



GUILDFORD  
BOROUGH

# Guidance notes for Building Control Charges

Effective from 24 October 2022



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# THE BUILDING (LOCAL AUTHORITY CHARGES) REGULATIONS 2010

Building Control charges guidance notes (Effective from 24 October 2022)

## 1. General

Before you carry out building work to which the Building Regulations apply, you or your agent must either deposit a Full Plans or Building Notice application together with the appropriate charge and any other relevant plans and calculations.

The charge payable is dependent upon the type of work to be carried out and can be calculated by reference to the following notes and charge tables. Payment may be made via [www.guildford.gov.uk/paybuildingcontrol](http://www.guildford.gov.uk/paybuildingcontrol) or over the phone on 01483 444545.

If you have any queries, or the works proposed to be carried out are not detailed within the charge tables, please use our [building control fee quote form](#) or contact us on 01483 444545.

Applications can be submitted online via the Planning Portal [Building Control application service](#), email [buildingcontrol@guildford.gov.uk](mailto:buildingcontrol@guildford.gov.uk) or over the phone (01483 444545).

For further information on making an application please see [www.guildford.gov.uk/buildingcontrol](http://www.guildford.gov.uk/buildingcontrol)

The proposed works may also require Planning Permission, guidance for which can be obtained separately from the Council's Development Management Team on 01483 505050 or email [planningenquiries@guildford.gov.uk](mailto:planningenquiries@guildford.gov.uk)

## 2. Charges are payable as follows:

**Full Plans application** - If you submit a Full Plans application; your charge will generally consist of;

- **Plan charge** payable at the time of submission of the application to cover the plan examination and determination of the deposited plans, and
- **Inspection charge** payable at the commencement of works following our first inspection. If applicable, we will contact you to make the appropriate payment online or by telephone.

**Building Notice application** – If you submit a Building Notice, the appropriate charge is payable at the time of submission. The charge covers all necessary checks, plan examination and site inspections, in relation to the work described in the notice.

**Regularisation application/Unauthorised works** - Should you apply for a Regularisation Certificate in respect of unauthorised building work, which was commenced on, or after 11 November 1985; a regularisation charge is applicable. This charge is payable at the time of submission of the application, and covers the cost of assessing your application, and all site inspections. The charge is 150% of the Building Notice charge excluding VAT. Please note that this fee is non-refundable.

**VAT** - Is chargeable to all Building Regulation applications at the current rate applicable at the time of submitting the application, except for Regularisation applications. All of the charges shown are inclusive of VAT where applicable.

**Cancellation/withdrawal of application** - If you or your agent choose to cancel the application more than 24 hours after submission, we may need to charge you an administration charge for work already carried out on your application. Our minimum charge is £75.

**Substantial amendments** - if you make a substantial amendment to an existing application this may be subject to additional charges. **Whilst not exclusive, this will include revised structural design analysis following appraisal of the initial structural design deposited.**

**Reversion charge** – This is payable for building work in relation to a Building Regulation application which was started with an Approved Inspector, and was subsequently submitted to the Local Authority. The reversion charge will be quoted for on an individual basis.

### 3. Charges tables

Please use the charges table below to select the appropriate one for the works proposed.

#### Domestic building work

| Table   | Description/name                                | Typical examples of work within the category                          |
|---------|---|---|
| Table A | Erection of new build dwelling houses and flats | Up to 3 new dwellings   |
| Table B | Domestic extensions                             | Extensions, loft conversions, erection of extension of a garage.      |
| Table C | Domestic alterations                            | Re-roofing, structural alterations, window and door replacements etc. |

#### Commercial building work (non-domestic work)

| Table   | Description/name         | Typical examples of work within the category   |
|---------|--------------------------|--|
| Table D | Extensions and new build | Assembly and Recreational, Industrial and Storage, Residential and Institution etc                   |
| Table E | Alterations              | Re-roofing, structural alterations, window and door replacement, fitting out works and change of use |

#### Electrical works

Electrical works which are not carried out by an electrician registered with a Competent Person Scheme, will require payment of an additional charge which will be individually determined.

#### Competent Person Schemes

The installation of a system to produce electricity, heating or cooling etc, which is not being carried out and notified under a Competent Person Scheme will require payment of an additional charge, which will be individually determined. Please contact us for a quote. This will include installation of boilers, oil tanks, wood burning stoves, photovoltaic panels, solar thermal panels, hot water cylinders etc.

#### Individually determined charges

Where the proposed works are not included within our standard charge Tables A to E, the charges will be calculated on an individual basis. Please use our [building control fee quote form](#) to provide us with further details of your proposal to assist us in providing you with a quotation.

#### Estimated cost of works

This is an estimate of all reasonable costs including both materials and labour that would be charged by a person in business, to carry out the work, excluding VAT. Professional fees paid to an architect, engineer or surveyor etc. and land acquisition costs, are to be excluded from the estimated costs.

