

## **BUILDING REGULATION CHARGES: GUIDANCE NOTES. (Oct 2010)**

### **GENERAL NOTES**

The charges for Building Regulation work are required to cover the cost of providing the service. There are two methods used by the Council for the determination of the building regulation charge, and are as follows:

- 1) Published standard charges
- 2) Individually determined charges

If the proposed work is not described within the scope of works found within the standard charges (See tables A to D), then the charge will need to be individually determined for your specific project. Please contact us by telephone, e-mail, post, fax or in person as noted below.

Value Added Tax (VAT) is calculated at the rate of **20%**.

A building regulation charge is not applicable to work to existing buildings where it is proposed for the sole benefit of a disabled person (see definitions). Please note that charges are only exempt for work relating to existing buildings. New buildings do not qualify for an exemption from building regulation charges in terms of disabled persons provisions.

#### **Your Local Authority Building Control Service**

We are here to assist you in your application for building regulation approval. If you are in any doubt about the correct charge which may apply to your application, or if you require any advice or further information regarding the proposed work, please do not hesitate to contact us using one of the contacts noted below:

Telephone: 01706 924327  
E-mail: [building.control@rochdale.gov.uk](mailto:building.control@rochdale.gov.uk)  
Fax: 01706 924628

Or write to or call-in to:

Planning and Regulation Service  
Building Control Service  
PO Box 32  
Floor 1  
Telegraph House  
Baillie Street  
Rochdale  
OL16 1JH

Whilst every care has been taken in compiling this information, the Building Regulations are regularly updated, which may make some of the information contained herein outdated. If you did not receive this information directly from Rochdale MBC Building Control Service, please contact the office to confirm that you are using the correct charges. Alternatively, you can view the current charging rates at [www.rochdale.gov.uk/environment](http://www.rochdale.gov.uk/environment) and [planning/building control](http://www.rochdale.gov.uk/planning/building%20control).

**Should you require this information in large print, please telephone 01706 924325**

## **EXISTING DWELLINGS**

The scope of work in Tables A & B relates to single dwellings and includes the following:

- **DWELLING EXTENSIONS (single and multi-storey)**
- **LOFT CONVERSIONS (up to 3 storeys above ground level)**
- **BASEMENTS**
- **GARAGES, CAR PORTS AND ANCILLARY BUILDINGS**
- **ALTERATIONS**
- **RENOVATION OF THERMAL ELEMENTS**
- **FOUNDATION UNDERPINNING**
- **REPLACEMENT WINDOWS**
- **ELECTRICAL INSTALLATIONS**
- **COMBUSTION APPLIANCES**

**Loft Conversions:** Please note that a charge for a loft conversion is not subject to a fee reduction factor and will always attract a full charge, irrespective of what other work may be proposed at the same time.

### **Electrical Installations and Part P registered electricians.**

A Part P registered electrician is a qualified electrician who also has the necessary building regulation related knowledge to enable his accreditation body to certify his work. Where notifiable electrical installation work is proposed and you are not using a Part P registered, qualified electrician, then an additional charge will be payable at the time of the application submission. There is no additional charge if you are using a Part P registered, qualified electrician.

#### **EXAMPLE OF CHARGE CALCULATION FOR A FULL PLANS APPLICATION:**

Proposed work: two storey extension (floor area less than 40m<sup>2</sup>) + loft conversion (no dormers) + attached garage + internal alterations (costing £15,000) + new replacement (9No) windows (installer not a competent person) + new electrical rewire (installer not qualified). All of the work is to be constructed and completed simultaneously.

