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Building Control, Council Offices, Gibson Building, Gibson Drive, Kings Hill, West Malling, ME19 4LZ

## Standard Building Control Guide to Charges Effective from 1 April 2024

These tables and guidance notes are based on the Tonbridge and Malling Borough Council's Building Control Charges scheme. The charges scheme is made under the Building (Local Authority Charges) Regulations 2010. The charges have been established to cover the cost of building control fee earning work in respect of commonly occurring building projects.

### Charges payable for:

Before you build, extend, convert or make alterations to a property, you may need to submit a Building Regulation application to Tonbridge and Malling Borough Council and this will take the form of either a Full Plans application, a Building Notice submission or Regularisation application. If the basis on which the charge has been determined significantly changes, the Building Control Partnership may either provide a refund or request a supplementary charge in writing setting out the basis and detailing the method of calculation.

### Full Plans

If you submit a Full Plans application the Plan Charge must accompany the plans to cover an assessment of the works and the passing or rejection of the plans. The Inspection Charge becomes due after our Building Surveyors first inspection of the works on site. An invoice will be sent to the applicant for the relevant amount and this covers all necessary site inspections by Building Control Surveyors including issuing a completion certificate.

### Building Notice

Where a Building Notice is submitted, the Building Notice Charge is payable at the time of submitting the Notice. The fee covers Building Control Surveyors visiting the site when notified to ensure the work conforms to Building Regulations and the issuing of a completion certificate. Supplementary information, ie floor plans, structural & thermal calculations, may be requested as necessary to confirm compliance with the Building Regulations 2010.

### Fire Safety Order

A Building Notice cannot be used for a 'designated building' which is a building subject to the Regulatory Reform (Fire Safety) Order 2005, i.e. non-domestic properties, common areas of flats and homes in multiple occupation, etc.

## Regularisation

If you have carried out unauthorised building work you can apply for a Regularisation Certificate if the works were carried out on or after 11 November 1985. There is a fee to pay to cover the cost of assessing your application and all inspections, but no VAT is payable on this type of application.

## Individually Determined Charges

You can request a bespoke fee quote where:

- All or part of the project falls outside of the standard charges in Tables A, B & C
- These categories do not cover all aspects of the project
- The categories do not reflect a reasonable charge
- You are unsure what standard charges to apply.

We will use or calculated hourly rate of £61.52 for individually determined charges.

You can obtain an Individually Determined Charge by sending plans of your proposals by email: [building.control@tmhc.gov.uk](mailto:building.control@tmhc.gov.uk) or by contacting us by telephone: 01732 876230.

## Exemption from Charges

**Existing dwelling** - where the **whole** of the work is solely for the purpose of providing access for a disabled person to, from and within their residence, or for the purpose of providing accommodation, or facilities designed to secure the greater health, safety, welfare or convenience of the disabled person (subject to Regulation 4(2)) no charge shall be payable. Note: evidence of the person's disability or special needs may be required, ie, a letter from a medical practitioner or an occupational therapist.

**Existing building** - to which members of the public are admitted (e.g. public buildings, shops, banks, etc) - where the **whole** of the work is solely for the purpose of providing access for disabled persons to, from and within the building, or for the provision of facilities designed to secure the greater health, safety, welfare or convenience of disabled persons no charge shall be payable.

## Service level

The inspection fee will cover all site inspections carried out during the construction phase including discussions and meetings with the builder, architect &/or the owner if required. Our Surveyors provide a next day inspection service and because we are local we will do our utmost to accommodate any reasonable requests for inspections at short notice in the event of problems on site. We offer a prompt, proactive, commercially aware service and we understand the pressure involved in delivering construction projects on time including the programming issues of major builds.

The stages the Surveyor will look at include:

- Foundations
- Damp proofing
- Drainage
- Beams, floor and roof structures
- Thermal insulation
- Completion

## VAT

VAT is charged at 20% ( VAT is not applicable to Regularisation applications)

## Payment

Payment can be made on our website; [www.tmbc.gov.uk](http://www.tmbc.gov.uk).

