



Building Control Solutions

Miscellaneous charges

All charges listed overleaf are inclusive of VAT at the rate of 20% (where relevant) and effective from April 1, 2026.

Building Control Solutions Miscellaneous Charges

Research, retrieval and copy charge per property for Building Regulation Decision Notice(s) and/or Completion Certificate(s) intended for commercial re-use. All charges listed overleaf are inclusive of VAT at the rate of 20% (where relevant) and effective from April 1, 2026.

Research, retrieval and copy charge per property for Building Regulation Decision Notice(s) and/or Completion Certificate(s) intended for commercial re-use	Fee (Inc. VAT)
To professionals for commercial purposes or owners/buyers	£50.00
48-hour response	£100.00
Research and response to enquiry per property where no documentation is supplied	£50.00
Research, retrieval and examination of Building Regulation record	Fee (Inc. VAT)
To professionals for commercial purposes	£50.00
Letter confirming exemption	£56.00
Letter confirming enforcement action will not be taken	£56.00
Pre-Application Advice	Fee (Inc. VAT)
Provide pre-application advice (first hour free of charge)	£115.00
Pre-application site inspections to discuss possible work e.g. view trial holes. Payment is required in advance	£115.00
Re-Activation of Archived Applications (Applications are archived following a period of one year since the last inspection of work undertaken)	Fee (Inc. VAT)
Archived Application where Site Inspection is required to be undertaken before a completion certificate can be issued	£230.00
Archived Application where only additional information required (no site inspection) before a completion certificate can be issued	£115.00
Information Update/Changes	Fee (Inc. VAT)
Registering a change of Client/Applicant/Lead Designer or Main Contractor in connection with a valid Building Regulations application with no revision to the approved scheme	£60.00
Demolition Notice	Fee (Inc. VAT)
Submission of a Demolition Application	£325.00
Dangerous Structure Charges	Fee (Inc. VAT)
Call out to dangerous structures - Monday to Friday 08.30 to 17:00. Charge is per hour	£115.00
Additional hours outside of standards hours from 17:00 to 08.30 Monday to Friday. Charge is per hour	£173.60
Any costs from contractors engaged to assist the building control team will be	Recharged at cost

Building Safety Regulator	Fee (Inc. VAT)
Support to the Building Safety Regulator in the performance of its relevant functions under the Building Safety Act 2022	£90.72
Missed Inspections	Fee (Inc. VAT)
Additional Charge for a missed pre-booked inspection	£57.50
Refunds	Fee (Inc. VAT)
Administrative charge for the cancellation of application within 24 hours of submission	£110.00

Please Note:

All Payments of our charges are to be made using the online payment system.



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Tel: 0300 7900 580 Email: help@bcsolutions.org.uk

All charges listed are inclusive of VAT at the rate of 20% (where relevant) and effective from 1st April 2026.

Please Note: these charges, where relevant, are made in accordance with the powers to charge for discretionary services under Section 93 of the Local Government Act 2003 and the Re-use of Public Sector Information Regulations 2005.

Please Note: Charges which are set within the statutory framework relating to Building Regulations are issued separately: please see our Scheme of Charges for details.

Building Control Solutions is your Local Authority Building Control service in Berkshire, proudly delivered through a collaborative partnership between West Berkshire Council and Wokingham Borough Council.

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