



BUILDING CONTROL CHARGES SCHEME

Date this Scheme comes into effect: 1st April 2024

Sussex Building Control providing building control services on behalf of:



**Horsham
District
Council**



A member of

SCHEME FOR THE RECOVERY OF COSTS

Introduction

It has been the intention of successive governments to ensure that the cost of the Building Regulations service is recoverable from the charges made. Charges are made under the provisions of The Building (Local Authority Charges) Regulations 2010 (SI 2010/404) which came into force on 1st April 2010.

This scheme should be read in accordance with the Regulations particularly in relation to matters of detail, including those of interpretation. Copies of the Regulations are available from www.Gov.uk

This scheme may be amended, revoked, or replaced by the Authority at any time. You are therefore advised to satisfy yourself that this document is current.

Definitions

The following definitions apply to this Charging Scheme and should be read in conjunction with the other clauses and tables which constitute the Charging Scheme.

Building – means any permanent or temporary building but not any other kind of structure or erection, and a reference to a building includes a reference to part of a building.

Building Notice – means a notice given in accordance with regulations 12(2)(a) and 13 of the Building Regulations 2010 (as amended).

Building work – means

- a. The erection or extension of a building;
- b. The provision or extension of a controlled service or fitting in or in connection with a building;
- c. The material alteration of a building, or a controlled service or fitting;
- d. Work required by building regulation 6 (requirements relating to material change of use)
- e. The insertion of insulating material into the cavity wall of a building;
- f. Work involving the underpinning of a building;
- g. Work required by building regulation 23 (requirements relating to thermal elements);
- h. Work required by building regulation 22 (requirements relating to a change of energy status);
- i. Work required by building regulation 28 (consequential improvements to energy performance).

Chargeable function - means a function relating to the following –

- (a) the passing or rejection of plans of proposed building work which has been deposited with the council in accordance with section 16 of the Building Act 1984 (as amended).
- (b) the inspection of building work for which plans have been deposited with the council in accordance with the Building Regulation 2010 (as amended) and with section 16 of the Building Act 1984 (as amended)
- (c) the consideration of a building notice which has been given to the council in accordance with the Building Regulations 2010 (as amended)
- (d) the consideration of building work reverting to the council under the Building (Approved Inspectors etc.) Regulations 2010 (as amended)
- (e) the consideration of a regularisation application submitted to the council under regulation 18 of the Building Regulations 2010 (as amended).

Cost - does not include any professional fees paid to an architect, quantity surveyor or any other person.

Dwelling - includes a dwelling-house and a flat.

Dwelling-house - does not include a flat or a building containing a flat.

Estimated cost – means the amount accepted by the local authority as that which a person engaged in the business of carrying out building work would reasonably charge for carrying out the work in question, excluding VAT and professional fees.

Flat - means separate and self-contained premises constructed or adapted for use for residential purposes and forming part of a building from some other part of which it is divided horizontally.

Floor area of a building or extension - is the total floor area of all the storeys which comprise that building. It is calculated by reference to the finished internal faces of the walls enclosing the area, or, if at any point there is no enclosing wall, by reference to the outermost edge of the floor.

Relevant person - means:

- (a) in relation to a plan charge, inspection charge, reversion charge or building notice charge, the person who carries out the building work or on whose behalf the building work is carried out;
- (b) in relation to a regularisation charge, the owner of the building; and
- (c) in relation to chargeable advice, any person requesting advice for which a charge may be made pursuant to the definition of 'chargeable advice'

Principles of this Scheme

Charges have been set for the functions prescribed in Regulation 4 of the Building (Local Authority Charges) Regulations 2010, namely:-

- **An application charge**, payable when an application is given to the Local Authority for carrying out building control functions.
- **A plan charge**, payable when plans of the building work are deposited with the Authority.
- **An inspection charge**, payable on demand after the Authority carry out the first inspection in respect of which the charge is payable.
- **A building notice charge**, payable when the Building Notice is given to the Local Authority.
- **A reversion charge**, payable for building work in relation to a building:-
 1. which has been substantially completed before plans are first deposited with the Authority in accordance with Regulation 19 of the Approved Inspectors Regulations, or
 2. in respect of which plans for further building work have been deposited with the Authority in accordance with Regulation 19 of the Approved Inspectors Regulations,

On the first occasion on which those plans have been deposited.