Debit /Credit card payments are accepted by telephone; 01732 876230 and cheques should be made payable to “Tonbridge & Malling Borough Council”.

Further guidance, application forms and advice can be obtained from:

Building Control, Council Offices,  
Gibson Building, Gibson Drive,  
Kings Hill, West Malling,  
ME19 4LZ

Email: [building.control@tmbc.gov.uk](mailto:building.control@tmbc.gov.uk)

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## Standard Charges

**Table A – New dwellings**

Limited to work less than 300m2 floor area

Code	Bungalows or Houses less than 3 storeys	Totals	23/24 Full plans Plan Charge	Uplift by 10% For 24/25	23/24 Full plans Inspection Charge	Uplift by 10% For 24/25	23/24 Building Notice Charge	Uplift by 10% For 24/25	23/24 Regularisation Charge	Uplift by 10% For 24/25
H01	1 Plot	Net	280.83	308.33	577.50	635.00	1028.33	1130.83	1546.00	1700.00
		VAT	56.17	61.67	115.50	127.00	205.67	226.17		
		<b>Total</b>	<b>337.00</b>	<b>370.00</b>	<b>693.00</b>	<b>762.00</b>	<b>1234.00</b>	<b>1357.00</b>	<b>1546.00</b>	<b>1700.00</b>
H02	2 Plots	Net	350.00	385.00	933.33	1026.67	1541.67	1695.83	2100.00	2310.00
		VAT	70.00	77.00	186.67	205.33	308.33	339.17		
		<b>Total</b>	<b>420.00</b>	<b>462.00</b>	<b>1120.00</b>	<b>1232.00</b>	<b>1850.00</b>	<b>2035.00</b>	<b>2310.00</b>	<b>2310.00</b>
H03	3 Plots	Net	420.83	462.50	1225.83	1348.33	1974.17	2171.67	2962.00	3258.00
		VAT	84.17	92.50	245.17	269.67	394.83	434.33		
		<b>Total</b>	<b>505.00</b>	<b>555.00</b>	<b>1471.00</b>	<b>1618.00</b>	<b>2369.00</b>	<b>2606.00</b>	<b>2962.00</b>	<b>3258.00</b>
H04	4 Plots	Net	490.00	539.17	1512.50	1663.33	2402.50	2402.50	3604.00	3964.00
		VAT	98.00	107.83	302.50	332.67	480.50	480.50		
		<b>Total</b>	<b>588.00</b>	<b>647.00</b>	<b>1815.00</b>	<b>1996.00</b>	<b>2883.00</b>	<b>2883.00</b>	<b>3604.00</b>	<b>3964.00</b>
H05	5 Plots	Net	560.00	615.83	1657.50	1823.33	2661.67	2927.50	3992.00	4391.00
		VAT	112.00	123.17	331.50	364.67	532.33	585.50		
		<b>Total</b>	<b>672.00</b>	<b>737.00</b>	<b>1989.00</b>	<b>2188.00</b>	<b>3194.00</b>	<b>3513.00</b>	<b>3992.00</b>	<b>4391.00</b>
		Flats on application.	Remove these items below as rarely / if ever used. Fees for new flats to be quoted							
F01	1 Flat	Net	151.67		409.17		559.17		992.00	
		VAT	33.33		81.83		111.83			
		<b>Total</b>	<b>182.00</b>		<b>491.00</b>		<b>671.00</b>		<b>992.00</b>	
F02	2 Flats	Net	280.83		409.17		689.17		992.00	
		VAT	56.17		81.33		137.83			
		<b>Total</b>	<b>337.00</b>		<b>491.00</b>		<b>827.00</b>		<b>992.00</b>	
F03	3 Flats	Net	350.00		557.50		927.50		1338.00	
		VAT	70.00		111.50		185.50			
		<b>Total</b>	<b>420.00</b>		<b>669.00</b>		<b>1113.00</b>		<b>1338.00</b>	
		Net	420.83		715.00		1135.83		1635.00	

