

Dudley Metropolitan Borough Council  
 Directorate of the Urban Environment  
 Development Services  
 Building Control  
 3 St. James's Road Dudley DY1 1HZ  
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## Building Regulations - GUIDANCE NOTE ON FEES

The Building Act 1984 - The Building (Local Authority Charges) Regulations 1998.  
 Operative 1<sup>st</sup> May 2007.

### EXPLANATORY NOTES

- 1 Before you build, extend or convert, you or your agent (i.e. Architect, Builder, Developer etc.) must advise your local authority either by submitting Full Plans or through a Building Notice.
- 2 If you submit Full Plans the local authority will examine them and normally advise you of any necessary changes required to meet the Building Regulations. Building Control Surveyors inspect the work at various stages during construction.
- 3 If you submit a satisfactory Building Notice with a notice of commencement, work can start two days later. Building Control Surveyors will visit the site at intervals to ensure work conforms to Building Regulations.
- 4 **Fees are payable as follows: -**
  - 4.1 Should you submit Full Plans for approval you will pay a plan fee to cover the passing or rejection of plans deposited with the local authority, and an **inspection fee** to cover the inspection of work to which the plans relate.
  - 4.2 Should you submit a Building Notice you will pay a **Building Notice fee**<sup>1</sup> which is payable when the notice is given to the local authority. This is a once and for all payment irrespective of the number of visits made by the Building Control Surveyor.
  - 4.3 Should you apply for a Regularisation Certificate in respect of unauthorised building work, you will pay a **regularisation fee**<sup>2</sup> to cover the cost of assessing your application and all inspections.
- 5 Whether you choose to deposit Full Plans or give a Building Notice the total fee payable is the same.
- 6 Full Plans submissions, Building Notices and application for Regularisation Certificates submitted to the local authority must be accompanied by the appropriate fee, otherwise the application or notice is deemed as not being submitted and work should not commence. All other fees payable will be charged following the first inspection of the work to which the application relates.
- 7 When the proposed work comprises or includes one or more extensions to a building, the floor areas may be aggregated when determining the fees payable.
- 8 In certain cases the local authority may agree to fees being paid by instalments. Consult your building control office for details.
- 9 Where plans have been either approved or rejected no further fee is payable on resubmission for substantially the same work.
- 10 **Some submissions do not require a fee. These are:**
  - 10.1 Insertion of insulating material into an existing cavity wall, providing the installation is certified to an approved standard and the work is carried out by an approved installer.
  - 10.2 Installation of an approved unvented hot water system where the work is carried out by an approved operative or is part of a larger project.
  - 10.3 Work to provide access and facilities for disabled persons<sup>3</sup> in dwellings and buildings to which the public has access.
- 11 The amount of fees payable depends on the type of work, the number of dwellings in a building and the total floor area. The following schedules may be used in conjunction with the current Fees Regulations to calculate the fees. If you have any difficulties calculating the fees please consult your local authority building control office. HM Revenue & Customs & Excise have determined that VAT is payable on fees for work where the local authority is not the only authorised provider of building control services. **VAT is not payable on regularisation fees.**
- 12 These notes are for guidance only and do not substitute for Statutory Instrument 1998 No. 3129 which contains the full statement of the law.

**Schedule 1: Charges for houses up to 300sq metres and flats up to 3 storeys<sup>4</sup>**

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)
1	152	-	215	-
2	225	-	395	-
3	300	-	574	-
4	365	-	725	-
5	445	-	830	-
6	525	-	924	-
7	545	-	1040	-
8	565	-	1218	-
9	590	-	1395	-
10	595	-	1585	-
11	605	-	1743	-
12	610	-	1895	-
13	615	-	2050	-
14	620	-	2205	-
15	625	-	2355	-
16	630	-	2515	-
17	635	-	2665	-
18	640	-	2825	-
19	645	-	2975	-
20	650	-	3130	-
21 TO 30	660	10	3240	100
31 AND OVER	770	5	4350	75