- **A regularisation charge**, which is payable at the time of the application to the Authority in accordance with Regulation 18 of the Building Regulations.
- **Chargeable advice**, LAs can make a charge for giving advice in anticipation of the future exercise of their chargeable functions (i.e. before an application or notice is received for a particular case). This charge is payable on demand after the first hour of advice, and after the authority has given notice required by Regulation 11 of the Building (Local Authority) Charges Regulations 2010 (i.e. the charge has been confirmed in writing following an individual determination). This charge can be discounted from a subsequent application or notice received for the work in question.

You are advised that:-

- The above charges are payable by the relevant person.
- Any charge, except the regularisation charge, which is payable to the Authority shall be subject to value added tax at the standard rate.
- Where the work relates to work to a single dwelling a separate inspection charge is not payable unless the authority is requested to split the charge.
- Any charge which is payable to the authority may, in a particular case, and with the agreement of the authority, be paid by installments of such amounts payable on such dates as may be specified by the authority. If the applicant and an authority are agreeable, an inspection charge can be fully or partly paid in advance, at the same time as the plans charge.
- The charge for providing a chargeable function or chargeable advice is based on the principle of achieving full cost recovery. The charges will be calculated by using the Council officers' average hourly rate stated in the charging scheme, multiplied by the time taken to carry out the functions/advice, taking the following factors into account, as applicable, in estimating the time required by officers to carry out the function/advice:
 1. The existing use of a building, or the proposed use of the building after completion of the building work;
 2. The different kinds of building work described in regulation 3(1)(a) to (i) of the Building Regulations;
 3. The floor area of the building or extension;
 4. The nature of the design of the building work and whether innovative or high-risk construction techniques are to be used;
 5. The estimated duration of the building work and the anticipated number of inspections to be carried out;
 6. The estimated cost of the building work;
 7. Whether a person who intends to carry out part of the building work is a person mentioned in regulation 12(6) or 20 of the Building Regulations (i.e. related to competent person/self-certification schemes) ;
 8. Whether in respect of the building work a notification will be made in accordance with regulation 41 of the Building Regulations (i.e. where design details approved by Robust Details Ltd have been used);
 9. Whether an application or building notice is in respect of two or more buildings or building works all of which are substantially the same as each other;
 10. Whether an application or building notice is in respect of building work, which is substantially the same as building work in respect of which plans have previously

- been deposited or building works inspected by the same local authority;
11. Whether chargeable advice has been given which is likely to result in less time being taken by a local authority to perform that function;
 12. Whether it is necessary to engage and incur the costs of a consultant to provide specialist advice in relation to a particular aspect of the building work.

Exemption from charges

The Authority has not fixed by means of its scheme, nor intends to recover a charge in relation to an existing dwelling which is, or is to be, occupied by a disabled person as a permanent residence; and where the whole of the building work in question is solely-

- (a) for the purpose of providing means of access for the disabled person by way of entrance or exit to or from the dwelling or any part of it, or
- (b) for the purpose of providing accommodation or facilities designed to secure the greater health, safety, welfare or convenience of the disabled person.

The council has not fixed by means of its scheme, nor intends to recover a charge for the purpose of providing accommodation or facilities designed to secure the greater health, safety, welfare or convenience of a disabled person in relation to an existing dwelling, which is, or is to be, occupied by that disabled person as a permanent residence where such work consists of-

- (a) the adaptation or extension of existing accommodation or an existing facility or the provision of alternative accommodation or an alternative facility where the existing accommodation or facility could not be used by the disabled person or could be used by the disabled person only with assistance; or
- (b) the provision or extension of a room which is or will be used solely-
 - (i) 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
 - (ii) for the storage of medical equipment for the use of the disabled person, or
 - (iii) to provide sleeping accommodation for a carer where the disabled person requires 24-hour care.

The council has not fixed by means of its scheme, nor intends to recover a charge in relation to an existing building to which members of the public are admitted (whether on payment or otherwise); and where the whole of the building work in question is solely-

- (a) for the 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
- (b) for the provision of facilities designed to secure the greater health, safety, welfare or convenience of disabled persons.

Note: 'disabled person' means a person who is within any of the descriptions of persons to whom Section 29(1) 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(2) 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

Principles of the scheme in respect of the erection of small domestic buildings, certain garages, carports and extensions

- Where the charge relates to the erection of a dwelling the charge includes for the provision of a detached or attached domestic garage or carport under 40m² providing it is constructed at the same time as the dwelling.
- Where any building work comprises or includes the erection of more than one extension to a building, the total floor areas of all such extensions shall be aggregated to determine the relevant charge payable, providing that the building work for all aggregated extensions is carried out at the same time.

