



# Building Control Solutions

## Scheme of Charges Guidance

Effective from 1st July 2016

Please read these guidance notes when referring to the Standard Charge Tables document.

» [www.bcsolutions.org.uk](http://www.bcsolutions.org.uk)



**WOKINGHAM**  
BOROUGH COUNCIL



## Introduction

- The charges for Building Regulation work are required to cover the cost of the service, with the exception of work that is carried out for the sole benefit of a disabled person, which is exempt from the payment of charges (please see below '**Charges are not Payable**').
- There are two methods that Wokingham Borough Council may use to establish the charge for building work: these are; **Individually Determined Charges and Standard Charges**.
- The charges for the majority of domestic extensions and alterations are Standard Charges.
- **If you are carrying out multiple extensions and/or multiple types of alterations at the same time, the authority may be able to reduce the standard charges, you should ask for an individual assessment of the charge for this type of work.**
- If the charge for your Building Regulation work is not listed as a Standard Charge it will be Individually Determined. Please contact us for a quotation.

## The use of Part P registered electricians

- To reflect and recover the local authority's costs, the Standard Charges quoted are applicable, **if** the electrical work is carried out using a qualified electrician, who is registered with a **Competent Persons Scheme**. Please check that this will be the case on completion of the works before submitting your application. These charges are reduced to reflect these costs.
- Where, the only work being undertaken is notifiable work, and is **not** being undertaken by an electrician who is registered with a Competent Persons Scheme, a fixed Standard Charge will apply. Your electrician should be aware of the definition of non-notifiable work.
- If anyone, **other** than an electrician who is registered with a Competent Persons Scheme, undertakes the electrical work, **the Standard Charges will still apply, plus an additional charge will also be incurred**. This reflects the increased costs incurred by the local authority.
- A Part P registered electrician, is a qualified electrician who is registered with a Competent Persons Scheme, and has the necessary building regulations knowledge to enable his accreditation body to certify his work.
- **Please contact us if you have any queries regarding a situation when the additional charge may be payable.**

## Standard Charges

- Please note that Building Regulation Charges, for the majority of domestic extensions and alteration work, will generally fall within the 'Standard Charge' tables.
- **These Standard Charges have been set by Wokingham Borough Council, on the basis that the building work does not consist of, or include innovative or high risk construction techniques (please contact us for further details where this may apply), and/or the duration of the building work from commencement to completion does not exceed 12 months.**
- **The charges have also been set on the basis that the design and building work is undertaken by a person or company that is competent to carry out the relevant design and building work. If they are not, or where specialist advice is necessary, the work may incur supplementary charges.**

## Individually determined charges

- This method of determining the charge, mainly relates to commercial projects and larger domestic schemes, and includes all other building work that is not listed in our 'Standard Charge' Tables. These include:
- Charges for Regularisation Applications which are based on individual quotations. **Please note no VAT is payable on a Regularisation Charge.**
- Applications subject to a Reversion Charge (work reverting from an Approved Inspector to the Local Authority).
- Building work that is in relation to more than one building.
- Building work consisting of alterations to a domestic property (other than extensions) where the estimated cost exceeds £50,000.
- Building work consisting of a domestic extension where the floor area exceeds 100 square metres.
- Building work consisting of a non-exempt domestic garage or carport with a floor area over 60 square metres.
- Non-domestic building work consisting of alterations, extension or new build where the cost of works exceeds £50,000.
- Work consisting of the erection or conversion of 2 or more dwellings, and/or where the floor area of a new dwelling exceeds 500 square metres. For all new housing schemes, please give us a call in the first instance for an Individually Determined quote.
- If you are carrying out repetitive unit/dwelling types, multiple extensions and/or multiple types of alterations etc. we may be able to reduce the Standard Charge and you should enquire if an individual assessment would result in a lower application fee.