## 4. Supplementary additional charges

### Competent designer and contractor

The standard charges have been set on the basis that the design and building work is undertaken by a person or company that is experienced and competent to carry out the relevant design and building work. If not, the work may incur supplementary additional charges.

### Innovative or high-risk construction techniques

The charges have also been set on the basis that the building work does not consist of, or include, innovative or high-risk construction techniques. If so, the work may incur supplementary additional charges.

### Construction time period

If the duration of the building work from commencement to completion exceeds 12 months, the Council reserves the right to make supplementary additional charges.

### Chargeable advice discount

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, a reduction to the standard charge may be made.

Where the conditions specified above have not been met, supplementary additional charges may apply.

## 5. Exemptions

Where plans have been either Conditionally Approved or Rejected, no further charge is payable on resubmission for substantially the same work.

Works to solely provide **access and/or facilities for disabled people** to existing dwellings or an existing building to which members of the public are admitted are **exempt from charges**. In these Regulations, a disabled person is defined as a person to whom Section 29(1) of the National Assistance Act 1948 applies.

## 6. Other charges

**Trial hole** - the charge to inspect a trial hole prior to depositing an application is £85. This will be deducted from the appropriate charge fee when an application is submitted to Guildford Borough Council Building Control.

**Archived applications** – a minimum administrative charge of £85 (inclusive of VAT) will apply to retrieve and reopen an archive file where work has commenced but no progress has been made in three years.

### Completion letters

|  |          |
|--|----------|
| Building Control completion certificate pre-2001 | - £20.50 |
| Building Control completion letter pre-1991      | - £20.50 |

## 7. Dangerous Structures

Our attendance to dangerous structures will be subject to call out charges which are calculated on an individual basis dependant upon the particular case. Where possible our surveyor will aim to provide an indication of the likely costs involved to alleviate the danger. Please refer to [Report a dangerous structure](#) for further information.

**Table A - Charges for the erection of new-build dwelling houses and flats**  
(Charges include VAT)

| Category | Number of Dwellings | Full Plans Application Plan Charge<br>£ | Full Plans Application Inspection Charge<br>£ | Building Notice Charge<br>£ |
|----------|---------------------|---|---|-----------------------------|
| A1       | 1                   | 360.00                                  | 900.00  | 1260.00                     |
| A2       | 2                   | 360.00                                  | 1320.00                                       | 1680.00                     |
| A3       | 3                   | 360.00                                  | 1740.00                                       | 2100.00                     |

**Standard charges applicable for:**

Up to three dwellings 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 three storeys, with each basement level being counted as one storey.

**Individually determined charge:**

We will be pleased to provide an individual quotation for schemes where the total internal floor area exceeds 300m<sup>2</sup> or where the development exceeds three dwellings.

Please use our [building control fee quote form](#) to provide us with further details of your proposal to assist us in providing you with a quotation.

## Table B- Charges for domestic extensions

(Charges include VAT)

### Single storey extensions

| Category | Description   | Full Plans Application-Plan Charge<br>£ | Full Plans Application-Inspection Charge<br>£ | Building Notice Charge<br>£ |
|----------|---|---|---|-----------------------------|
| B1       | * Single storey extension <b>not exceeding 10m<sup>2</sup></b>                  | 360.00                                  | 280.00  | 640.00                      |
| B2       | * Single storey extension floor area 10m <sup>2</sup> to 40m <sup>2</sup>       | 360.00                                  | 530.00  | 890.00                      |
| B3       | * Single storey extension floor area <b>40m<sup>2</sup> to 100m<sup>2</sup></b> | 360.00                                  | 790.00  | 1150.00                     |

### Two storey extensions

| Category | Description  | Full Plans Application-Plan Charge<br>£ | Full Plans Application-Inspection Charge<br>£ | Building Notice Charge<br>£ |
|----------|--|---|---|-----------------------------|
| B4       | Two storey extension <b>not exceeding 40m<sup>2</sup></b>        | 360.00                                  | 640.00  | 1000.00                     |
| B5       | Two storey extension <b>40m<sup>2</sup> to 100m<sup>2</sup></b>  | 360.00                                  | 1000.00                                       | 1360.00                     |
| B6       | Two storey extension <b>100m<sup>2</sup> to 200m<sup>2</sup></b> | 360.00                                  | 1150.00                                       | 1510.00                     |

### Loft conversions

| Category | Description                                  | Full Plans Application-Plan Charge<br>£ | Full Plans Application-Inspection Charge<br>£ | Building Notice Charge<br>£ |
|----------|--|---|---|-----------------------------|
| B7       | Loft conversion <b>up to 60m<sup>2</sup></b> | 360.00                                  | 530.00  | 890.00                      |