Plan Charge:

Two-storey extension =	(£140.83 + £28.17 VAT)
Loft conversion =	(£140.83 + £28.17 VAT)
Attached garage =	(£85.83 (x 50% reduction) + £8.58 VAT)
Internal Alterations =	(£64.17 (x 50% reduction) + £6.42 VAT)
Replacement windows =	(£43.33 (x 50% reduction) + £4.33 VAT)
Electrical rewire =	(£64.17 + £12.83 VAT)

**TOTAL PLAN CHARGE = £442.51 + £88.50 = £531.01**

Inspection charge:

Two-storey extension =	(£292.50 + £58.50 VAT)
Loft conversion =	(£119.16 + £23.84 VAT)
Attached garage =	(£153.33 (x 50% reduction) + £15.33 VAT)
Internal Alterations =	(£191.67 (x 50% reduction) + £19.16 VAT)
Replacement windows =	(£43.33 (x 50% reduction) + £4.33 VAT)
Electrical rewire =	(£276.66 + £55.34 VAT)

**TOTAL INSPECTION CHARGE = £882.50 + £176.50 = £1059.00**

## **NEW DWELLINGS**

These charges apply to the erection of one or more dwelling-houses, flats or multi-storey flats, up to a maximum of 5 individual dwellings.

Where developments of 6 or more dwellings are proposed, then the charge will be individually determined—please contact us on 01706 924325.

These charges only apply to dwellings that have a floor area less than 250m<sup>2</sup> and are no more than 3-storeys in height (or 7.5m above lowest ground level). If any dwelling exceeds these limits then please contact us on 01706 924325 for the charge to be individually determined.

### **Garages and ancillary buildings.**

Where a new dwelling includes an attached or non-exempt detached garage or non-exempt ancillary building, no additional charge is payable providing that the work is constructed and completed at the same time as the main dwelling. Where such work is carried out separately to the main dwelling construction, please refer to separate Table A (v) for the applicable fee.

## **NON-DOMESTIC BUILDINGS**

### **EXAMPLE OF A CHARGE CALCULATION FOR A FULL PLANS APPLICATION:**

Proposed work: Conversion of a small mill factory to a hotel. Work comprises a two storey extension (75m<sup>2</sup>), foundation underpinning (cost of work £60,000), and internal alterations (cost of work £150,000). All of the work is to be constructed and completed simultaneously.

Plan charge:

Change of use = (£255.83 + £51.67 VAT = £307.00)  
New extension = (£227.50 + £45.50 VAT = £273.00)  
Underpinning = (£85.83 + £17.17 VAT = £103.00)  
Internal Alterations = (£140.83 + 28.17 VAT = £169.00)

**TOTAL PLAN CHARGE = £709.99 + £142.00 VAT = £852.00.**

Inspection charge:

New extension = (£520.00 + £104.00 VAT = £624.00)  
Underpinning = (£255.83 + £51.17 VAT = £307.00)  
Internal Alterations = (£370.83 + £74.17 VAT = £445.00)

**TOTAL PLAN CHARGE = £1146.66 + £229.34 VAT = £1376.00.**

## **PAYMENT OF FEES.**

The charges have been set on the basis that the building work is undertaken by a person or company that is competent to carry out the relevant design and building work. If, during the course of the project, they are found not to be competent, then an additional supplementary charge may be payable.

**PLAN CHARGE:** The plan (submission) charge is payable at the same time that your application is deposited with the Council. This charge covers the cost of checking the plans, as well as consultations with external agencies where necessary (e.g. the Fire & Rescue service; United Utilities).

**INSPECTION CHARGE:** The inspection charge is normally payable after the work commences on site and a Building Control surveyor has completed the first inspection. The applicant will be invoiced for the charge, which covers the cost of a reasonable number of site inspections envisaged for the individual project.

It is possible to pay the plan charge and inspection charge at the time of submission if applicants wish to do so.

### **ADDITIONAL/SUPPLEMENTARY CHARGES:**

An additional inspection charge may be payable if the number of required visits exceeds the number of planned visits—the applicant will be informed of the planned inspection regime in writing, upon receipt of the application.

**BUILDING NOTICES & APPLICATIONS FOR A REGULARISATION CERTIFICATE:** The relevant charge is payable at the time the application is submitted to the Council.

### **PAYMENT BY INSTALLMENT.**

It is possible to arrange to pay the building regulation charge in instalments (normally for larger projects) - please contact the office to discuss whether this payment method is available to your particular development.

## **Definitions and Conventions:**

**Ancillary building:** means a building which is positioned within the curtilage of an individual dwelling.

**Basements:** means any storey which has a floor at a level at 1200mm or more below the highest level of ground adjacent to the outside walls.