Information required to determine charges

If the authority requires additional information to enable it to determine the correct charge the authority can request the information under the provisions of 66 The Building (Local Authority Charges) Regulation 2010.

The standard information required for all applications is detailed on the authority's Building Regulation application forms. This includes the existing and proposed use of the building and a description of the building work

Additional information may be required in relation to:

- The floor area of the building or extension
- The estimated duration of the building work and the anticipated number of inspections to be carried out.
- The use of competent persons or Robust Details Ltd.
- Any accreditations held by the builder or other member of the design team.
- The nature of the design of the building work and whether innovative or high-risk construction is to be used.
- The estimated cost of the building work. If this is used as one of the factors in establishing a charge the 'estimate' is required to be such reasonable amount as would be charged by a person in business to carry out such building work (excluding the amount of any value added tax chargeable).

Establishing the Charge

The authority has established standard charges using the principles contained within The Building (Local Authority Charges) Regulation 2010. Standard charges are detailed in the following tables. In the tables below any reference to number of storeys includes each basement level as one-storey and floor areas are cumulative.

If the building works that you are undertaking is not listed as a standard charge it will be individually determined in accordance with the principles and relevant factors contained within The Building (Local Authority Charges) Regulation 2010. If the authority consider it necessary to engage and incur the costs of a consultant to provide specialist advice or services in relation to a particular aspect of building work, those costs shall also be included in setting the charge.

When the charge is individually determined the authority shall calculate the charge in the same way a standard charge was set by using the average hourly rate of officers' time, multiplied by the estimated time taken to carry out their building regulation functions in relation to that particular piece of building work and taking into account the applicable factors listed in the charges regulations.

Individually determined charges will be confirmed in writing specifying the amount of the charge and the factors which have been taken into account in determining the charge.

Other Matters

- Charges are not payable for the first hour when calculating an advice charge.
- In calculating these charges, refunds, supplementary or bespoke charges, an officer hourly rate of £95 (including VAT) will be used e.g. an additional fee may apply if an external checking contractor is required.

Reductions

The authority shall make a reduction in a standard or individually determined charge when chargeable advice has been given before receipt of an application or notice for proposed building work, where it is likely to result in less time being taken by the local authority to perform the chargeable function for that work.

When it is intended to carry out additional building work on a dwelling at the same time that any of the work that Table B relates then the charge for this additional work may be reduced by 50%. Alternatively, the charge may be individually determined, with the agreement of the applicant.

Where in accordance with the charges regulations one application or building notice is in respect of two or more buildings or building works all of which are substantially the same as each other a 30% reduction in the standard plan or building notice charge may be made.

Where in accordance with the charges regulations an application or building notice is in respect of building work that is substantially the same as building work in respect of which plans have previously been deposited or building works inspected by the same local authority, a 50% reduction in the charges may apply.

Refunds and supplementary charges

If the basis on which the charge has been set or determined changes, the LA will refund or request a supplementary charge and provide a written statement setting out the basis of the refund/supplementary charge and also state how this has been calculated. In the calculation of refunds/supplementary charges no account shall be taken of the first hour of an officer's time.

Non-Payment of a Charge

Your attention is drawn to the Building (Local Authority Charges) Regulations 2010 which explains that plans are not treated as being deposited for the purposes of Section 16 of the 1984 Act or Building Notices given unless the Council have received the correct charge.

Complaints about Charges

If you have a complaint about the level of charges you should initially raise your concern with the relevant officer. The council has a comprehensive complaint handling process. If your complaint is not satisfactorily responded to by the officer concerned, details of how to resolve your complaint are available on request and can be viewed on the council's web site.

Standard Charges

Standard charges include 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 by the authority 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 18 months. In these circumstances supplementary charges may apply or the charge will be individually determined. We will contact you within 2 working days of receipt of your application if we consider this to be the case with your application.

The charges have 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 referred to in the standard charges tables. If not, the work may incur supplementary charges.

If chargeable advice has been given in respect of any of the work detailed in these tables and this is likely to result in less time being taken by the authority then a reduction to the standard charge will be made.

If the authority consider it necessary to engage and incur the cost of a consultant to provide specialist advice or services in relation to a particular aspect of building work, these costs may be added to the standard charge or included in an individually determined charge.

Where a suitable electrical certificate under BS 7671 cannot be provided an additional charge may be applied.

If more than 2 years has elapsed since the last communication was received or the inspection undertaken, a reactivation charge of £95 (including VAT) will be applied when a request for an inspection is received.