### Garages and carports

| Category | Description   | Full Plans Application-Plan Charge<br>£ | Full Plans Application-Inspection Charge<br>£ | Building Notice Charge<br>£ |
|----------|---|---|---|-----------------------------|
| B8       | Erection or extension of a non-exempt single storey <b>detached</b> domestic garage or carport up to 100m <sup>2</sup> \$ | 360.00                                  | 170.00  | 530.00                      |
| B9       | Erection or extension of a non-exempt single storey <b>attached</b> domestic garage or carport up to 100m <sup>2</sup> \$ | 360.00                                  | 320.00  | 680.00                      |

## Other

| Category | Description   | Full Plans Application Plan Charge<br>£ | Full Plans Application Inspection Charge<br>£ | Building Notice Charge<br>£ |
|----------|---|---|---|-----------------------------|
| B10      | Conversion of a domestic garage up to 40m <sup>2</sup> to habitable room(s) | 360.00                                  | 120.00  | 480.00                      |
| B11      | Alterations to extend or create a basement up to 100m <sup>2</sup>          | Individually determined #               | Individually determined #                     | Individually determined #   |

\* Single storey means one storey at any floor level (excluding loft conversions)

\$ Detached garages with accommodation above should be assessed as an individually determined charge.

# Please refer to the notes in section 3.

**Floor area** is the total internal floor areas of all storeys added together. Two or more extension floor areas may be added together to determine the relevant charge, providing the works are carried out simultaneously. The Council reserves the right to make additional charges should this subsequently not be the case.

**Additional building work:** Where you are carrying out work from Table C, categories C2, C3(a), (b) or (c) at the same time as work from Table B, then a 25% discount will be applied to the lowest charge. Where a full plans application is submitted the relevant reduction should be deducted from the inspection charge.

**Table C- Charges for domestic alterations**

(Charges include VAT)

**Underpinning and renovation**

| Category | Description  | Full Plans Application Plan Charge<br>£ | Full Plans Application Inspection Charge<br>£ | Building Notice Charge<br>£ |
|----------|--|---|---|-----------------------------|
| C1       | Underpinning   | Individually determined #               | Individually determined #                     | Individually determined #   |
| C2       | Renovation of a thermal element to a single building | 360.00                                  | Included in Plan Charge                       | 360.00                      |

**Internal alterations, installation of fittings (not electrical) and/or, structural alterations**

| Category | Description  | Full Plans Application Plan Charge<br>£ | Full Plans Application Inspection Charge<br>£ | Building Notice Charge<br>£ |
|----------|--|---|---|-----------------------------|
| C3 (a)   | Estimated cost of work less than £5,000            | 360.00                                  | Included in Plan Charge                       | 360.00                      |
| C3 (b)   | Estimated cost exceeding £5,000 and up to £25,000  | 360.00                                  | 230.00  | 590.00                      |
| C3 (c)   | Estimated cost exceeding £25,000 and up to £50,000 | 360.00                                  | 480.00  | 840.00                      |
| C3 (d)   | Estimated cost exceeding £50,000 and up to £75,000 | 360.00                                  | 790.00  | 1150.00                     |

**Window/Door replacement (where the installer is not registered with an approved Competent Persons Scheme)**

| Category | Description                                      | Full Plans Application Plan Charge<br>£ | Full Plans Application Inspection Charge<br>£ | Building Notice Charge<br>£ |
|----------|--|---|---|-----------------------------|
| C4 (a)   | Per installation - up to 10 windows and/or doors | 210.00                                  | Included in Plan Charge                       | 210.00                      |
| C4 (b)   | Per installation – 11 to 20 windows and/or doors | 270.00                                  | Included in Plan Charge                       | 270.00                      |

**Electrical work (where the installer is not registered with an approved Competent Persons Scheme)**

| Category | Description  | Full Plans Application Plan Charge<br>£ | Full Plans Application Inspection Charge<br>£ | Building Notice Charge<br>£ |
|----------|--|---|---|-----------------------------|
| C5       | Any electrical work other than the re-wiring of a dwelling | Individually determined #               | Individually determined #                     | Individually determined #   |
| C6       | The re-wiring or new installation in a dwelling            | Individually determined #               | Individually determined #                     | Individually determined #   |



**Thermal element** means a wall, floor or roof, which separates a heated part of the building from the external environment (including the ground) or from an unheated part of the building.

**Renovation** in relation to a thermal element means the provision of a new layer in the thermal element or the replacement of an existing layer, but excludes decorative finishes.

# Please refer to the notes in section 3.

**Additional building work:** Where you are carrying out work from Table B and categories C2, C3(a), (b) or (c) of Table C, at the same time, then a 25% discount will be applied to the lowest charge. Where a full plans application is submitted the relevant reduction should be deducted from the inspection charge.