**Carport:** means an attached or detached ancillary structure (to a dwelling) which has no enclosing wall to at least 2 sides (i.e. it is open on at least 2 sides).

**Conservatory:** (for the purposes of exemption), means a structure erected at ground floor level, with a floor area less than 30m<sup>2</sup>, which has not less than 75% of its roof covering and not less than 50% of external wall area made from translucent material; and is thermally separated from the main dwelling by walls, doors, or windows with the same U-value as the existing dwelling; and the heating system of the dwelling is not extended into the conservatory. However, a conservatory may be heated by its own independent heating appliance (e.g. portable convector heater; oil-filled radiator).

**Disabled person:** For the purposes of determining whether a person qualifies for a fee exemption for their building regulation application, a disabled person is a person who is described in any of the descriptions of persons to whom Section 29 of the National Assistance Act 1948, as extended by virtue of Section 8(2) of the Mental Health Act (1959), applied but disregarding the amendments made by paragraph 11 of Schedule 13 to the Children Act (1989). The words in section 8 of the Mental Health Act (1959) which extend the meaning of disabled person in Section 29(1) of the National Assistance Act (1948), are prospectively repealed by the National Health Service and Community Care Act (1990), Section 66(2), Schedule 10 as from a day to be appointed.

In accordance with Section 29 of the National Assistance Act (1948) a disabled person is a person who is blind, deaf, or dumb; suffers from any mental disorder; or suffers from a permanent handicap caused by illness, injury or congenital deformity.

Charges are exempt only for building work being carried out to existing buildings.

**Dwelling:** Dwelling-house, flat, multi-storey flat, maisonette, bungalow.

**Floor area:** the floor area to be used for the purpose of calculating fees is the internal floor area measured between the finished internal faces of the external enclosing walls. If there is no enclosing wall, the measurement should be taken to the outermost edge of the floor.

**Habitable room:** means a room which is used for dwelling purposes, including kitchens and bathrooms.

**Non-domestic building:** Any other building not used as a private dwelling.

### **Notifiable electrical work:**

Notifiable work includes work carried out in special locations or are classed as special installations. The most common are noted below:

Electrical work carried out in a bathroom or en-suite (containing a bath or shower), kitchen, swimming pool, sauna.

Electrical work comprising electric floor/ceiling heating systems, garden lighting and power installations, solar photovoltaic (PV) power supply systems, micro CHP units and extra-low voltage lighting installations. Please refer to Approved Document P for a full definition of notifiable work. Work not included in the above definition is deemed to be non-notifiable.

**Part P registered electrician:** an electrician who is an accredited member of the competent persons' scheme to install low and extra-low voltage electrical installations in dwellings.

**Porch:** means a structure attached to a dwelling at ground floor level, with a floor area less than 30m<sup>2</sup>, and is thermally separated from the main house with walls, doors or windows with U-values that match the existing dwelling; and the heating system of the dwelling is not extended into the porch.

**Qualified Electrician:** A qualified electrician is a person who has the necessary practical experience and qualifications to undertake domestic electrical installation work. For the purposes of these charges, a qualified electrician is not an electrician registered with the competent persons' scheme. This authority regards qualified electricians as those that hold the following qualifications:

<b>Installation Theory Qualifications (either is sufficient)</b>
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Electrical Installations C&G 2360 Part 1 and 2 (Level 2 and 3)
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Electro technical Services C&G 2356 Level 3
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Electrical Installations C&G 2330 Level 3
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<b>Practical Qualifications (either is sufficient)</b>
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J.I.B. or equivalent apprenticeship.
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Electrical Installations Practical AM1 and AM2
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<b>Inspection &amp; Testing Qualifications (both preferred)</b>
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16 <sup>th</sup> /17 <sup>th</sup> Edition BS7671 Requirements for Electrical Installations. C&G 2381/2382
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Inspection, Testing and Certification of Electrical Installations. C&G 2391/2392
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Note: From 1 <sup>st</sup> July 2008 17 <sup>th</sup> Edition BS7671 must be complied with
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