



Hyndburn Borough Council

Building Regulation Charges with Effect from 1st April 2020 (VAT Rate 20%)



The Building (Local Authority Charges) Regulations 2010

Fee Tables & Guidance Notes

TABLE A - STANDARD CHARGES FOR NEW HOUSING									
No. of Dwellings	Full Plans Fee	VAT	Total	Inspection Fee	VAT	Total	Building Notice Fee	VAT	Total
1	220.83	44.17	265.00	508.33	101.67	610.00	887.50	177.50	1065.00
2	309.17	61.83	371.00	710.83	142.17	853.00	1224.17	244.83	1469.00
3	366.67	73.33	440.00	939.17	187.83	1127.00	1574.17	314.83	1889.00
4	455.00	91.00	546.00	1085.00	217.00	1302.00	1848.33	369.67	2218.00
5	547.50	109.50	657.00	1282.50	256.50	1539.00	2099.17	419.83	2519.00

Notes: For more than 5 dwellings or if the floor area of a dwelling exceeds 300m² the fee is individually determined.

All of the above fees are on the basis that any controlled electrical work is carried out by a person who is a member of a registered Competent Person Scheme, if this is not the case an additional charge may apply.

TABLE B - STANDARD CHARGES FOR CERTAIN SMALL BUILDINGS, EXTENSIONS AND ALTERATIONS TO DWELLINGS									
Proposal	Full Plans Fee	VAT	Total	Inspection Fee	VAT	Total	Building Notice Fee	VAT	Total
CATEGORY 1 - Extensions to dwellings									
Internal floor area not exceeding 6m ²	331.67	66.33	398.00	Inc	Inc	Inc	395.83	79.17	475.00
Internal floor area over 6m ² but not exceeding 40m ²	175.00	35.00	210.00	308.33	61.67	370.00	575.00	115.00	690.00
Internal floor area over 40m ² but not exceeding 60m ²	175.00	35.00	210.00	416.67	83.33	500.00	725.00	145.00	870.00
Internal floor area over 60m ² but not exceeding 80m ²	175.00	35.00	210.00	625.00	125.00	750.00	937.50	187.50	1125.00
CATEGORY 2 - Garages and Carports:									
Erection or extension of a detached or attached building or an extension to a dwelling									
Which consists of a garage, carport or both, having a floor area not exceeding 40m ² in total and is intended to be used in common with an existing building	265.00	53.00	318.00	Inc	Inc	Inc	316.67	63.33	380.00
Where the garage extension exceeds a floor area of 40m ² but does not exceed 60m ²	362.50	72.50	435.00	Inc	Inc	Inc	423.33	84.67	508.00
Conversion of an attached garage into a habitable room	265.00	53.00	318.00	Inc	Inc	Inc	316.67	63.33	380.00
CATEGORY 3 - Loft Conversions and Dormers									
Formation of a room in a roof space, including means of access thereto. Fees for lofts greater than 40m ² are to be based on cost of work									
Without a dormer and not exceeding 40m ² in floor area*	350.00	70.00	420.00	Inc	Inc	Inc	423.33	84.67	508.00
With a dormer and not exceeding 40m ² in floor area*	175.00	35.00	210.00	283.33	56.67	340.00	550.00	110.00	660.00

Notes: *Floor area is the area measured at a height of 2M above floor level.

All of the above charges are on the basis that any controlled electrical work is carried out by a person who is a member of a registered Competent Person Scheme, if this is not the case an additional charge may apply.

TABLE C - STANDARD CHARGES FOR DOMESTIC ALTERATIONS

Proposal	Full Plans Fee	VAT	Total	Inspect. Fee	VAT	Total	Building Notice Fee	VAT	Total
1. Installation of replacement windows & doors in a dwelling (not exceeding 20)	91.67	18.33	110.00	Inc	Inc	Inc	91.67	18.33	110.00
2. Controlled electrical work* to a single dwelling (not carried out in conjunction with work being undertaken that falls within Table B)	425.00	85.00	510.00	Inc	Inc	Inc	425.00	85.00	510.00
3. Renovation of a thermal element i.e. work involving recovering of a roof or renovation of an external wall	108.33	21.67	130.00	Inc	Inc	Inc	108.33	21.67	130.00
4. Formation of en-suite, bathroom or cloakroom facility	229.17	45.83	275.00	Inc	Inc	Inc	229.17	45.83	275.00
5. Removal or partial removal of chimney breast(s)	229.17	45.83	275.00	Inc	Inc	Inc	229.17	45.83	275.00
6. Removal of wall & insertion of one or two steel beams up to 4m span	225.00	45.00	270.00	Inc	Inc	Inc	225.00	45.00	270.00
7. Conversion of existing conservatory roof to a solid roof construction	183.33	36.67	220.00	Inc	Inc	Inc	183.33	36.67	220.00
8. Forming two existing dwellings into one single dwelling	Fee individually determined based on estimated cost of works (Table E)								