F04	4 Flats	VAT	84.17		143.00		227.17			
		<b>Total</b>	<b>505.00</b>		<b>858.00</b>		<b>1363.00</b>		<b>1635.00</b>	
F05	5 Flats	Net	490.00		980.00		1469.17		2116.00	
		VAT	98.00		196.00		293.83			
		<b>Total</b>	<b>588.00</b>		<b>1176.00</b>		<b>1763.00</b>		<b>2116.00</b>	

## Standard Charges

**Table B – Extensions to a single dwelling**

Limited to work not more than 3 storeys above ground level

Code	Extensions & Outbuildings	Totals	23/24 Full Plans Plan Charge	Uplift by 5.25% For 24/25	23/24 Full Plans Inspection Charge	Uplift by 5.25% For 24/25	23/24 Building Charge Notice	Uplift by 5.25% For 24/25	23/24 Regularisation Charge	Uplift by 5.25% For 24/25
D01	Single storey extension with a floor area less than 10m <sup>2</sup>	Net	140.00	147.50	350.00	368.33	490.00	515.83	735.00	774.00
		VAT	28.00	29.50	70.00	73.67	98.00	103.17		
		<b>Total</b>	<b>168.00</b>	<b>177.00</b>	<b>420.00</b>	<b>442.00</b>	<b>588.00</b>	<b>619.00</b>	<b>735.00</b>	<b>774.00</b>
D02	Single storey extension with floor area between 10m <sup>2</sup> & 40m <sup>2</sup>	Net	210.00	220.83	490.00	515.83	700.00	715.83	1051.00	1106.00
		VAT	42.00	44.17	98.00	103.17	140.00	143.17		
		<b>Total</b>	<b>252.00</b>	<b>265.00</b>	<b>588.00</b>	<b>619.00</b>	<b>840.00</b>	<b>859.00</b>	<b>1051.00</b>	<b>1106.00</b>
D03	Single storey extension with floor area between 40m <sup>2</sup> & 100m <sup>2</sup>	Net	280.83	295.83	560.00	589.17	840.83	885.00	1260.00	1326.00
		VAT	56.17	59.17	112.00	117.83	168.17	177.00		
		<b>Total</b>	<b>337.00</b>	<b>355.00</b>	<b>672.00</b>	<b>707.00</b>	<b>1009.00</b>	<b>1062.00</b>	<b>1260.00</b>	<b>1326.00</b>
D04	Multi-storey extension (ie some part 2 or 3 storeys in height) & floor overall area not exceeding 40m <sup>2</sup>	Net	280.83	295.83	560.00	589.17	840.83	885.00	1260.00	1326.00
		VAT	56.17	59.17	112.00	117.83	168.17	177.00		
		<b>Total</b>	<b>337.00</b>	<b>355.00</b>	<b>672.00</b>	<b>707.00</b>	<b>1009.00</b>	<b>1062.00</b>	<b>1260.00</b>	<b>1326.00</b>
D05	Multi-storey extension (ie some part 2 or 3 storeys in height) & overall floor area 40m <sup>2</sup> to 100m <sup>2</sup>	Net	280.83	295.83	630.00	663.33	910.00	957.50	1406.00	1441.00
		VAT	56.17	59.17	126.00	132.67	182.00	191.50		
		<b>Total</b>	<b>337.00</b>	<b>355.00</b>	<b>756.00</b>	<b>796.00</b>	<b>1092.00</b>	<b>1149.00</b>	<b>1406.00</b>	<b>1441.00</b>
D06	Extension comprising a garage, carport or store with an overall floor area less than	Net	140.00	147.50	350.00	368.33	490.00	515.83	714.00	751.00
		VAT	28.00	29.50	70.00	73.67	98.00	103.17		
		<b>Total</b>	<b>168.00</b>	<b>177.00</b>	<b>420.00</b>	<b>442.00</b>	<b>588.00</b>	<b>619.00</b>	<b>714.00</b>	<b>751.00</b>

