



BUILDING CONTROL CHARGES GUIDANCE NOTES

Valid From: 01/04/2024

An application for Building Regulation approval must be made before carrying out building work as defined in the Building Regulations.

This leaflet outlines the charges payable with such an application. The notes are for guidance only, further details can be found in the Scheme of Charges adopted by the Council.

The charges for Building Regulation work are required to recover the cost of the service with the exception of work that is carried out for a disabled person which is charge exempt.

There are two methods of establishing the charge – standard charges and individually determined. This guidance shows the work to which standard charges apply. If you are carrying work which falls outside the scope of standard charges or you require assistance to determine your charge, please contact Building Control on 01484 221550 or via email at building.control@kirklees.gov.uk. Where the work is not included in the standard charges or where multiple plots, extensions or alterations are carried out at the same time, please ask for an individual assessment.

Payment of the charges you incur depends upon the type of application made and the type of work involved. If you are making a Full Plans Application you pay a Plan Charge when you deposit your application, plus an Inspection Charge when you commence work. You will receive an invoice for the inspection charge after your initial inspection. If you submit a Building Notice or Regularisation the full charge is paid on submission.

With regards to Regularisation applications, please see the separate guidance notes overleaf.

Payment can be made by debit or credit card; you will be contacted via email after your application has been processed with payment instructions.

The tables of the Charge Scheme relate to the following types of work:

- Table A - Creation or conversion to new housing (houses up to 300m² in floor area, flats up to 3 storeys), including barn conversions etc.
- Table B - Domestic extensions/garage conversions to a single building
- Table C - Domestic alterations to a single building (i.e., removal of a load bearing wall)
- Table D - Other non-domestic work (extensions and new buildings)
- Table E - All other non-domestic work (alterations)

You may be exempt from charges. If you think this is the case, please give details of the claim on the application form and provide supporting documentation with your application. Exemptions which may apply:

- under certain circumstances where a plan for the same work has been deposited previously.
- if the proposed work applies to an existing dwelling or public building and is solely to provide a benefit for a disabled person (in this context a disabled person is one to whom Section 29 of the National Assistance Act 1948 applies), **please note that an exemption letter will require completing by a medical professional.**

Regularisation Applications

To make it easier for people who wish to have work approved which has already been started or finished, there is a process called 'regularisation'. The local authority will try to determine whether the works meet the Building Regulations. The reason for doing this is to get a 'certificate of regularisation' for your works. This may mean that you have to open up works. You could be asked to take down or rebuild work.

A regularisation application can only be made where no application was made at the time the work was started and also where the works were carried out after the 11th November 1985.

The regularisation application should be deposited prior to an inspection of the work being undertaken. See regularisation fees on the attached charges.

Completion Certificates

A completion certificate will be issued on satisfactory completion and inspection of the works. Further and/or duplicate copies are available e.g., for conveyancing purposes at a cost of £31.00 per certificate.

**TABLE A
STANDARD CHARGES FOR THE CREATION OR CONVERSION TO NEW HOUSING**

Number of Dwellings	FULL PLANS						BUILDING NOTICE CHARGE			REGULARISATION CHARGE (Once works have already commenced)
	PLAN CHARGE			INSPECTION CHARGE			Net £	VAT @ 20% £	Gross £	Total £
	Net £	VAT @ 20% £	Gross £	Net £	VAT @ 20% £	Gross £				
1	215.93	43.19	259.12	342.97	68.59	411.56	558.90	111.78	670.68	782.46
2	395.88	79.18	475.06	631.43	126.29	757.72	1027.32	205.46	1232.78	1438.25
3	593.81	118.76	712.57	701.76	140.35	842.11	1295.57	259.11	1554.69	1813.80
4	777.34	155.47	932.81	935.69	187.14	1122.83	1713.03	342.61	2055.64	2398.24
5	971.69	194.34	1166.03	1169.62	233.92	1403.54	2141.31	428.26	2569.57	2997.83
6	1166.01	233.20	1399.21	1403.54	280.71	1684.25	2569.55	513.91	3083.46	3597.37
7	1360.36	272.07	1632.43	1637.45	327.49	1964.94	2997.81	599.56	3597.37	4196.93
8	1554.69	310.94	1865.63	1871.37	374.27	2245.64	3426.06	685.21	4111.27	4796.48
9	1749.02	349.80	2098.82	2105.29	421.06	2526.35	3854.31	770.86	4625.17	5396.03
10	1799.40	359.88	2159.28	2339.23	467.85	2807.07	4138.62	827.72	4966.34	5794.07

Note – for 10 or more dwellings or if the floor area of a dwelling exceeds 300m² the charge is individually determined.

