

# Building Control Standard Charges

The Building (Local Authority Charges) Regulations 2010

Effective from 8th February 2019



Rochford District Council  
Council Offices, South Street  
Rochford, Essex SS4 1BW

Planning Services

## 1 Charges are payable as follows:

- (a) Before you build, extend, convert or make alterations to a property, you may need to submit a Building Regulation application to your Local Authority Building Control section and this will take the form of either a Full Plans application or a Building Notice submission. Please visit our website [www.rochford.gov.uk](http://www.rochford.gov.uk) and view our information leaflet 'your building regulation application' for further guidance.
- (b) 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** is a once-only payment that becomes due after our 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 and issuing a completion certificate.
- (c) Where a Building Notice is submitted the **Building Notice Charge** (as specified in the attached schedules) is payable at the time of giving the Notice. The fee covers Building Control Surveyors visiting the site when notified to ensure work conforms to Building Regulations and the issuing of a completion certificate.
- (d) Where Standard Charge Tables do not apply, you can get an Individually Determined Charge by emailing your plans to [building.control@rochford.gov.uk](mailto:building.control@rochford.gov.uk).
- (e) If you have carried out unauthorised building work you can apply for a Regularisation Certificate and you will need to pay a **Regularisation Charge** to cover the cost of assessing your application and all inspections. To obtain an Individually Determined Charge, please email a copy of your plans to [building.control@rochford.gov.uk](mailto:building.control@rochford.gov.uk).

## 2 Charges are not payable as follows:

- (a) Work solely for the benefit of a disabled person.
- (b) Where plans have previously been approved or rejected, no further charge is payable on re-submission for substantially the same work.
- (c) The first hour of officer's time in giving pre-building regulation application advice regarding the requirements of the Building Regulation and associated legislation.

## 3 Applications are not required for:

- (a) Certain exempt buildings and work as specified by Schedule 2 of the Building Regulations 2000; further information is available [www.planningportal.gov.uk](http://www.planningportal.gov.uk).
- (b) The insertion of insulation material into an existing cavity wall, where installation has been carried out by an approved installer.
- (c) Replacement of windows, rooflights and doors, notifiable electrical installations, the provision of combustion appliances, oil storage tanks and un-vented hot water systems where installed by members of a Competent Persons Scheme, for example FENSA, NICEIC, CORGI, etc.



**Please Note:**

Charges Tables A & B marked with an \* have been reduced to reflect where controlled electrical installations are being carried out, tested and certified by a registered Part P electrician. If these reductions are claimed and a self-certifying electrician is not subsequently employed, the applicant will be invoiced for supplementary charges equivalent to the discount (See ED below)

## Table A – New Dwellings

**Dwelling-houses, Bungalows and Flats (not exceeding 300 sq m Floor Area)**

Code	Dwelling-Houses of similar design less than four storeys	Full Plans			Building Notice Charge £*
		Plan Charge £	Inspection Charge £*	Total £*	
H01	1 Plot	235.20	471.60	706.80	855.60
H02	2 Plot	303.60	607.80	911.40	1,116.00
H03	3 Plot	372.00	744.00	1,116.00	1,376.40
H04	4 Plot	442.00	879.00	1,321.00	1,636.80
H05	5 Plot	512.00	1,014.00	1,526.00	1,897.20
H06	6 Plot	582.00	1,149.00	1,731.00	2,157.60
<b>Flats</b>					
F01	1 Flat	192.00	384.60	576.60	669.60
F02	2 Flats	279.00	558.00	837.00	1,004.40
F03	3 Flats	309.60	620.00	929.60	1,116.00
F04	4 Flats	341.60	684.00	1,025.60	1,227.60
F05	5 Flats	373.60	748.00	1,121.60	1,339.20
F06	6 Flats	405.60	812.00	1,217.60	1,450.80
<b>Conversion to:</b>					
CV01	Single Dwelling-house	198.00	397.20	595.20	706.80
CV02	Single flat	192.00	384.60	576.60	669.60
<b>Notifiable Electrical work per dwelling (in addition to the above where applicable)</b>					
ED	Where a satisfactory certificate will not be issued by a Part P registered electrician		280.00	This charge relates to a first fix pre-plaster inspection and final testing on completion. Any further inspection will be chargeable	

