



## Building Control Services

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# Guidance Leaflet 1

## Charges for Building Regulation Applications

The Building Act 1984  
 The Building Regulations 2010 (as amended) and Building (Local Authority Charges) Regulations 2010

Valid from 03 January 2012

The following applies to this Charging Scheme and should be read in conjunction with the other clauses and tables which constitute the Charging Scheme:

**Full Plans Application** – The Initial Submission Charge must be paid on the deposit of the application with the Council. An invoice for the Inspection Charge will be sent to the person on whose behalf the work is being carried out, after the first site inspection.

**Building Notices** – The Building Notice Charge must be paid when the Notice is deposited with the Council.

**Regularisation Applications** – The fee is 150% of the Total Full Plans Charge. VAT is not payable on these applications.

**Estimated cost of the building work** – Means an 'estimate' that is such reasonable amount as would be charged, by a person in business, to carry out the building work (excluding any Value Added Tax chargeable). Does not include any professional fees paid to an architect, quantity surveyor or similar person.

**Floor area of a building or extension** – The total floor area of all the storeys which comprise that building or extension. 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.

**Pre-application advice** – Advice prior to the deposit of an application or Notice is available. An agreed fee will be charged, which will be deducted from any subsequent application for the work discussed. There is no charge for the first hour. Charges will be calculated by the hour.

**Exemption** – Where the work is solely for the benefit of a registered disabled person, no charges are payable when making a Building Regulation application.

**VAT** – VAT is payable on ALL applications and Notices except Regularisation applications.

**Payments** – Cheques should be made payable to Tonbridge & Malling Borough Council. If you wish to make a telephone payment, please contact Building Control on 01732 876305.

**Advice** – If you would like any assistance in determining the charges payable, please contact Building Control on 01732 876305.



**Charges for the creation of, or conversion to, dwellings not exceeding 300m<sup>2</sup> or containing a basement**

Number of dwellings	Total Full Plans Charge				Total Building Notice Charge	
	Initial Submission Charge		Inspection Charge		£ ex VAT	£ inc VAT
	£ ex VAT	£ inc VAT	£ ex VAT	£ inc VAT		
1	177.60	213.12	414.40	497.28	592.00	710.40
2	266.40	319.68	592.00	710.40	858.40	1030.08
3	355.20	426.24	769.60	923.52	1,124.80	1,349.76
4	444.00	532.80	947.20	1,136.64	1,391.20	1,669.44
5	532.80	639.36	1,124.80	1,349.76	1,657.60	1,989.12

For schemes where the number of units exceeds 5, or where floor areas of individual units exceed 300m<sup>2</sup> or where the scheme involves the creation of a basement, please contact Building Control to obtain an individual fee quotation for the work.

Where electrical or gas installations are **not** to be certified by an installer registered with one of the Governments Competent Persons Schemes an additional charge of £200.00 + VAT will be required for each unit. This is to enable checks and tests on the work to be made by our nominated contractor to establish that the work meets with the requirements of Approved Document J & P.

**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 (details available from the authority) and/or the duration of the building work from commencement to completion does not exceed 12 months.**

