



Building Control

Phone: 01732 876230 **Option 2**

Email: building.control@tmbc.gov.uk

www.tmbc.gov.uk

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

Standard Building Control Guide to Charges Effective from 1 April 2025

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, **Tonbridge & Malling Borough Council** may either provide a refund or request a supplementary charge in writing setting out the basis and detailing the method of calculation.

Full Plans Application with Approval

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 **Registered Building Inspectors** 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 **Registered Building Inspectors** 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 **£63.67** plus VAT for individually determined charges.

You can obtain an Individually Determined Charge by sending plans of your proposals by email: building.control@tmbc.gov.uk or by contacting us by telephone: 01732 876230 **Option 2.**

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 **Registered Building Inspectors** 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 via an email payment link on request

Debit /Credit card payments are accepted by telephone; 01732 876230 Option 2 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

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Standard Charges

Table A – New dwellings

Limited to work less than 300m² floor area per plot.

Code	Bungalows or Houses less than 3 storeys	Totals	24/25 Full plans Plan Charge	Uplift by 3.5% For 25/26	24/25 Full plans Inspection Charge	Uplift by 3.5% For 25/26	24/25 Building Notice Charge	Uplift by 3.5% For 25/26	24/25 Regularisation Charge	Uplift by 3.5% For 25/26
H01	1 Plot	Net	308.33	319.17	635.00	657.50	1130.83	1170.83	1700.00	1760.00
		VAT	61.67	63.83	127.00	131.50	226.17	234.17	-	-
		Total	370.00	383.00	762.00	789.00	1357.00	1405.00	1700.00	1760.00
H02	2 Plots	Net	385.00	399.17	1026.67	1063.33	1695.83	1755.83	2310.00	2391.00
		VAT	77.00	79.83	205.33	212.66	339.17	351.17	-	-
		Total	462.00	479.00	1232.00	1276.00	2035.00	2107.00	2310.00	2391.00
H03	3 Plots	Net	462.50	479.17	1348.33	1395.83	2171.67	2248.33	3258.00	3372.00
		VAT	92.50	95.83	269.67	279.16	434.33	449.66	-	-
		Total	555.00	575.00	1618.00	1675.00	2606.00	2698.00	3258.00	3372.00
H04	4 Plots	Net	539.00	558.33	1663.33	1721.67	2642.50	2735.00	3964.00	4103.00
		VAT	107.83	111.67	332.67	344.33	528.50	547.00	-	-
		Total	647.00	670.00	1996.00	2066.00	3171.00	3282.00	3964.00	4103.00
H05	5 Plots	Net	615.83	637.50	1823.33	1887.50	2927.50	3030.00	4391.00	4545.00
		VAT	123.17	127.50	364.67	377.50	585.50	606.00	-	-
		Total	739.00	765.00	2188.00	2265.00	3513.00	3636.00	4391.00	4545.00

Please request a bespoke quotation where the number of plots exceeds 5 or the floor area of any plot exceeds 300m².

D08	Single storey detached habitable domestic outbuilding building/annex, floor area less than 60m ²	Net	295.83	306.67	589.17	610.00	885.00	916.67	1326.00	1373.00
		VAT	59.17	61.33	117.83	122.00	177.00	183.33	-	-
		Total	355.00	368.00	707.00	732.00	1062.00	1100.00	1326.00	1373.00
Conversions										
D09	Loft conversions with a floor area less than 40m ²	Net	295.83	306.67	589.17	610.00	885.00	916.67	1326.00	1373.00
		VAT	59.17	61.33	117.83	122.00	177.00	183.33	-	-
		Total	355.00	368.00	707.00	732.00	1062.00	1100.00	1326.00	1373.00
D10	Loft conversions with a floor area between 40m ² & 100m ²	Net	295.83	306.67	663.33	686.67	959.17	993.33	1480.00	1532.00
		VAT	59.17	61.33	132.67	137.33	191.83	198.67	-	-
		Total	355.00	368.00	796.00	824.00	1151.00	1192.00	1480.00	1532.00
D11	Conversion of a garage to a habitable room	Net	147.50	153.33	270.00	279.17	417.50	432.50	626.00	648.00
		VAT	29.50	30.67	54.00	55.83	83.50	86.50	-	-
		Total	177.00	184.00	324.00	335.00	501.00	519.00	626.00	648.00