Notes: *Not carried out under a Competent Person Scheme

All other works see Table

TABLE D - NON-DOMESTIC WORK: EXTENSIONS, NEW BUILDS & REPLACEMENT WINDOWS/DOORS (Full Plans Application)

	Proposal	Full Plans Fee	VAT	Total	Inspection Fee	VAT	Total
1	Internal floor area not exceeding 6 m ²	331.67	66.33	398.00	Inc	Inc	Inc
2	Internal floor area over 6m ² but not exceeding 40m ²	175.00	35.00	210.00	308.33	61.67	370.00
3	Internal floor area over 40m ² but not exceeding 80m ²	175.00	35.00	210.00	441.67	88.33	530.00
4	Replacement windows – not exceeding 10	108.33	21.67	130.00	Inc	Inc	Inc
	Replacement windows – not exceeding 20	212.50	42.50	255.00			

TABLE E - STANDARD CHARGES FOR ALL OTHER WORK NOT IN TABLES A, B, C & D (excludes individually determined charges)

Estimated Cost £		Full Plans Fee	VAT	Total	Inspection Fee	VAT	Total	Building Notice Fee	VAT	Total
From	To									
0	1,000	141.67	28.33	170.00	Inc	Inc	Inc	175.00	35.00	210.00
1,001	2,000	220.83	44.17	265.00	Inc	Inc	Inc	258.33	51.67	310.00
2,001	5,000	245.83	49.17	295.00	Inc	Inc	Inc	304.17	60.83	365.00
5,001	7,000	266.67	53.33	320.00	Inc	Inc	Inc	320.83	64.17	385.00
7,001	10,000	308.33	61.67	370.00	Inc	Inc	Inc	370.83	74.17	445.00
10,001	20,000	150.00	30.00	180.00	220.83	44.17	265.00	441.67	88.33	530.00
20,001	30,000	175.00	35.00	210.00	322.50	64.50	387.00	566.67	113.33	680.00
30,001	40,000	195.83	39.17	235.00	430.83	86.17	517.00	679.17	135.83	815.00
40,001	50,000	220.83	44.17	265.00	495.83	99.17	595.00	795.83	159.17	955.00
50,001	75,000	266.67	53.33	320.00	612.50	122.50	735.00	987.50	197.50	1185.00
75,001	100,000	308.33	61.67	370.00	780.83	156.17	937.00	1254.17	250.83	1505.00
100,000 + individually determined charge										

Notes: In respect of domestic work the above fees are on the basis that any controlled electrical work is carried out by a person who is a member of a registered Competent Person Scheme, if this is not the case an additional fee may apply.

TABLE F – OTHER CHARGES

		Fee	VAT	Total	
1	Copy of Approval Notice, Completion Letter or Completion Certificate	20.83	4.17	25.00	
2	Re-opening of archived applications that have been dormant for 3 years or more	50.00	10.00	60.00	
3	Building Regulation Confirmation letter (e.g. letter of exemption)	50.00	10.00	60.00	
4	Pre-App: Includes one site visit and the fee paid is non-refundable but is deductible from your total application cost should an application be submitted within 6 months of your pre-application submission.	Domestic	50.00	10.00	60.00
		Commercial	100.00	20.00	120.00

Guidance Notes

Before you build, extend or convert, the Local Authority must be notified, either by submitting a Full Plans application or Building Notice.

Full Plans (Subject to VAT)

Should you submit a Full Plans application you will need to pay the full plans fee at the time of submission to cover the passing or rejection of the plans. In most cases, an inspection fee is applicable, and this will be invoiced to the applicant following the first inspection.

Building Notices (Subject to VAT)

Should you submit a Building Notice application the full fee must be paid at the time of submission and covers all necessary checks and site visits.