D07	Detached non-habitable domestic outbuilding building, overall floor area less than 60m <sup>2</sup>	Net	140.00	147.50	350.00	368.33	490.00	515.83	735.00	774.00
		VAT	28.00	29.50	70.00	73.67	98.00	103.17		
		<b>Total</b>	<b>168.00</b>	<b>177.00</b>	<b>420.00</b>	<b>442.00</b>	<b>588.00</b>	<b>619.00</b>	<b>735.00</b>	<b>774.00</b>
D08	Detached habitable domestic outbuilding / Annex with an overall floor area less than 60m <sup>2</sup>	Net	280.83	295.83	560.00	589.17	840.83	885.00	1260.00	1326.00
		VAT	56.17	59.17	112.00	117.83	168.17	177.00		
		<b>Total</b>	<b>337.00</b>	<b>355.00</b>	<b>672.00</b>	<b>707.00</b>	<b>1009.00</b>	<b>1062.00</b>	<b>1260.00</b>	<b>1326.00</b>
<b>Conversions</b>										
D09	Loft conversions with a floor area less than 40m <sup>2</sup>	Net	280.83	295.83	560.00	589.17	840.83	885.00	1260.00	1326.00
		VAT	56.17	59.17	112.00	117.83	168.17	177.00		
		<b>Total</b>	<b>337.00</b>	<b>355.00</b>	<b>672.00</b>	<b>707.00</b>	<b>1009.00</b>	<b>1062.00</b>	<b>1260.00</b>	<b>1326.00</b>
D10	Loft conversions with a floor area between 40m <sup>2</sup> & 100m <sup>2</sup>	Net	280.83	295.83	630.00	663.33	910.00	957.50	1406.00	1480.00
		VAT	56.17	59.17	126.00	132.67	182.00	191.50		
		<b>Total</b>	<b>337.00</b>	<b>355.00</b>	<b>756.00</b>	<b>796.00</b>	<b>1092.00</b>	<b>1149.00</b>	<b>1406.00</b>	<b>1480.00</b>
D11	Conversion of a garage to a habitable room	Net	140.00	147.50	256.67	270.00	396.67	417.50	595.00	626.00
		VAT	28.00	29.50	51.33	54.00	79.33	83.50		
		<b>Total</b>	<b>168.00</b>	<b>177.00</b>	<b>308.00</b>	<b>324.00</b>	<b>476.00</b>	<b>501.00</b>	<b>595.00</b>	<b>626.00</b>

**Multiple work reductions:**

- a) Where more than one extension, or an extension and a loft conversion is proposed and the works are carried out concurrently, the individual fees should be combined and reduced by 30%.
- b) Where domestic alterations up to £15,000 are to be carried out at the same time as work described in codes D01 – D09 above, the charge payable in Table C can be reduced by 30%.

