



Building Control Fees

Shepway District Council
Civic Centre, Castle Hill Avenue, Folkestone
CT20 2QY

Tel: 01303 853538
Fax: 01303 853502
Email: building.control@shepway.gov.uk
DX4912 Folkestone

Folkestone
Hythe & Romney Marsh
Shepway District Council



www.shepway.gov.uk

Guidance notes and summary of fees charged

These tables of fees charged and guidance notes are based on Shepway District Council's Building Control Charge Scheme. The charges scheme has been made under the Building (Local Authority Charges) Regulations 2010, which contains the full statement of law. A copy of Shepway District Council's charges scheme is available for viewing on request.

Where Building Regulations apply to your work, you or your Agent will need to submit a Full Plans Application for approval or give a Building Notice.

Full Plans Application – If you submit a Full Plans Application, we will examine your plans and details within 14 days and if we are satisfied that they comply with the Building Regulations, a notice of approval or conditional approval will be issued. Should further information or clarification be required prior to approval, we will ask you to provide this. A '**Submission Charge**' is payable with your application. You will be invoiced for the '**Inspection Charge**' (where applicable) following the first inspection by Building Control.

Building Notice – If you submit a valid Building Notice you will need to be confident that the work will comply with the Building Regulations as no approval is given for your plans under this procedure. Please note that for more complicated projects the Building Notice charge exceeds the total charge for a Full Plans application. This difference reflects the additional resources needed to service a Building Notice on such projects. The Building Regulations preclude Building Notices for most work in non-domestic buildings.

Regularisation Application – A Regularisation Application may be submitted when seeking retrospective approval for work, which has been substantially completed. A charge of 150 per cent of the total Full Plans application charge (i.e submission charge + inspection charge) must be paid when the application is submitted. This type of application is, however, exempt from VAT.

Disabled Exemptions – There are no charges payable when the proposed works are to provide access and facilities in an existing dwelling or is an extension to store equipment or provide medical treatment for a disabled person. In order to claim exemption, the appropriate evidence as to the nature of the disabled person's disability must support any application.

Multiple Works – Where other works are carried out at the same time as building work which is described in classes 1 - 10 in Table 2, the total charge payable will be the appropriate charge in Table 2 added to the appropriate charge in Table 3.

Estimated Cost of Works – The estimated cost of work used to determine the charge in Table 3 should be a reasonable estimate that would be charged by a professional builder to carry out such work (excluding the amount of any VAT).

Electrical Work – Where you choose **not** to use an electrician who belongs to an approved self-certification scheme, we will carry out inspections of the new electrical work and test it once it has been completed. We will employ qualified electricians for this and there is an additional fee to cover costs. (See Table 2 – Class 7).

Gas Boilers – Where an application is made for the installation of a gas boiler, a safety certificate should be provided by a GasSafe registered installer in conjunction with the Building Regulations application.

Further Information – If you have any queries regarding Building Control charges, please telephone 01303 853538 or email building.control@shepway.gov.uk.

Shepway District Council – Building Control Fees

These standard charges have been set by the authority on the basis that:

- the building work does not consist of, or include, innovative or high risk construction techniques (details available from the authority) and/or 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 carry out the relevant design and building work referred to in the standard charges tables.

If the above criteria are not met, the work may incur supplementary charges.

Subject to request, an individually determined fee quotation can be provided for all works. To request a quotation please email building.control@shepway.gov.uk with the subject title 'Request for Building Regulation Quote' and provide the address and detailed description of the proposed works. We will respond to your request as soon as possible.

Table 1

Standard Charges for the Erection of New Dwellings

The standard charges below relate to creation or construction of new dwellings each unit not exceeding 300m² in floor area, for larger properties.

VAT applies at the current rate of 20% (except for a Regularisation Application).

N ^o of New Dwellings	Full Plans Submission				Building Notice Charge		Regularisation charge
	Plan Submission Charge		Inspection charge		Exc Vat	Inc Vat	No Vat
	Exc Vat	Inc Vat	Exc Vat	Inc Vat			
1	£145.83	£175.00	£534.69	£641.62	£816.62	£979.95	£1020.78
2	£208.33	£250.00	£840.80	£1008.96	£1258.96	£1510.75	£1573.70
3	£270.83	£325.00	£1090.21	£1308.25	£1633.25	£1959.90	£2041.56
4	£333.33	£400.00	£1282.90	£1539.48	£1939.48	£2327.38	£2424.35
5	£416.67	£500.00	£1369.70	£1643.64	£2143.61	£2572.37	£2679.55

For schemes where the number of units exceed 5 or floor areas of individual units exceed 300m² please contact Building Control to obtain an individual fee quotation for the work.