**NOTE: 1. VAT AT CURRENT STD RATE TO BE ADDED TO FEES**

2. THE BUILDING NOTICE FEE SHOULD BE THE SUM OF THE PLAN AND INSPECTION FEE.

**Schedule 2: Charges for certain small buildings and domestic extensions**

TYPE OF WORK	PLAN FEE			INSPECTION FEE			BUILDING NOTICE		
	Net Fee £	V.A.T. £	Gross Fee £	Net Fee £	V.A.T. £ @ 17.5%	Gross Fee £	Net Fee £	V.A.T. £ @ 17.5%	Gross Fee £
i) Erection of a detached building which consists of a garage or carport or both having a floor area not exceeding 40m <sup>2</sup> in total and intended to be used in common with an existing building, and which is not an exempt buildings <sup>5</sup> .	45.00	7.88	52.88	100.00	17.50	117.50	145.00	25.38	170.38
ii) Any extension of a dwelling the total floor area of which does not exceed 10m <sup>2</sup> , including means of access and work in connection with	236.00	41.30	277.30	included in plan fee	included in plan fee	included In plan fee	236.00	41.30	277.30

that extension.									
iii) Any extension of a dwelling, the total floor area of which exceeds 10m <sup>2</sup> but does not exceed 40m <sup>2</sup> , including means of access and work in connection with that extension.	91.00	15.93	106.93	263.00	46.03	309.03	354.00	61.95	415.95
iv) Any extension of a dwelling the total area of which exceeds 40m <sup>2</sup> but does not exceed 60m <sup>2</sup> , including means of access and work in connection with that extension.	114.00	19.95	133.95	340.00	59.50	399.50	454.00	79.45	533.45
v) As defined in regulation 3, the provision or replacement of windows, roof lights roof	70.00	12.25	82.25	included in plan fee	included in plan fee	included in plan fee	70.00	12.25	82.25

windows or external doors, space heating and hot water systems.									
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**FOOTNOTES**

1) Installation of cavity fill insulation in accordance with part D of schedule 1 to the principal regulations. Where installation is not installed by an approved installer, or is not part of a larger project then charges are to be assessed on schedule 3.

2) Installation of an unvented hot water system in accordance with part G3 of schedule 1 to the principal regulations where the installation is not part of a larger project and where the authority carries out an inspection then charges are to be assessed on schedule 3.

3) Any extension or alteration of a dwelling consisting of the provision of one or more rooms in a roof space, including means of access then charges are to be assessed on schedule 3.

**Schedule 3: Charges for other work<sup>6</sup>**

Estimated cost of work	PLAN FEE	FULL PLANS
		INSPECTION FEE
0 – 2000	£100.00	
2000 – 5000	£165.00	
5000 – 20000	£41.25 plus £2.25 for each £1000 or part thereof over £5000	£123.75 plus £6.75 for each £1000 or part thereof over £5000
20000 – 100,000	£75.00 plus £2.00 for each £1000 or part thereof over £20,000	£225.00 plus £6.00 for each £1000 or part thereof over £20,000
100,000 – 1,000,000	£235.00 plus £0.88 for each £1000 or thereof over £100,000	£705.00 plus £2.62 for each £1000 or part thereof over £100,000
1.0m – 10m	£1022.50 plus £0.69 for each £1000 or part thereof over 1 million	£3067.50 plus £2.06 for each £1000 or part thereof over 1 million
greater than 10 million	£7210.00 plus £0.50 for each £1000 or part thereof over 10 million	£21630 plus £1.50 for each £1000 or part thereof over 10 million

- NOTE: 1. VAT AT CURRENT STD RATE TO BE ADDED TO FEES SHOWN**  
**2. WHERE A BUILDING NOTICE IS APPLICABLE THE FEE SHOULD BE THE SUM OF THE PLAN AND INSPECTION FEE**

## FOOTNOTES

1 **Building Notice fee** shall be an amount equal to the aggregate of the plan fee and the inspection fee. Fees in connection with Building Notices must be made at the time of deposit.

2 **Regularisation fee** is the fee payable when an application is made to the local authority for a Regularisation Certificate in respect of unauthorised building work, commenced on or after 11 November 1985, and is 120% of the total of the plan and inspection fee if Full Plans or a Building Notice had been deposited.

3 **Disabled person** means a person who is within any of the descriptions of persons to whom section 29 of the National Assistance Act 1948 (a) applies.

4 **Dwelling in excess of 300m<sup>2</sup> in floor area to be calculated on estimate cost in accordance with Schedule 3.**

5 Detached garages and carports having an internal floor area not exceeding 30m<sup>2</sup> are "exempt buildings" providing in the case of a garage it is sited not less than one metre from all boundaries or alternatively it is constructed substantially of non-combustible materials. Extensions comprising a carport must be open on at least two sides.

