



**Surrey Heath Borough Council**

Building Control  
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BUILDING ACT 1984, THE BUILDING REGULATIONS 2000

THE BUILDING  
 (LOCAL AUTHORITY CHARGES)  
 REGULATIONS 1998

**GUIDANCE NOTE ON CHARGES**  
**Effective from 1st April 2010**

1. Before you carry out building work to which the Building Regulations apply you or your agent must either deposit Full Plans or a Building Notice together with the appropriate charge. The charge payable is dependant upon the type of work carried out and can be calculated by reference to the following notes and schedules. Cheques should be made payable to 'Surrey Heath Borough Council'.
2. **CHARGES ARE PAYABLE AS FOLLOWS:**
  - 2.1 **Plan Charge:** Should you submit Full Plans you will generally pay a plan charge at the time of submission to cover their passing or rejection.
  - 2.2 **Inspection Charge:** With full Plans submissions, for most types of work an inspection charge covering all necessary site visits will be payable after we have made our first inspection. If applicable, you will be sent an invoice for this charge.
  - 2.3 **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.
  - 2.4 **Regularisation Charge:** As owner of unauthorised building work should you apply for a regularisation certificate, the charge is equivalent to 120% of the Building Notice charge. **No VAT is payable on a regularisation charge.**
3. **Schedule 1 – Charges for Small Domestic Buildings e.g. certain new dwelling houses and flats (see Table 1)** Applicable where the total internal floor area of each dwelling, excluding any garage or carport does not exceed 300m<sup>2</sup> and the building has no more than 3 storeys, each basement level being counted as one storey. In any other case, schedule 3 applies.
4. **Schedule 2 – Charges for Certain Small Buildings, Domestic Extensions and Alterations (see Table 2)** Where work comprises more than one domestic extension the total internal floor areas of all storeys of all the extensions shown on the application may be added together to determine the relevant charge. If the extension(s) exceed 60m<sup>2</sup> or 3 storeys in height then Schedule 3 applies.
5. **Schedule 3 – Charges for Other Work (see Table 3).** Applicable to all other building work not covered by Schedules 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.
6. **Exemptions/Reductions of Charges**
  - 6.1 Where plans have been either approved or rejected no further charge is payable on resubmission for substantially the same work.
  - 6.2 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.
  - 6.3 Where an application or 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 have 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.
7. **General:** These notes are for guidance only. Full details may be found in the Council's Building Control Charges Scheme which is available on request. If you have any difficulties calculating charges please call in and see us or contact us on (01276) 707100. Alternatively, visit our website on www.surreyheath.gov.uk

1 <b>TABLE 1 - CHARGES FOR SMALL DOMESTIC BUILDINGS</b> e.g. certain new dwelling houses and flats							
NUMBER OF DWELLINGS	FULL PLANS SUBMISSIONS						BUILDING NOTICES
	(A) Plan Charge		*	(B) Inspection Charge		*	(C) Building Notice Charge
	(£)			(£)			(£)
EXC. VAT	INC. VAT	EXC. VAT		INC. VAT			
1	165.96	195.00		497.87	585.00		
2	224.47	263.75		673.40	791.25		
3	290.00	340.75		870.00	1,022.25		
4	341.49	401.25		1,024.47	1,203.75		
5	389.36	457.50		1,168.09	1,372.50		
6	441.70	519.00		1,325.11	1,557.00		
7	469.15	551.25		1,407.45	1,653.75		
8	527.23	619.50		1,581.70	1,858.50		
9	585.53	688.00		1,756.60	2,064.00		
10	644.26	757.00		1,932.77	2,271.00		
11	692.55	813.75		2,077.66	2,441.25		
12	739.36	868.75		2,218.09	2,606.25		
13	787.23	925.00		2,361.70	2,775.00		
14	825.74	970.25		2,477.23	2,910.75		
15	872.34	1,025.00		2,617.02	3,075.00		
16	919.15	1,080.00		2,757.45	3,240.00		
17	967.23	1,136.50		2,901.70	3,409.50		
18	1,013.83	1,191.25		3,041.49	3,573.75		
19	1,050.43	1,234.25		3,151.28	3,702.75		
20	1,096.38	1,288.25		3,289.15	3,864.75		
21-30	1,120.21	1,316.25	10.50 plus VAT	3,360.64	3,948.75	110.25 plus VAT	
31 & over	1,225.21	1,439.62	5.25 plus VAT	4,463.14	5,244.19	78.75 plus VAT	