If an application is submitted by post or payment is made by cheque then an additional administration charge of £30 will be applied.

Requests for copies of Building Control documents or to carry out research on a particular site or property:-

- Copying charges for completion certificates and decision notices (created from archive record) £75 including VAT
- Research charges, technical request, including request for copies of plans will be charged per hour – applying the Officer hourly rate £95

Refund

Where an application is withdrawn and a refund is requested, we will retain an amount to cover the cost of the time we have already spend dealing with the application, applying the Officer hourly rate (£95 including VAT). If the plans of the application have been checked by an officer, this fee will also be deducted. We will advise you of the amount before the application is withdrawn.

Plan and Inspection Charges

The plan charge and inspection charge are listed in the following tables.

Building Notice Charge

Where building work is of a relatively minor nature the Building Notice charge is the same as the total plan and inspection charge. In relation to more complex work the time to carry out the building regulation function is higher and the resultant additional costs of using the Building Notice procedure results in the higher charge as detailed in the following tables.

Reversion Charge

These charges will be individually determined

Regularisation Charge

The charge is listed in the following tables.

Interpretation of Table A

For the purposes of the Table, the reference in the heading to column (1) is a reference to the number of dwellings in the building or buildings referred to.

Table A

Dwelling-houses and flats not exceeding 250m² or more than 3 storeys	Standard Charges (please add VAT)			VAT Exempt	
Number of Dwelling-houses	Full Plans Application			Building Notice	Regularisation
	Plan Charge	Inspection Charge	Fee Total ex. VAT		
1	350	1,000	1,350	1,416	Regularisation charge is 150% of the calculated full plans charge
2	300* per house type per unit with 50% reduction for repeat design	1,500	1,800	2,028	Regularisation charge is 150% of the calculated full plans charge
3	275* per house type per unit with 50% reduction for repeat design	700 per unit	975	1,100* per unit	Regularisation charge is 150% of the calculated full plans charge
4					
5					
6	250* per house type per unit with 50% reduction for repeat design	600 per unit	850	950* per unit	Regularisation charge is 150% of the calculated full plans charge
7					
8					
9					
10					
Number of Flats					
1	350	508	858	1,016	Regularisation charge is 150% of the calculated full plans charge
2	500	450 per unit	950	2,232	Regularisation charge is 150% of the calculated full plans charge
3					
4					
5	900	400 per unit	1,300	3546	Regularisation charge is 150% of the calculated full plans charge
6					
Conversions					
To form a single dwelling-house (where proposed work is less than £15,000)	128	306	434	612	Regularisation charge is 150% of the calculated full plans charge

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From single dwelling to 2 dwellings	350	500	850	810	Regularisation charge is 150% of the calculated full plans charge
Cost per flat formed as part of a conversion up to 6 in total (multiply charge by the number of flats)	150 per flat	350 per flat	500	612	Regularisation charge is 150% of the calculated full plans charge
From agricultural building to dwelling-house	546	1,268	1,814	2,534	Regularisation charge is 150% of the calculated full plans charge

Table B
Works to a single dwelling³

		Standard Charges (please add VAT)			VAT Exempt	
Description		Full Plans Application			Building Notice	Regularisation
		Plan Charge	Inspection Charge	Fee Total ex. VAT		
Extensions and new build						
1	Extension with a floor not exceeding 60m ² (<i>work away from extension is chargeable</i>)	241	446	687	738	1,030
2	Extension with floor area exceeding 60m ² but not exceeding 100m ² * (<i>work away from extension is chargeable</i>)	294	538	832	895	1,249
3	Erection or extension of a non-exempt garage or carport up to 100m ² (<i>work away from extension is chargeable</i>)	153	281	435	468	653
4	Detached building in curtilage of dwelling that includes habitable accommodation up to 100m ²	263	495	759	815	1,140
Conversions						
5	Loft conversion to a building with no more than 2 storeys with a floor area not exceeding 40m ²	241	446	687	738	1,030
6	Loft conversion to a building with no more than 2 storeys with floor area exceeding 40m ² but not exceeding 100m ²	294	538	832	895	1,249
7	Conversion of garage to a habitable room (s)	153	281	434	467	653
Controlled services and fittings						
8	Re-roofing <i>*subject to additional fees e.g. structural elements*</i>	230	-		247	345
9	Renovation of a	230.05	-		247.25	345.08