## Standard Charges

**Table C – Alterations to a single dwelling and all other non-domestic work**

Limited to work not more than 3 storeys above ground level

Code	Alterations	Totals	23/24 Full Plans Plan Charge	Uplift by 10% For 24/25	23/24 Full Plans Inspection Charge	Uplift by 10% For 24/25	23/24 Building Notice Charge	Uplift by 10% For 24/2	23/24 Regularisation Charge	Uplift by 10% For 24/25
D11	Renovation of a thermal element ie recovering a roof or recladding walls	Net	210.00	230.83			210.00	230.83	316.00	348.00
		VAT	42.00	46.17			42.00	46.17		
		<b>Total</b>	<b>252.00</b>	<b>277.00</b>	<b>0</b>	<b>0</b>	<b>252.00</b>	<b>277.00</b>	<b>316.00</b>	<b>348.00</b>
D12	Replacement of windows, roof windows, or external glazed doors (up to 10 units)	Net	210.00	230.83			210.00	230.83	316.00	348.00
		VAT	42.00	46.17			42.00	46.17		
		<b>Total</b>	<b>252.00</b>	<b>277.00</b>	<b>0</b>	<b>0</b>	<b>252.00</b>	<b>277.00</b>	<b>316.00</b>	<b>348.00</b>
D13	Cost of work not exceeding £2000	Net	210.00	230.83			210.00	230.83	316.00	348.00
		VAT	42.00	46.17			42.00	46.17		
		<b>Total</b>	<b>252.00</b>	<b>277.00</b>	<b>0</b>	<b>0</b>	<b>252.00</b>	<b>277.00</b>	<b>316.00</b>	<b>348.00</b>
D14	Cost of work between £2,001 & £5,000	Net	291.67	320.83			291.67	320.83	426.00	469.00
		VAT	58.33	64.17			58.33	64.17		
		<b>Total</b>	<b>350.00</b>	<b>385.00</b>	<b>0</b>	<b>0</b>	<b>350.00</b>	<b>385.00</b>	<b>426.00</b>	<b>469.00</b>
D15	Cost of work between £5,001 & £15,000	Net	175.00	192.50	294.17	323.33	467.50	514.17	669.00	736.00
		VAT	35.00	38.50	58.83	64.67	93.50	102.83		
		<b>Total</b>	<b>210.00</b>	<b>231.00</b>	<b>353.00</b>	<b>388.00</b>	<b>561.00</b>	<b>617.00</b>	<b>669.00</b>	<b>736.00</b>
D16	Cost of work between £15,001 & £25000	Net	199.17	219.17	391.67	430.83	590.00	649.17	887.00	976.00
		VAT	39.83	43.83	78.33	86.17	118.00	129.83		
		<b>Total</b>	<b>239.00</b>	<b>263.00</b>	<b>470.00</b>	<b>517.00</b>	<b>708.00</b>	<b>779.00</b>	<b>887.00</b>	<b>976.00</b>



D17	Cost of work between £25,001 & £50000	Net	315.00	346.67	637.50	701.67	952.50	1047.50	1429.00	1572.00
		VAT	63.00	69.33	127.50	140.33	190.50	209.50		
		<b>Total</b>	<b>378.00</b>	<b>416.00</b>	<b>765.00</b>	<b>842.00</b>	<b>1143.00</b>	<b>1257.00</b>	<b>1429.00</b>	<b>1572.00</b>
D18	Cost of work between £50,001 & £100000	Net	391.67	430.83	770.83	847.50	1162.50	1278.50	1724.00	1896.40
		VAT	78.33	88.17	154.17	169.50	232.50	255.67		
		<b>Total</b>	<b>470.00</b>	<b>517.00</b>	<b>925.00</b>	<b>1017.00</b>	<b>1395.00</b>	<b>1534.00</b>	<b>1724.00</b>	<b>1896.00</b>

**Table C continued – Alterations to a single dwelling and all other non-domestic work where a satisfactory Competent Persons Scheme notification can / will not be provided (in addition to the above, where applicable)**

This charge relates to the first fix pre- plaster inspection and final testing on completion. For an electrical works Regularisation Certificate full testing and appraisal will be carried out.

Code	Alterations	Totals	23/24 Application Charge	Uplift by 5.25% For 24/25
D19	Where a satisfactory competent person’s certificate can / will not be provided, Electrical Part P, HETAS.	Net	312.50	329.17
		<b>VAT</b>	62.50	65.83
		<b>Total</b>	<b>375.00</b>	<b>395.00</b>

**Estimated Cost of Works:**

The estimated cost of work used to determine the charge in Table C should be a reasonable estimate that would be charged by a professional builder to carry out such work (excluding the amount of any VAT).

**Competent Persons Schemes:**

The Charges generally in Tables A,B and C have been reduced to reflect where controlled electrical and heating installations are being certified by an installer registered with one of the Governments Competent Persons Schemes. If a certified installer is not subsequently employed or Competent persons certification is not received, the charge in Table C, code D19, 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 the Building Regulations 2010.