**Table A Note:** For dwellings over 300m<sup>2</sup>, please phone for a quotation.

## Table B – Domestic Work to a Single Dwelling

Code	Extension & New Build	Full plans			Building Notice Charge £*
		Plan Charge £	Inspection Charge £*	Total Charge £*	
DW01	Single storey extension with: (a) Floor area less than 10m <sup>2</sup>	166.80	334.80	501.60	595.20
DW02	(b) Floor area less than 10m <sup>2</sup> to 40m <sup>2</sup>	232.20	446.40	678.60	798.60
DW03	(b) Floor area 40m <sup>2</sup> 100m <sup>2</sup>	253.20	509.40	762.60	930.00
DW04	Two or three storey extension with: (a) Floor area less than 40m <sup>2</sup>	247.20	496.80	744.00	922.80
DW05	(b) Floor area 40m <sup>2</sup> to 100m <sup>2</sup>	297.60	595.20	892.80	1,078.80
DW06	Single storey extension comprising a garage, carport, etc, with floor area less than 100m <sup>2</sup> (not exempt)	156.00	309.00	465.00	558.00
DW07	Single storey detached building comprising garage, gym, etc. with floor area less than 100m <sup>2</sup> (not exempt)	232.20	446.40	678.60	798.60
<b>Conversions</b>					
DW08	1 <sup>st</sup> and 2 <sup>nd</sup> floor loft conversions	160.80	322.80	483.60	595.20
DW09	Garage conversion	142.80	285.00	427.80	520.80
<b>Alterations (inc Underpinning)</b>					
DW10	Re-roofing, Installation of Solar Panels or Photovoltaic cells	n/a	n/a	n/a	186.00
DW11	Replacement and new windows, roof lights, or external glazed doors up to 20 units	n/a	n/a	n/a	186.00
DW12	Cost of work: (a) Less than £5000	316.20	Included in plan fee	316.20	316.20
DW13	(b) between £5,000 and £25,000	166.80	334.80	501.60	595.20
<b>Notifiable Electrical work per dwelling (in addition to the above where applicable)</b>					
ED	If a certificate will not be issued by a Part P registered electrician	280.00	A charge for a first fix inspection and final testing on completion. Any further inspections will be chargeable		

**Table B Notes:**

**Multiple work reductions.** Where it is proposed to carry out more than one type of works at the same time, i.e. extension and alteration, then the Charge for the cheaper works can reduced by 50%. **Individually Determined Charges** ,contact our Building Control Department where your project:-

- (a) falls outside the standard categories in Tables A, B & C; or
- (b) these categories do not cover all aspects of the project; or
- (c) the categories do not reflect a reasonable charge e.g. an excessive number of categories are applicable); or
- (d) the works have already been carried out and it is necessary to apply for a Regularisation Certificate

To find out how to get a quote, please contact our Building Control Department by emailing [building.control@rochford.gov.uk](mailto:building.control@rochford.gov.uk)

## Table C: Other Non-Domestic Work

Code	Extension & New Build	Full plans		
		Plan Charge £	Inspection Charge £	Total Charge £
ND01	Single storey extension with a floor area <b>not exceeding 40m<sup>2</sup></b>	235.20	471.60	706.80
NDX02	Single storey extension with a floor area <b>exceeding 40m<sup>2</sup> but not exceeding 100m<sup>2</sup></b>	306.20	632.40	938.60
ND03	Extension with some part 2 or 3 storeys in height and a total floor area <b>not exceeding 40m<sup>2</sup></b>	260.40	520.00	780.40
ND04	Extension with some part 2 or 3 storeys in height and a total floor area <b>exceeding 40m<sup>2</sup> but not exceeding 100m<sup>2</sup></b>	321.60	645.60	967.20
<b>Alterations (inc. Underpinning)</b>				
ND05	Cost of work: (a) Less than £5,000	390.00	Included in plan fee	390.00
ND06	(b) Between £5,000 and £25,000	192.00	384.10	576.10
ND08	Replacement windows, roof lights, or external glazed doors: (a) Maximum 20 units	244.86	Included in plan fee	244.86
ND09	(b) Exceeding 20 units	116.95	219.28	336.23

### General Notes:

1. Tables A & B are limited to work not more than three storeys above ground level
2. All fees listed in the tables are **inclusive of VAT** at the standard rate of 20.00%
3. All cheques should be made payable to Rochford District Council.
4. Estimated cost of work means an estimate, accepted by the Authority, as being a reasonable amount that would be charged by a person in business to carry out such work. A reduction cannot be allowed for DIY work.