An additional charge of £245.03 + VAT = £294.04 where work e.g., electrical or Gas fittings work is not to be certified as compliant with the Building Regulations by a person or body competent and registered to do so. *

* An additional charge is for work when the relevant building work, or part thereof, has not been carried out by a person referred to in Regulation 7(5) (g) or (h) of the Building (Local Authority Charges) Regulations 2010 applies. It is additional to the inspection charge, building notice charge or regularisation charge

TABLE B
STANDARD CHARGES FOR DOMESTIC EXTENSIONS TO A SINGLE BUILDING
(including garage conversions, basement conversions and loft conversions)

	FULL PLANS						BUILDING NOTICE CHARGE			REGULARISATION CHARGE (Once works have already commenced)
	PLAN CHARGE			INSPECTION CHARGE			Net £	VAT @ 20% £	Gross £	Total £
	Net £	VAT @ 20% £	Gross £	Net £	VAT @ 20% £	Gross £				
Single Storey Extensions										
Small extension < 10m ²	178.66	35.73	214.39	289.64	57.93	347.57	468.30	93.66	561.96	655.62
Medium Extension 10m ² > but < 40m ²	178.66	35.73	214.39	397.60	79.52	477.12	576.27	115.25	691.52	806.77
Larger Extension 40m ² to 100 m ²	178.66	35.73	214.39	563.15	112.63	675.78	741.82	148.36	890.18	1038.54
Multi Storey Extension										
Multi Storey Extension < 40m ²	178.66	35.73	214.39	419.19	83.84	503.03	597.85	119.57	717.42	836.99
Multi Storey extension > 40 to <200m ²	178.66	35.73	214.39	577.54	115.51	693.05	756.20	151.24	907.44	1058.68
Other works to dwellings										
Loft conversion up to 2 rooms and no dormer	178.66	35.73	214.39	329.24	65.85	395.08	507.90	101.58	609.48	711.06
Loft conversion up to 2 rooms with dormer window	178.66	35.73	214.39	433.59	86.72	520.30	612.25	122.45	734.70	857.15
Conversion of Garage to habitable room	178.66	35.73	214.39				178.66	35.73	214.39	250.12
Erection or extension of a non-exempt Garage up to 100m ²	237.52	47.50	285.02				237.52	47.50	285.02	332.53
Extension, creation, or conversion of a basement up to 100m ²	178.66	35.73	214.39	253.19	50.64	303.83	431.85	86.37	518.22	604.59

An additional charge of £245.03 + VAT = £294.04 where work e.g., electrical or Gas fittings work is not to be certified as compliant with the Building Regulations by a person or body competent and registered to do so. *

* An additional charge is for work when the relevant building work, or part thereof, has not been carried out by a person referred to in Regulation 7(5) (g) or (h) of the Building (Local Authority Charges) Regulations 2010 applies. It is additional to the inspection charge, building notice charge or regularisation charge.

TABLE C
DOMESTIC ALTERATIONS TO A SINGLE BUILDING
(including removal of load bearing walls & chimney breasts etc)

	FULL PLANS						BUILDING NOTICE CHARGE			REGULARISATION CHARGE (Once works have already commenced)
	PLAN CHARGE			INSPECTION CHARGE			Net £	VAT @ 20% £	Gross £	Total £
	Net £	VAT @ 20% £	Gross £	Net £	VAT @ 20% £	Gross £				
Alterations										
Alterations up to a Value of £2,000	215.93	43.19	259.12				215.93	43.19	259.11	302.30
Alterations up to a Value of £2,001 to £5,000	266.31	53.26	319.57				266.31	53.26	319.57	372.83
Alterations up to a Value of £5,001 to £10,000	323.88	64.78	388.66				323.88	64.78	388.66	453.43
Alterations up to a Value of £10,001 to £15,000	178.66	35.73	214.39	199.68	39.94	239.61	378.34	75.67	454.01	529.68
Alterations up to a Value of £15,001 to £20,000	178.66	35.73	214.39	271.65	54.33	325.98	450.31	90.06	540.37	630.43
Window and Door Replacement (Grouped by Number of Windows and Doors)										
Up to 5	107.97	21.59	129.56				107.97	21.59	129.57	151.16
6 to 10	143.94	28.79	172.73				143.94	28.79	172.73	201.52
11 to 20	179.94	35.99	215.93				179.94	35.99	215.92	251.91
Over 20, Request a Quotation										
Other										
Renovation of a Thermal Element to a Single Dwelling	72.40	14.48	86.88				72.40	14.48	86.88	101.36
Controlled Electrical Works	261.72	52.34	314.06				261.72	52.34	314.06	366.41

When calculating the fee payable, please calculate the estimated cost of work (based on a builder's estimate) and then apply this figure to the appropriate charge above.