# 2

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

TYPE OF WORK	FULL PLANS SUBMISSIONS				BUILDING NOTICES		REGULARISATION
	Plan Charge (£)		Inspection Charge (£)		Building Notice Charge (£)		
	EXC.VAT	INC.VAT	EXC.VAT	INC.VAT	EXC.VAT	INC.VAT	
1. Erection or extension of a <b>detached</b> or <b>attached building</b> which consists solely 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 building.	136.17	<b>160.00</b>	Included in Plan Fee	Included in Plan Fee	136.17	<b>160.00</b>	163.40
2. A garage or carport as in 1 above, but having a floor area exceeding 40m <sup>2</sup> and not exceeding 60m <sup>2</sup> .	136.17	<b>160.00</b>	174.47	<b>205.00</b>	310.64	<b>365.00</b>	372.77
3. ●Any <b>extension</b> of a dwelling (not falling within entry 5 below) the total floor area of which does <b>not exceed 10m<sup>2</sup></b> including means of access and work in connection with that extension.	136.17	<b>160.00</b>	174.47	<b>205.00</b>	310.64	<b>365.00</b>	372.77
4. ●Any <b>extension</b> of a dwelling (not falling within entry 5 below) the total floor area of which <b>exceeds 10m<sup>2</sup> but does not exceed 40m<sup>2</sup></b> , including means of access and work in connection with that extension.	136.17	<b>160.00</b>	319.15	<b>375.00</b>	455.32	<b>535.00</b>	546.38
5. ●Any <b>extension</b> of a dwelling (not falling within entry 5 below) the total floor area of which <b>exceeds 40m<sup>2</sup> but does not exceed 60m<sup>2</sup></b> , including means of access and work in connection with that extension.	136.17	<b>160.00</b>	455.32	<b>535.00</b>	591.49	<b>695.00</b>	709.79
6. Any extension or alteration of a dwelling consisting of the provision of one or more <b>rooms in roof space</b> , including means of access.	To be calculated from estimated costs under Schedule 3, subject to a minimum charge of £535.00 (inc. VAT)						
●NB. where the total or aggregation of the floor areas exceeds 60m <sup>2</sup> for works referred to in categories 3, 4 & 5 above, the charge should be calculated from estimated costs under Schedule 3, subject to a minimum charge of £695.00							

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**TABLE 3 - CHARGES FOR OTHER WORK (NOT COVERED BY SCHEDULES 1 OR 2)**

TOTAL ESTIMATED COST OF WORK (£)	FULL PLANS SUBMISSIONS				BUILDING NOTICES		REGULARISATION
	Plan Charge (£)		Inspection Charge (£)		Building Notice Charge (£)		
	EXC.VAT	INC.VAT	EXC.VAT	INC.VAT	EXC.VAT	INC.VAT	
0 - 2000	136.17	<b>160.00</b>	Included in Plan Fee	Included in Plan Fee	136.17	<b>160.00</b>	163.40
2,001 - 5,000	182.98	<b>215.00</b>			182.98	<b>215.00</b>	219.58
5,001 - 10,000	57.45	<b>67.50</b>	172.34	<b>202.50</b>	229.79	<b>270.00</b>	275.75
10,001 - 15,000	68.09	<b>80.00</b>	204.26	<b>240.00</b>	272.34	<b>320.00</b>	326.81
15,001 - 20,000	87.23	<b>102.50</b>	261.70	<b>307.50</b>	348.94	<b>410.00</b>	418.73
20,001 - 100,000	To £87.23 excl. VAT add £2.00 excl. VAT for each £1,000 (or part thereof) over £20,000 up to £100,000 then <b>ADD VAT</b>		To £261.70 excl. VAT add £6.00 excl. VAT for each £1,000 (or part thereof) over £20,000 up to £100,000 then <b>ADD VAT</b>		To £348.94 excl. VAT add £8.00 excl. VAT for each £1,000 (or part thereof) over £20,000 up to £100,000 then <b>ADD VAT</b>		120% of Building Notices Charge
100,001 - £1m	To £247.23 excl. VAT add £0.87 excl. VAT for each £1,000 (or part thereof) over £100,000 up to £1m then <b>ADD VAT</b>		To £741.70 excl. VAT add £2.63 excl. VAT for each £1,000 (or part thereof) over £100,000 up to £1m then <b>ADD VAT</b>		To £988.94 excl. VAT add £3.50 excl. VAT for each £1,000 (or part thereof) over £100,000 up to £1m then <b>ADD VAT</b>		
£1m - £10m	To £1030.23 excl. VAT add £0.70 excl. VAT for each £1,000 (or part thereof) over £1m up to £10m then <b>ADD VAT</b>		To £3108.70 excl. VAT add £2.05 excl. VAT for each £1,000 (or part thereof) over £1m up to £10m then <b>ADD VAT</b>		To £4138.94 excl. VAT add £2.75 excl. VAT for each £1,000 (or part thereof) over £1m up to £10m then <b>ADD VAT</b>		
over £10m	To £7,330.23 excl. VAT add £0.50 excl. VAT for each £1,000 (or part thereof) over £10m then <b>ADD VAT</b>		To £21,558.70 excl. VAT add £1.50 excl. VAT for each £1,000 (or part thereof) over £10m then <b>ADD VAT</b>		To £28,888.94 excl. VAT add £2.00 excl. VAT for each £1,000 (or part thereof) over £10m then <b>ADD VAT</b>		