6 Full Plans submissions for work costing less than £5,000 must be accompanied by the total fee at the time of deposit.

7 **The total estimated cost is an estimate,** accepted by the local authority, of such reasonable amount as would be charged by a person in business for carrying out the proposed work but does not include V.A.T. and professional fees paid to an Architect, Quantity Surveyor or any other person. Where the fee is based on total estimated cost of the work a reasonable estimate will be required, which must be deposited with the application.

In cases where the local authority considers an estimate to be unreasonable, or where no estimate or fee is supplied, the local authority is authorised to treat plans as if they had not been deposited. Where there is dispute as to the reasonableness of an estimate then the matter will be resolved legally.

8 Plans submitted to the Council must be accompanied by the correct plan fee. Plans should be deposited either by post or at Development Services, Building Control, 3 St James's Road, Dudley DY1 1HZ.

9 Reversion Fee: is the amount of the Building Notice Fee which would be payable under these regulations if a building notice in relation to the carrying out of that work has been given in accordance with the principal regulations at the time the reversion fee is payable.

10 Prior to the deposit of a Building Notice you are advised to check with the Authority that the proposal is not influenced by the presence of a public sewer.  
Tel. 01384 814443.

### Schedule 4 Part P: Electrical Safety

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The scale of charges relates to works carried out under the provisions of Part P to The Building Regulations 2000 (as amended) being the design, installation, inspection and testing of relevant works related to electrical safety in domestic properties.

1. Relevant electrical works carried out by a competent electrician registered with an appropriate self certification scheme and with notification of those works registered with the authority through the provisions of that scheme.

**No Fee**

2. Relevant electrical works carried out in connection with the building of a new dwelling or the alteration or extension of an existing dwelling where those works are the subject of an application for Building Regulation approval. Works carried out by a competent electrician registered with an appropriate self certification scheme and with notification of those works registered with the authority through the provisions of that scheme.

Registration noted on Building Regulation File

**No Fee**

3. Relevant electrical works carried out by a competent electrician not registered with an appropriate self certification scheme but able to sign appropriate certification to demonstrate the compliance of the installation.

Application to be made using a Building Notice with a full description of the works to be given. Appropriate certification to be provided by the electrician. The Authority will register the application but not issue a completion certificate but a letter confirming the registration and receipt of appropriate test certification.

**Fee £ 37.00 + VAT**

4. Relevant electrical works carried out in connection with the building of a new dwelling or the alteration or extension of an existing dwelling where those works are the subject of an application for Building Regulation approval. Works carried out by a competent electrician not registered with an appropriate self certification scheme but able to sign appropriate certification to demonstrate the compliance of the installation.

Certification to be entered on the Building Regulation File

No additional fees required and completion certificate to be issued in normal manner.

**With no certification for the electrical works on file then completion certificate will not be issued following completion inspection of the building works.**

5. Relevant electrical works carried out by a non qualified person.  
Application to be made using a Building Notice with a full description of the works given.

**Registration of application      £ 37.00 +VAT**

No additional fee to be paid if independent certification provided from a competent electrician to validate compliance of the works.

Acceptance certificate will be issued by the Authority.

If inspection is required by the Authority to validate the works then additional charges as Appendix B will be levied.

On satisfactory completion inspection acceptance certificate will be issued by the Authority.

6. Electrical works carried out in connection with the building of a new dwelling or the alteration or extension of an existing dwelling where those works are subject of an

application for Building Regulation approval. Works carried out by a non qualified person.

Registration noted on Building Regulation file.

No additional fee to be paid.

No further fee to be paid if independent certification provided from a competent electrician to validate compliance of the electrical works.

Completion certificate will be issued by the Authority in the normal manner. If inspection is required by the Authority to validate the electrical works then additional charges as appendix B will be levied. Completion certificate will be issued by the Authority in the normal manner.

## **APPENDIX A**

### **Definition of Competent Person**

An electrician registered with a recognised trade body such as NICEIC, ECA and NAPIT and is able to test the work and issue a design, installation and test certificate under the provisions of BS7671.

## **APPENDIX B**

### **Minor Works**

Total	£108.00
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### **Electrical Installation Certification (1-4 Circuits)**

Total	£175.00
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### **Electrical Installing Certificate (5-10 Circuits)**

Total	£237.00
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### **Electrical Installation Certificate (11-16 Circuits)**

Total	£314.00
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