

Building Control Charges form



Fill in this form and send it with your application. Read the guidance notes on the back to help you. If you need more help, please phone Building Control on 01483 444545. Please use CAPITAL LETTERS to fill in the appropriate areas of the form.

Please note: If there is an inspection charge you are responsible for paying it. We will send you an invoice after the first site visit.

1 Address of the property

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Read guidance notes 2 to 8 to see which one of the five tables is the right one for your development.

2	Table A – Standard charges for the erection of new build dwelling houses and flats Number of new dwellings <input type="text"/> Charge not including VAT <input type="text"/> £
3	Table B – Standard charges for domestic extensions to a single building Category <input type="text"/> Charge not including VAT <input type="text"/> £ Floor area of extension/new building <input type="text"/>
4	Table C – Standard charges for domestic alterations to a single building Category <input type="text"/> Charge not including VAT <input type="text"/> £ Estimated cost of work (if applicable) <input type="text"/>
5	Table D – Standard charges for non domestic alterations and new build Category <input type="text"/> Charge not including VAT <input type="text"/> £ Floor area of extension/new building <input type="text"/> Use Class <input type="text"/>
6	Table E – Standard charges for non domestic alterations Category <input type="text"/> Estimated cost of work (if applicable) <input type="text"/> £ Floor area (if applicable) <input type="text"/> Charge not including VAT <input type="text"/> £
7	Individually determined charge <i>Please attach a copy of the agreed charge</i> Charge not including VAT <input type="text"/> £
8	Exemptions Is the proposed work exempt from Building Regulation Charges? If Yes please provide supporting evidence Yes <input type="checkbox"/> No <input type="checkbox"/>
9	Total Charges Total Charge not including VAT <input type="text"/> £ Total Charge including VAT <input type="text"/> £

10 I confirm that I will pay any inspection charge. I am the agent, I confirm that I have told the owner about this responsibility.

Signature

Date

I am:

the owner

the agent

Guidance notes – for building control charges

This guidance note will help you fill in the building control charges form and work out the fee you need to pay. The fee you need to pay depends on the work you are proposing to carry out. A full list of charges is included. If you need more help, please telephone us on 01483 444545.

Filling in the building control charges form

1 Address of the site

You will need to give the full address and postcode of the property you want to carry out work on.

2 Table A Standard charges for the erection of new build dwelling houses and flats

Applicable for:

Up to 5 dwellings where the total internal floor area of each dwelling, excluding any garage or carport does not exceed 300 square metres and the building has no more than 3 storeys, each basement level being counted as one storey.

3 Table B Standard charges for domestic extensions to a single building

Applicable for:

- Single storey extension up to 100 square metres internal floor area
- Two storey extensions up to 200 square metres internal floor area
- Loft conversions up to 40 square metres internal floor area
- Attached or detached garages or carports up to 100 square metres internal floor area
- Garage conversions
- Alterations to extend or create a basement

4 Table C Standard charges for domestic alterations to a single building

Applicable for:

- Underpinning all or part of a domestic building
- Renovation of a thermal element to a single dwelling
- Internal alterations, installation of fittings, and/or structural alterations up to a value of £75,000
- The replacement of existing windows and doors glazed with more than 50% glass
- Electrical work (unless the work is carried out by a member of a registered Competent Persons Scheme)

5 Table D Standard charges for non domestic extensions and new build

Applicable for:

- Non- domestic extensions and new build up to 200 square metres internal floor area.

6 Table E Standard charges for non domestic alterations

Applicable for:

- Underpinning of part or all of a non-domestic building
- Replacement of up to 50 existing windows
- Installation of a new shop front
- Renovation of a thermal element up to a value of £250,000
- Alterations not described elsewhere including installation of fittings and structural alterations up to a value of £150,000
- Installation of a mezzanine floor up to 500 square metres floor area
- The fitting out of a shop or office up to 1,000 square metres floor area

7 Individual determination of a charge:

Where your proposed building work does not fall within the categories listed, the Building Control team will be pleased to provide an individual quotation for the Building Control charge. Please contact Building Control on 01483 444545 or e-mail: buildingcontrol@guildford.gov.uk with details of your proposal.

If you have received a received a quotation from Building Control for building work which does not fall within the above categories please complete the appropriate section of the form and include copy of the quotation with your application.

8 Exempt from Charges

Where the proposed works are to provide access and/or facilities for disabled people to existing dwellings, and buildings to which the public have access they may be exempt from charges. In these Regulations 'disabled person' is defined as a persons to whom Section 29(1) of the National Assistance Act 1948 applies. Please provide supporting evidence with your application.

9 Total Charges

In this section you must give the total charges excluding VAT and the total charges including VAT at the current rate.

10 Signature

You must sign and date this form to confirm that you accept responsibility for paying all of the charges.

Privacy Statement

The information you provide on this form will be used only for the purposes of the work in connection with your building control application in processing and assessing your project for compliance with the Building Regulations 2010 (as amended) in line with our statutory duty.

Your personal information will be processed in line with Data Protection legislation. It will not be disclosed to third parties for marketing purposes, but may be lawfully shared with certain third parties (consultant structural engineers, electrical engineers and heat producing appliance engineers) for the purposes of assessing compliance under the Building Regulations.

If you believe the data we process on you is incorrect you may request to see this information and, if necessary have it corrected or deleted. If you wish to raise a complaint you can contact our Data Protection Officer at the address below.

If you believe we are not processing your data lawfully you can complain to the Information Commissioner's Office (<https://ico.org.uk/>).

Further details are available on our website - <https://www.guildford.gov.uk/dataprotection>, or from the Information Rights Officer, Guildford Borough Council, Millmead, Guildford, GU2 4BB (email: iro@guildford.gov.uk).