of instalment payments must be agreed prior to the submission of a Building Notice, or the commencement of work in relation to a Full Plans submission. Payment by instalments would not be appropriate in respect of Plan Charges.
- Please note that Building Control charges are not refundable.

### **The Full Plans Route (Plan and Inspection charges payable only)**

This is the most popular route applicants choose to follow. A Full Plans Application requires you to provide a detailed set of plans, specifications and where applicable – supporting calculations for the work. We will then acknowledge your application within two working days, letting you know if for any reason the application is incomplete.

We will check the plans and details as quickly as possible and let you know if there are any problems or further information is required. We will give you ample time to respond, and as soon as all the outstanding issues have been resolved, we will approve your application. If you are not able to supply all the information, conditions will be attached to the approval notice; these will again give you ample time to resolve the conditions.

The principal advantage of making a Full Plans application rather submitting a Building Notice is that once your design has been approved, you may work to those drawings without fear of contravening the Regulations during the building process. You will be able to proceed with confidence. A copy of the approved plan should be passed to the builder to work from.

Once you have completed the work and a satisfactory completion inspection has been undertaken, we will issue a [Completion Certificate](#) to confirm that the works comply with the Building Regulations.

### **ELECTRICAL WORK AND INSTALLATIONS \***

Please note that the attached 'Standard Charge' tables incorporate an additional charge column, and this applies only when any notifiable electrical work is **NOT** carried out using an appropriately qualified/Part P registered electrician. In order to recover our costs to verify the installation works, if

anyone other than a competent person undertakes the electrical work (even if it was your intention to use a competent person at application stage) the additional Part P charge may be payable. Your electrician should be aware of the definition of notifiable work. In most cases this will not be applicable, however please contact us if you have any queries regarding when the additional charge will be payable.

### **WHERE CHARGES ARE NOT PAYABLE**

- **We will not charge for initial consultation and providing pre-application advice on meeting Building Regulation and related standards.**
- Please note that where more extensive and detailed pre-application advice is required, we may advise you if we need to charge a discretionary fee based on our initial involvement. However any preliminary charge will be deducted from your full plan application fee when you are ready to submit your scheme.
- Where plans have been either approved or rejected for substantially the same work.
- For work which **solely benefits people with disabilities** in relation to dwellings. A certificate or letter is required from a health professional (for example from a doctor or occupational therapist) in support of an application for exemption from charges. Please contact Building Control Consultancy for further information about the liability to pay charges on particular projects for people with disabilities. This exemption also extends to the provision of extension of a room which is or will be used solely for the carrying out for the benefit of the disabled person of medical treatment which cannot reasonably be carried out in any other room in the dwelling; or for the storage of medical equipment for the use of the disabled person; or to provide sleeping accommodation for a carer where the disabled person requires 24-hour care.
- The above exemption also applies to buildings to which the public have access for purpose of providing means of access for disabled persons by way of entrance or exit to or from the building or any part of it; or for the provision of facilities designed to secure the greater health, safety and welfare of disabled persons.
- For the insertion of insulating material into an existing cavity wall, where the work is certified to an approved standard.
- For work which solely involves the replacement of existing windows or doors, where the work is certified by installers registered under the FENSA, Gas Safe, Certass or BSI Competent Person Schemes.

### **PLEASE NOTE**

- The application **cannot be registered** until such time as the correct standard or individually determined charge has been made.
- Floor areas are measured **internally**.
- **Discounts may apply to repetitive works, please ask for details.**
- **All cheques should be made payable to RBWM. Credit/Debit card payments are also accepted, but not CASH.**
- These notes are for guidance only and do not substitute for the full scheme which may be inspected at the Building Control Reception, The Building (Local Authority Charges) Regulations 2010 'Scheme for the Recovery of Building Regulation Charges and Associated Matters'.
- **Should you submit an incorrect amount, you would of course be advised.**
- **Estimated cost of work** means an estimate accepted by the Local Authority, of such reasonable amount as would be charged for the carrying out of that work by a person in business to carry out such work. This definition means that no reduction can be allowed for DIY work. Estimates should exclude VAT and land acquisition costs, internal decoration costs, floor coverings and fittings (if not shown on the plans) and professional fees paid to architects, engineers or surveyors. Where subject to a quotation, it will be beneficial to have sight of an elemental breakdown of costs if one is available.

## **COMPLAINTS ABOUT CHARGES**

If you have a complaint about the level of charges you should initially raise your concern with the relevant officer in the first instance. The Council has a comprehensive complaint handling process, and if you feel that your complaint has not been satisfactorily answered, please contact the Building Control Consultancy Manager direct. You can also forward your complaint via the RBWM's web site: [www.rbwm.gov.uk](http://www.rbwm.gov.uk)

## **TRANSITIONAL PROVISIONS**

Recovery of any charges against applications submitted prior to 1<sup>st</sup> October 2010 remain payable under the previous Scheme of Charges as indicated on correspondence issued.

## **PARTNER WITH US**

Please contact us if you are interested in partnering with RBWM for all your projects regardless of where they are developed in England and Wales. Under the LABC Partner Authority Scheme your Building Control application will be plan checked by RBWM – giving you a single point of contact for timely and on-going consistency for all your submitted projects. [LABC Partnering Scheme](#)

## **HOW TO CONTACT US**

If you require a quote for any of our services, or have any difficulty in calculating charges, please do not hesitate to contact us – telephone 01628 796870, fax – 01628 796886 or e-mail [building.control@rbwm.gov.uk](mailto:building.control@rbwm.gov.uk)

Full information is also available from our website at:

[www.rbwm.gov.uk/web/bc\\_consultancy.htm](http://www.rbwm.gov.uk/web/bc_consultancy.htm).

Our Address for all correspondence is:

*Building Control Consultancy  
Royal Borough of Windsor & Maidenhead  
Town Hall, St Ives Road, Maidenhead, Berkshire SL6 1RF*

To visit our new offices please go to the main Town Hall Reception (St Ives Road, Maidenhead) and ask for Building Control. We are happy to provide pre-application building control advice, and if you need to see one of our Building Control Consultants to discuss an application please contact us to make an appointment.

## **ONLINE APPLICATION FORMS**

All applications can now be submitted using our online forms – please click link: [Building Control Online forms](#) or via the electronic 'Submit-a-Plan' facility – [Building Control Submit a Plan](#) for further information or contact us on 01628 796870.

Thank you for using our Building Control Service

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