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	thermal element* <i>subject to additional fees e.g. structural elements*</i>	230			247	345
10	Replacement conservatory roof or sewage treatment system	150	150	300	300	450
11	Replacement of 1 – 10 windows, roof lights, roof windows or external doors	230	-		247	345
12	Replacement of 11 to 20 windows, roof lights, roof windows or external doors	287	-		308	430
13	Electrical installation work other than rewire <i>*additional costs may apply</i>	230	-		247	345
14	Electrical rewire <i>*additional costs may apply</i>	230	-		247	345
15	Installation of an alternative energy system (where considered as building work and not covered by a competent person scheme) e.g. woodburning stoves, solar panels, heat pumps	230	-		247	345
16	Formation of a single structural opening, using a single beam	230	-		247	345
Other domestic alterations (not listed above such as underpinning and structural alterations)						
17	Cost of work not exceeding £5,000	287	-		308	430
18	Cost of work exceeding £5,000 but not exceeding £15,000	221	221	443	476	664
19	Cost of work exceeding £15,000 but not exceeding £50,000	196	454	649	698	974
20	Cost of work exceeding £50,000 but not exceeding £100,000	263	607	870	935	1,305
Multiple work reductions						
Where multiple work is covered by more than one of the above categories then the appropriate charge is calculated by paying the full amount for the most expensive category and only 50% for one of the other						

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applicable categories, provided this work is undertaken at the same time – unless an independent structural check is expected at the same time. Please ensure structural details are provided prior to site visit.

NOTE – All the above figures exclude VAT

1. Where it is considered necessary to engage an outside body to certify and test the installation this will incur an additional charge.
2. For very minor works such as a bay window extension or small infill under an existing roof a reduced fee may be applicable. Please contact Building Control for advice.
3. If submitting a Full Plans application the total combined fee will be requested unless the applicant only wishes to pay the plan charge.

Table C
Non-domestic work (not more than 3 storeys above ground level)

Table C1		Extensions and new build											
Description of work		Standard Charges (please add VAT)											
		Building Usage (based on B1 purpose groups)											
		Other Residential (Institution, hotel, hostel etc)			Assembly and Recreational			Industrial and Storage			Offices and Shops		
		Plan Charge	Inspection Charge	Regularisation	Plan Charge	Inspection Charge	Regularisation	Plan Charge	Inspection Charge	Regularisation	Plan Charge	Inspection Charge	Regularisation
1	Single storey with floor area not exceeding 15m ²	265	383	974	263	348	920	262	316	865	262	316	865
2	Single storey with floor area exceeding 15m ² but not exceeding 60m ²	358	550	1,360	294	463	1,140	268	417	1,029	268	417	1,029
3	New build & other extensions with a total floor area not exceeding 50m ²	358	550	1,360	294	463	1,140	268	417	1,029	268	417	1,029
4	New build & other extensions with a total floor area exceeding 50m ² but not exceeding 100m ²	488	762	1,875	412	637	1,573	330	503	1,250	330	503	1,250
5	New build & other extensions with total floor area exceeding 100m ² but not exceeding 500m ²	Contact Building Control for an individually determined charge						570	877	2,170	570	877	2,170

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Table C2		Other work		
		Standard Charges (please add VAT)		VAT Exempt
Description of work		Plan Charge	Inspection Charge	Regularisation
6	Cost of work not exceeding £5000 including ¹ Replacement windows, rooflights or external glazed doors (up to 20 units) Installation of new shopfront Renewable Energy systems e.g. solar panels (where considered as building work and not covered by a competent person scheme)	307	-	460
7	Cost of work exceeding £5000 but not exceeding £25,000 including Replacement windows, rooflights or external glazed doors (up to 40 units) Installation of a raised storage platform within an existing building Renovation of a thermal element	268	332	899
8	Cost of work exceeding £25,000 but not exceeding £50,000	281	521	1,205
9	Cost of work exceeding £50,000 but not exceeding £100,000	350	636	1,479
10	Fit out of existing building up to 100m ²	209	355	845
<p>Multiple work reductions</p> <p>Where multiple work is covered by more than one of the above categories within Tables C1 and C2 then the appropriate charge is calculated by paying the full amount from Table C1 and only 50% for one of the other applicable categories based upon the cost of the additional work provided this work is undertaken at the same time - unless an independent structural check is expected at the same time. Please ensure structural details are provided prior to site visit.</p>				

1. Where the work is very minor and costing under £1,000 a reduced fee may be applicable. Please contact Building Control for advice.

VAT should be applied to Full Plans and Building Notice applications