**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 they are not, the work may incur supplementary charges.**

**Table 2**

**Charges for Small Buildings, and Domestic Extensions and Alterations**

	Description	Total Full Plans Charge				Total Building Notice Charge	
		Initial Submission Charge		Inspection Charge		£ ex VAT	£ inc VAT
		£ ex VAT	£ inc VAT	£ ex VAT	£ inc VAT		
1	Single Storey Garage up to 30m2	177.60	213.12	-	-	177.60	213.12
2	Single Storey Garage up to 60m2	118.40	142.08	177.60	213.12	296.00	355.20
3	Extension up to 6m2	118.40	142.08	177.60	213.12	296.00	355.20
4	Single storey extension 6m2 up to 40m2	148.00	177.60	296.00	355.20	444.00	532.80
5	Two or more storey extension 6m2 up to 40m2	177.60	213.12	355.20	426.24	532.80	639.36
6	Single storey extension 40m2 up to 60m2	207.20	248.64	414.40	497.28	621.60	745.92
7	Two or more storey extension 40m2 up to 60m2	266.40	319.68	414.40	497.28	680.80	816.96
8	Loft Conversion up to 40m2 without dormers	207.20	248.64	236.80	284.16	444.00	522.80
9	Loft Conversion up to 40m2 with dormers	266.40	319.68	296.00	355.20	562.40	674.88
10	Loft Conversion up to 60m2 without dormers	236.80	284.16	296.00	255.20	532.80	639.36
11	Loft Conversion up to 60m2 with dormers	298.00	357.60	355.20	426.24	651.20	781.44
12	Conversion of Garage to Habitable Room	236.80	284.16	-	-	236.80	284.16
13	Renovation of thermal elements (Re-roof – Re-render – replacement floor etc.)	-	-	-	-	148.00	177.60
14	Electrical/ Gas/ HETAS non competent persons notification	-	-	-	-	200.00	240.00
15	Replacement windows up to 4 windows per dwelling	-	-	-	-	88.80	106.56
16	Replacement windows over 4 windows per dwelling	-	-	-	-	118.40	142.08

When it is intended to carry out additional building work charged under Table 3 of the scheme, at the same time as building work charged under Table 2, the lesser charge shall be reduced by 30%.

If the work is for two or more extensions to a dwelling, the floor areas can be added together if the work is to be carried out at the same time. If the total exceeds 60m<sup>2</sup> the fee is calculated using Table 3, subject to a minimum total charge of £621.60 plus VAT (£680.80 plus VAT if two or more storey extension).

**Table 3**

**Charges for all other domestic work and commercial work**

Estimated Cost	Total Full Plans Charge				Total Building Notice Charge	
	Initial Submission Charge		Inspection Charge		Ex VAT £	Inc VAT £
	Ex VAT £	Inc VAT £	Ex VAT £	Inc VAT £		
Up to £2000	140.00	177.60	-	-	140.00	177.60
£2001 - £5000	236.80	284.16	-	-	236.80	284.16
£5001 - £10000	103.60	124.32	192.40	230.64	296.00	355.20
£10001 - £15000	124.32	149.18	230.88	277.06	355.20	426.24
£15001 - £20000	145.04	174.05	269.36	355.63	414.40	497.28
£20001 - £25000	165.76	198.91	307.84	369.41	473.60	568.32
£25001 - £30000	186.48	223.78	346.32	415.58	532.80	639.36
£30001 - £35000	207.20	248.64	384.80	461.76	592.00	710.48
£35001 - £40000	217.56	261.07	404.04	484.85	621.60	745.92
£40001 - £45000	228.06	273.67	423.54	508.25	651.60	781.92
£45001 - £50000	238.28	285.93	442.52	531.02	680.80	816.96

**NOTES:**

For work exceeding an estimated cost of £50,000 in Table 3 please contact Building Control to obtain an individual fee quotation for the work.

When it is intended to carry out additional building work charged under Table 3 of the scheme, at the same time as building work charged under Table 2, the lesser charges shall be reduced by 30%.

Where electrical or gas installations are not to be certified by an installer registered with one of the Governments Competent Persons Schemes an additional charge of £200.00 +VAT will be required for each unit. This is to enable checks and tests on the work to be made by our nominated contractor to establish that the work meets with the requirements of Approved Document J & P.

**These standard charges have been set by Tonbridge & Malling Borough Council on the basis that the building work does not consist of, or include, innovative or high risk construction techniques (details available from the authority) and/or the duration of the building work from commencement to completion does not exceed 12 months.**

**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 they are not, the work may incur supplementary charges.**

If you are having difficulty reading this form and would like the information in another format please call 01732 876305 or email [building.control@tmbc.gov.uk](mailto:building.control@tmbc.gov.uk)