**If your building work is defined as requiring an Individual Determined charge, please complete our Request a Quote on-line form at: [www.bcsolutions.org.uk](http://www.bcsolutions.org.uk).**

## Charges are payable

- Please note that Building Control charges are not refundable.
- Where a Full Plans application is submitted, the charges are normally submitted in two stages, as follows.
- Plan Charge: Must accompany the submission of plans to cover the plan checking assessment of the work.
- Inspection Charge: A one off charge will be made to cover all necessary site inspections including the issue of a completion certificate. This will be payable after the first inspection has been carried out and you will be sent an invoice for this charge. The inspection charge can be paid on-line (both charges can also be paid when you submit the application).
- Where a Building Notice application is submitted, the full Building Notice charge is payable at the time of submission. This one off charge covers all necessary checks and site visits in relation to the work described in the notice.
- We may agree to the payment of inspection charges by instalments. The amount and timing of instalment payments must be agreed prior to the commencement of work in relation to a Full Plans application. Payment by instalments would not be appropriate in respect of a Plan or Building Notice Charge.

## Charges are not payable

- **Please note, our standard charges include one hour's pre application advice. In situations where more extensive and detailed pre-application advice is required, we may advise you if we need to make a preliminary charge based on our initial involvement. However, any preliminary charge will be deducted from your Submission Charge, when you are ready to submit your scheme. Furthermore, a preliminary charge will be made where we subsequently receive confirmation that the project is to be dealt with by an Approved Inspector.**
- Where plans have been either approved or rejected for substantially the same work.
- For the insertion of insulating material into an existing cavity wall, where the work is to be undertaken by a member of a Competent Persons Scheme (CIGA).
- For work which solely involves that undertaken by a member of a Competent Persons Scheme (CPS) e.g. the replacement of existing windows or doors to dwellings, electrical work, HETAS, OFTEC or Gas Safe Schemes.
- For works which solely benefits people with disabilities in relation to dwellings and buildings to which the public have access. A certificate or letter is required from a health professional (for example from a doctor or occupational therapist) in support of an application for exemption from charges, explaining your disabilities and reason for the work. Please contact Building Control Solutions for further information about the liability to pay charges on particular projects for people with disabilities.
- This exemption also extends to the provision of extension of a room, which is or will be used solely for the carrying out for the benefit of the disabled person of medical treatment, which cannot reasonably be carried out in any other room in the dwelling; or for the storage of medical equipment for the use of the disabled person; or to provide sleeping accommodation for a carer where the disabled person requires 24-hour care.
- The above exemption also applies to buildings to which the public have access, for the purpose of providing means of access for disabled persons by way of entrance or exit to or from the building or any part of it; or for the provision of facilities designed to secure the greater health, safety and welfare of disabled persons.

## Please note

- Your application cannot be registered until such time as the correct Standard or Individually Determined Charge has been paid.
- All charges listed are inclusive of VAT at the standard rate of 20%.
- Floor area is measured internally. References to floor area relate to the total internal floor area of all storeys. Where more than one extension is proposed, the floor areas must be aggregated to determine the charge.
- Reductions can apply to repetitive or multiple works, please ask us for advice.
- **All cheques should be made payable to Building Control Solutions. Credit/Debit cards are also accepted.** Please contact Building Control Solutions on 0300 790 0580 to make payment. These guidance notes do not substitute for the full scheme which may be inspected on request (SI 2010/404 contains the full statement of the law).
- Should you submit an incorrect amount you will be advised as soon as possible of any additional payment which may be required.

- The estimated cost of work means an estimate accepted by the Local Authority, of such reasonable amount as would be charged for the carrying out of that work by a person in business to carry out such work. This definition means that no reduction can be allowed for DIY work. Estimates should exclude VAT and land acquisition costs, internal decoration costs, floor coverings and fittings (if not shown on the plans) and professional fees paid to architects, engineers or surveyors.
- Failure to provide a written estimate in connection with the payment of a charge in respect of estimated cost of work will render a submission incomplete and the submission may be returned.

## **Please contact us**

- If you require a quote or need any assistance with calculating charges, please do not hesitate to call in to see us or give us a call below;
- Telephone: 0300 790 0580 or email: [help@bcsolutions.org.uk](mailto:help@bcsolutions.org.uk)
- Alternatively please visit our website at: [www.bcsolutions.org.uk](http://www.bcsolutions.org.uk)

## **Complaints about charges**

- If you have a complaint about the level of charges you should initially raise your concern with the relevant officer in the first instance. The Council has a comprehensive complaint handling process, and if you feel that your complaint has not been satisfactorily answered, please contact Roger Paine, the Commercial and Operations Manager direct. You can also forward your complaint via the Wokingham Borough Council web site.







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