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

Building Control, Rochford District Council, Council Offices, South Street,  
Rochford, Essex SS4 1BW

Website: [www.rochford.gov.uk](http://www.rochford.gov.uk)

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

Phone: 01702 318081

Fax: 01702 318181

Before works commence you, your Agent or builder should ensure that **Planning Permission**, Conservation Area and/or Listed Building consent has been obtained or that you have written confirmation that consent is not required.

You can obtain guidance at [www.rochford.gov.uk/planning](http://www.rochford.gov.uk/planning) or contact our Planning section on 01702 318191 or email [planning.applications@rochford.gov.uk](mailto:planning.applications@rochford.gov.uk).

## Building Notice Guidance Notes

### Plans

**Extensions & new builds:** a plan to scale of not less 1:1250 clearly showing the size and position of the new building, or the building as extended, and its relation to the site boundaries.

**Loft conversions:** a plan to a scale of not less than 1:100 showing the existing and proposed layout of each storey. Note; calculations will need to be submitted for new structural members.

### Payment

The Building Notice Fee is payable when the application is submitted and covers all anticipated site visits.

Payment can be made with. debit/credit card by phoning our Customer Services (01702 318191), or by our website using [www.rochford.gov.uk/payit](http://www.rochford.gov.uk/payit) If you decide to withdraw your application, whatever the reason, there will be a minimum charge of £36.00 to cover administration costs.

### Building Control Charges

The Building Control Charges have been set by the Authority taking into account: the time spent by the Authority in carrying out their function;

- that the building work does not consist of, or include, innovative or high risk construction techniques;
- that the duration of the building work from commencement to completion does not exceed 12 months;
- that the design and building work is undertaken by a person or company that is competent to do so.

If not, the work may incur additional charges.

## Domestic Electrical Work

Domestic electrical works may now need building regulation approval if they are not undertaken by a 'Competent' Electrician for further details contact Building Control Dept.

### Completion Certificate

Applicants should note that a request to inspect completed building works should be received by the Council within five years of the original notice of works or full plans application. If a request is received outside of this time, an inspection may be made at the absolute discretion of the Council and an additional fee shall be payable in this respect.

### Planning Permission

If you are intending to carry out building works or make a material change of use of a building you may need Planning Permission. You can obtain guidance from our Planning section on 01702 318191.

### Expiry Date

A Building Notice shall cease to have effect from three years after it is given to the Local Authority unless the work has commenced before the expiry of that period.

### General Guidance Only

These notes are for general guidance only; particulars regarding the deposit of plans are contained in Regulation 13 of The Building Regulations 2010 and in respect of fees, in The Building (Local Authority Charges) Regulations 2010.

## Full Plans Guidance Notes

### Plans

- 1) One copy of the application form should be completed and submitted together with 2no. copies of the plans and particulars. 4no. copies of the plans and particulars should be submitted for non-domestic works.
- 2) A location plan to a scale of not less than 1:1250 should be submitted with the application.
- 3) Applications can be submitted electronically by using our online e-form or by email.

### Fees

Full Plan application fees are generally payable in 2no. stages. The plan fee must accompany the application and covers plan checking and consultations. We will invoice you for the inspection fee which is payable after our commencement of works and covers all anticipated site visits.

Payment can be made with debit/credit card by phoning our Customer Services (01702 318191), or by our website using [www.rochford.gov.uk/payit](http://www.rochford.gov.uk/payit) . If you decide to withdraw your application, whatever the reason, there will be a minimum charge of £36.00 to cover administration costs.

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