If the estimated cost of work is greater than the figures in Table C, please contact the office to obtain a quote. You can also obtain a quote by emailing existing and proposed drawings to building.control@kirklees.gov.uk along with the estimated cost of work and we will be able to calculate the fee for you.

An additional charge of £245.03 + VAT = £294.04 where work e.g., electrical or Gas fittings work is not to be certified as compliant with the Building Regulations by a person or body competent and registered to do so. *

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**TABLE D
OTHER NON-DOMESTIC WORK - EXTENSIONS AND NEW BUILDINGS**

Building Types	FULL PLANS						REGULARISATION CHARGE (Once works have already commenced)
	PLAN CHARGE			INSPECTION CHARGE			
	Net £	VAT @ 20% £	Gross £	Net £	VAT @ 20% £	Gross £	
<u>Other Residential</u>							
Up to 10m ²	178.66	35.73	214.39	251.44	50.29	301.73	602.14
<u>Assembly and Recreation</u>							
Up to 10m ²	178.66	35.73	214.39	251.44	50.29	301.73	602.14
<u>Industrial and Storage</u>							
Up to 10m ²	178.66	35.73	214.39	133.20	26.64	159.84	436.60
<u>All Other Use Classes</u>							
Up to 10m ²	178.66	35.73	214.39	177.72	35.54	213.26	498.93

For new commercial buildings and extensions over 10m² please use the estimated cost table (Table E) below. If the estimated cost of work is greater than the figures in Table E, please contact the office to obtain a quote. You can also obtain a quote by emailing existing and proposed drawings to building.control@kirklees.gov.uk along with the estimated cost of work and we will be able to calculate the fee for you.

The amount of time to carry out the building regulation functions varies, dependent on the different use categories of buildings.

Where the Local Authority undertakes work for the Building Safety Regulator this will be charged at £64.97per hour.

The amount of time to check and inspect a building used for industrial and storage use is less than that for other use, same size buildings and the charge for an assembly or other residential use building is higher due to the additional time in respect of this type of work. The use of a building is different under the provisions of the Building Regulations 2010.

TABLE E
ALL OTHER NON-DOMESTIC WORK
(Internal Alterations and Commercial Change of Use Etc.)

	FULL PLANS						REGULARISATION CHARGE
	PLAN CHARGE			INSPECTION CHARGE			(Once works have already commenced)
	Net £	VAT @ 20% £	Gross £	Net £	VAT @ 20% £	Gross £	Total £
Other Residential							
Installation of Controlled Fitting(s) Ancillary to the works	Include in Estimate Cost-Based Charge						Include in Estimate Cost-Based Charge
Other Alterations, Extensions and New Build							
£0 to £2,000	245.03	49.01	294.03				343.04
£2,001 to £5,000	312.39	62.48	374.87				437.35
£5,001 to £10,000	178.66	35.73	214.39	166.60	33.32	199.92	483.36
£10,001 to £15,000	178.66	35.73	214.39	211.14	42.23	253.36	545.72
£15,001 to £20,000	178.66	35.73	214.39	266.84	53.37	320.21	623.70
More than £20,000	Please ask for an Assessment			Please ask for an Assessment			Please ask for an Assessment
Installation of Mezzanine Floor	Please refer to estimated cost above			Please refer to estimated cost above			Please refer to estimated cost above
Office Fit Out UP to 300m ²	178.66	35.73	214.39	378.19	75.64	453.83	779.59
Shop Fit Out UP to 300m ²	178.66	35.73	214.39	378.19	75.64	453.83	779.59

When calculating the fee payable, please calculate the estimated cost of work (based on a builder's estimate) and then apply this figure to the appropriate charge above.

If the estimated cost of work is greater than the figures in Table E, please contact the office to obtain a quote. You can also obtain a quote by emailing existing and proposed drawings to building.control@kirklees.gov.uk along with the estimated cost of work and we will be able to calculate the fee for you.