Regularisation Certificates (Not Subject to VAT)

Relating to unauthorised works. Charges are individually assessed and the full fee is payable on submission. The minimum charge for a regularisation application is **150%** of a building notice fee for the same works and no multiple works discounts will be applied.

Reversions (Not Subject to VAT)

Reversion charges are individually determined. Please ring Building Control for further information.

Pre-Apps (Subject to VAT)

If you require a site visit before a formal application is submitted you can submit a pre-app form along with the relevant fee (£60 for domestic projects or £120 for commercial projects). The fee is non-refundable but is deductible from your total application cost should an application be submitted within 6 months of your pre-application submission.

Exemptions / Reductions in charges

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

Works to provide access and/or facilities for disabled people to existing dwellings and buildings to which the public have access are exempt from charges. In these regulations 'disabled person' means a person who is within any of the descriptions of persons to whom section 29 (1) of the National Assistance Act 1948 applied, as that section was extended by virtue of section 8 (2) of the Mental Health Act 1959, but not taking into account amendments made to amendments made to section 29 (1) by paragraph 11 of schedule 13 to the Children Act 1989.

Multiple Works

When a project is to undertake multiple works a **25%** discount will be applied to the lesser fee section of the project. The primary fee will be charged in line with the scale of fees with no discount off this price. Please contact our office for more information.

The Party Wall Etc. Act 1996

If you intend to carry out building work which involves the following:

- Work on an existing wall shared with another property.
- Building on the boundary with a neighbouring property.
- Excavating near a neighbouring building.

The Party Wall Act may apply and you should notify all affected neighbours. Further information on Party Wall matters is available from the Department of Communications & Local Government website:

www.gov.uk/guidance/party-wall-etc-act-1996-guidance

Please see next page for guidance on completing your application form and calculating the correct fee:

Section 1

Please indicate the type of application.

Section 2

The applicant is the person on whose behalf the work is being carried out, e.g. the building's owner.

Section 3

The agent is the architect, surveyor or other person who is submitting the application on behalf of the applicant.

Section 4

If the proposed works are to an existing building the full address will be sufficient. If the proposal is for a new building, please ensure the location can be identified from the description and a location plan must be provided.

Section 5

Please give a brief description of the work.

Section 6

Please indicate existing and proposed use of the building or part of the building.

Section 7

Please indicate the intended commencement date. Please put estimated commencement date if you are unsure.

Section 8

If submitting a Regularisation application please state when the works commenced and the completion date (if the works are fully complete). Please specify the works that have already been carried out and any additional works required to complete the project.

Section 9 – New Housing

Regulations 13 and 14 of the Building Regulations 2010 (as amended in 2015) now require the person carrying out the work to give a statement whether an optional requirement applies, and if so which, if this is known at the time an application is deposited. This applies only in the case of a new dwelling / existing building being converted into housing.

Section 10

For domestic charges see Tables A, B, C and E. For commercial charges see Tables D and E.

Table A

Charges for new houses applicable where the total internal floor area of each dwelling, excluding any garage or carport, does not exceed 300m² and the building has no more than three storeys, each basement level being counted as one storey. If more than 5 houses the fees are individually determined.

Table B

Where work comprises of more than one domestic extension the total internal floor areas of all the extensions shown on the application may be added together to determine the relevant charge. If the extension(s) exceed 80m² or three storeys in height then Table E applies (subject to a minimum charge).

Table C

Charges for certain alterations to dwellings.

Table D

Charges for non-domestic work: Extensions, new builds & replacement windows/doors

Table E

Applicable to all other building works not covered by Tables A, B, C & D. Total estimated cost means an estimate accepted by the Local Authority of a reasonable cost that would be charged by a person of business to carry out the work shown or described in the application excluding VAT and any professional fees paid to an architect, engineers or surveyor etc., and also excluding land acquisition costs.

Section 11

The declaration should be signed in all cases by the person submitting the application.

Help & Advice

For further information or to ask any questions please contact:

Hyndburn Borough Council, Building Control,
Scaitcliffe House, Ormerod Street,
Accrington, BB5 0PF

Telephone: 01254 380608 / 01254 380194

E-mail: buildingcontrol@hyndburnbc.gov.uk

Website: www.hyndburnbc.gov.uk