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 – D011 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	Full Plans Plan Charge	Uplift by 3.5% For 25/26	Full Plans Inspection Charge	Uplift by 3.5% For 25/26	Building Notice Charge	Uplift by 3.5% For 25/26	Regularisation Charge	Uplift by 3.5% For 25/26
D12	Renovation of a thermal element ie recovering a roof or recladding walls	Net	76.94	80.00	153.89	160.00	230.83	240.00	348.00	361.00
		VAT	15.39	16.00	30.78	32.00	46.17	48.00	-	-
		Total	92.33	96.00	184.67	192.00	277.00	288.00	348.00	361.00
D13	Replacement of windows, roof windows, or external glazed doors	Net	76.94	80.00	153.89	160.00	230.83	240.00	348.00	361.00
		VAT	15.39	16.00	30.78	32.00	46.17	48.00	-	-
		Total	92.33	96.00	184.67	192.00	277.00	288.00	348.00	361.00
D14	Cost of work not exceeding £2000	Net	76.94	80.00	153.89	160.00	230.83	240.00	348.00	361.00
		VAT	15.39	16.00	30.78	32.00	46.17	48.00	-	-
		Total	92.33	96.00	184.67	192.00	277.00	288.00	348.00	361.00
D15	Cost of work between £2,001 & £5,000	Net	106.94	110.83	213.89	221.67	320.83	332.50	469.00	486.00
		VAT	21.39	22.17	42.78	44.33	64.17	66.50	-	-
		Total	128.33	133.00	256.67	266.00	385.00	399.00	469.00	486.00
D16	Cost of work between £5,001 & £15,000	Net	192.50	200.00	323.33	335.00	515.83	535.00	736.00	762.00
		VAT	38.50	40.00	64.67	67.00	103.17	107.00	-	-
		Total	231.00	240.00	388.00	402.00	619.00	642.00	736.00	762.00
D17	Cost of work between £15,001 & £25000	Net	219.17	228.33	430.83	446.67	650.00	675.00	976.00	1011.00
		VAT	43.83	45.67	86.17	89.33	130.00	135.00	-	-
		Total	263.00	274.00	517.00	536.00	780.00	810.00	976.00	1011.00

D18	Cost of work between £25,001 & £50000	Net	346.67	359.17	701.67	726.67	1048.33	1085.83	1572.00	1627.00
		VAT	69.33	71.83	140.33	145.33	209.67	217.17	-	-
		Total	416.00	431.00	842.00	872.00	1258.00	1303.00	1572.00	1627.00
D19	Cost of work between £50,001 & £100000	Net	430.83	446.67	847.50	877.50	1278.33	1324.17	1896.00	1963.00
		VAT	86.17	89.33	169.50	175.50	255.67	264.83	-	-
		Total	517.00	536.00	1017.00	1053.00	1534.00	1589.00	1896.00	1963.00

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	Building Notice Charge	No uplift proposed from 24/25	Regularisation Charge
D20	Where a satisfactory competent person's certificate can / will not be provided, Electrical Part P	Net	329.17		409.00
		VAT	65.83		-
		Total	395.00		409.00

Table D – Other chargeable items (exclusive from VAT)

Code	Description	Totals	Charge	Notes
E01	Copy of Notices and Certificates	Net Total	64.00 64.00	
E02	Per hour charge (after the first hour) that may be applied to an application that has been commenced and inspections carried out when a subsequent request to visit site is received after a delay of two or more years since the last inspection.	Net Total	64.00 64.00	Per hour dependant on the complexity of the project and the date the application was submitted
E03	Request to make an amendment to an application such as a change to the description of work, re-issuing of invoices, changes to named person on application etc.	Net Total	64.00 64.00	Minimum fee dependant on complexity and extent of changes required

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