**Table D- Charges for non-domestic extensions and new build**  
 (Charges include VAT)

**Industrial and storage usage – including factories and warehouses**

| Category | Description   | Plan Charge<br>£ | Inspection Charge<br>£ |
|----------|---|------------------|------------------------|
| D1       | Floor area not exceeding 10m <sup>2</sup>                                     | 360.00           | 210.00                 |
| D2       | Floor area exceeding 10m <sup>2</sup><br>but not exceeding 40m <sup>2</sup>   | 360.00           | 320.00                 |
| D3       | Floor area exceeding 40m <sup>2</sup><br>but not exceeding 100m <sup>2</sup>  | 360.00           | 580.00                 |
| D4       | Floor area exceeding 100m <sup>2</sup><br>but not exceeding 200m <sup>2</sup> | 360.00           | 770.00                 |

**All other use classes - including offices and shops (commercial)**

| Category | Description   | Plan Charge<br>£ | Inspection Charge<br>£ |
|----------|---|------------------|------------------------|
| D5       | Floor area not exceeding 10m <sup>2</sup>                                     | 360.00           | 530.00                 |
| D6       | Floor area exceeding 10m <sup>2</sup><br>but not exceeding 40m <sup>2</sup>   | 360.00           | 840.00                 |
| D7       | Floor area exceeding 40m <sup>2</sup><br>but not exceeding 100m <sup>2</sup>  | 480.00           | 1090.00                |
| D8       | Floor area exceeding 100m <sup>2</sup><br>but not exceeding 200m <sup>2</sup> | 480.00           | 1500.00                |

**Table E- Charges for all other non-domestic work- alterations**

(Charges include VAT)

**Underpinning**

| Category | Description  | Plan Charge<br>£             | Inspection Charge<br>£       |
|----------|--------------|------------------------------|------------------------------|
| E1       | Underpinning | Individually determined<br># | Individually determined<br># |

**Window/Door replacement**

| Category | Description   | Plan Charge<br>£ | Inspection Charge<br>£  |
|----------|---|------------------|-------------------------|
| E2 (a)   | Per installation - up to 20 windows and/or doors                  | 360.00           | Included in Plan Charge |
| E2 (b)   | Per installation - over 20 windows up to 50 windows and/or doors. | 360.00           | 110.00                  |

**Renovation of a thermal element (wall, floor or roof)**

| Category | Description  | Plan Charge<br>£ | Inspection Charge<br>£  |
|----------|--|------------------|-------------------------|
| E3 (a)   | Estimated cost up to £50,000                         | 360.00           | Included in Plan Charge |
| E3 (b)   | Estimated cost exceeding £50,000 and up to £100,000  | 360.00           | 60.00                   |
| E3 (c)   | Estimated cost exceeding £100,000 and up to £250,000 | 360.00           | 110.00                  |

**Alterations not described elsewhere including structural alterations and installation of controlled fittings**

| Category | Description  | Plan Charge<br>£ | Inspection Charge<br>£ |
|----------|--|------------------|------------------------|
| E4 (a)   | Estimated cost up to £5,000                          | 360.00           | 220.00                 |
| E4 (b)   | Estimated cost exceeding £5,000 and up to £25,000    | 360.00           | 400.00                 |
| E4 (c)   | Estimated cost exceeding £25,000 and up to £50,000   | 360.00           | 990.00                 |
| E4 (d)   | Estimated cost exceeding £50,000 and up to £100,000  | 720.00           | 1470.00                |
| E4 (e)   | Estimated cost exceeding £100,000 and up to £150,000 | 720.00           | 2310.00                |

**Installation of a mezzanine floor**

| Category | Description   | Plan Charge<br>£ | Inspection Charge<br>£ |
|----------|---|------------------|------------------------|
| E5       | Installation of a Mezzanine floor up to 500m <sup>2</sup> | 360.00           | 780.00                 |

## Office /shop fit out

| Category | Description  | Plan Charge<br>£ | Inspection Charge<br>£     |
|----------|--|------------------|----------------------------|
| E6 (a)   | Floor area up to 500m <sup>2</sup>   | 360.00           | 390.00                     |
| E6 (b)   | Floor area 500m <sup>2</sup> to 1000m <sup>2</sup>                         | 360.00           | 680.00                     |
| E7       | Change of Use of a Building<br>(charged in addition to the<br>above works) | 360.00           | Included in Plan<br>Charge |

**Thermal element** means a wall, floor, or roof, which separates a heated part of the building from the external environment (including the ground) or from an unheated part of the building.

**Renovation** in relation to a thermal element means the provision of a new layer in the thermal element or the replacement of an existing layer but excludes decorative finishes.

# Please refer to the notes in section 3.