Note: Where electrical installations are *not* to be certified by an installer registered with one of the Governments Competent Persons Schemes the additional charge in Table 2 Class 7 will be required for each unit. This is to enable checks and tests on the work to be made by our nominated contractor to establish that the work meets with the requirements of Approved Document P.

Shaded figures indicate that the 'Building Notice' charge exceeds the 'Full Plans' charge by 20%, which reflects the additional work associated with servicing Building Notices for such work compared to work associated with a Full Plans application.

Shepway District Council – Building Control Fees

Table 2

Standard Charges for Extensions & Alterations to Domestic Buildings

VAT applies at the current rate of 20% (except for a Regularisation Application).

Class & Description		Full Plans Submission				Building Notice Charge		Regularisation Charge
		Plan Submission Charge		Inspection charge		Exc Vat	Inc Vat	No Vat
		Exc Vat	Inc Vat	Exc Vat	Inc Vat			
1	Single storey garage up to 60m ²	£83.33	£100.00	£171.86	£206.23	£255.20	£306.23	£382.79
2	Single storey extension less than 6m ²	£145.83	£175.00	£251.14	£301.36	£396.97	£476.36	£595.46
3	Extension / loft conversion 6m ² - 40m ²	£145.83	£175.00	£392.91	£471.49	£646.49	£775.79	£808.12
4	Extension / loft conversion 40m ² - 100m ²	£145.83	£175.00	£619.75	£747.70	£918.70	£1102.44	£1148.38
5	Conversion of garage to habitable room up to 30m ²	£83.33	£100.00	£200.22	£240.26	£283.55	£340.26	£425.33
6	Recovering of roofs or cladding of walls to single dwellings	£83.33	£100.00	£115.15	£138.18	£198.49	£238.18	£297.73
7	Electrical installation to a single dwelling	£187.50	£225.00	-	-	£187.50	£225.00	£281.25
8	New / replacement windows (up to 4 per dwelling)	£113.42	£136.10	-	-	£113.42	£136.10	£170.13
9	New / replacement windows (over 4 per dwelling)	£170.13	£204.16	-	-	£170.13	£204.16	£225.20
10	Installation of: <ul style="list-style-type: none"> • Gas boiler (GasSafe safety certificate to be provided) • Solar / photo-voltaic panels (Part P certificate to be provided) • Solid fuel burning appliance 					£113.42	£136.10	£170.13
For all other works to a single domestic building and extensions/conversions over the floor areas specified above, please refer to Table 3 – Estimated Cost of Works.								

Where an extension or loft conversion over 100m² is proposed, the total fee payable will not be less than that specified in Class 4 above.

Where more than 1 extension / loft conversion is proposed, the floor areas should be combined and the sum figure used to calculate the fee from Table 2 above.

Shaded figures indicate that the 'Building Notice' charge exceeds the 'Full Plans' charge by 20%, which reflects the additional work associated with servicing Building Notices for such work compared to work associated with a Full Plans application.

Note: Where electrical installations are *not* to be certified by an installer registered with one of the Governments Competent Persons Schemes, the additional charge in Table 2 Class 7 will be required for each unit. This is to enable checks and tests on the work to be made by our nominated contractor to establish that the work meets with the requirements of Approved Document P.

Shepway District Council – Building Control Fees

Table 3

Standard Charges for Alterations to a Single Domestic Buildings (Other Than Those Specified in Table 2) and All Work to Non – Domestic Buildings

Please note: Building Notices should not be submitted for works to non-domestic buildings.

Where applicable, VAT applies at the current rate of 20%.

Estimated Cost of Works Up To:	Plan Submission Charge		Inspection Charge		Building Notice Charge		Regularisation Charge No VAT Payable
	Exc VAT	Inc VAT	Exc VAT	Inc VAT	Exc VAT	Inc VAT	
£2,000	£170.13	£204.16	-	-	£170.13	£204.16	£225.20
£5,000	£226.84	£272.21	-	-	£226.84	£272.21	£340.26
£10,000	£83.33	£100.00	£214.39	£257.27	£297.73	£357.27	£446.59
£15,000	£83.33	£100.00	£271.10	£325.33	£354.44	£425.33	£531.66
£20,000	£83.33	£100.00	£327.81	£393.38	£411.15	£493.38	£616.72
£25,000	£83.33	£100.00	£384.52	£461.43	£467.86	£561.43	£701.79
£30,000	£145.83	£175.00	£421.27	£505.52	£567.10	£680.52	£850.65
£35,000	£145.83	£175.00	£449.62	£539.55	£595.46	£714.55	£893.18
£40,000	£145.83	£175.00	£506.33	£607.60	£652.17	£782.60	£978.25
£45,000	£145.83	£175.00	£563.04	£675.65	£708.88	£850.65	£1063.31
£50,000	£145.83	£175.00	£619.75	£743.70	£765.59	£918.70	£1148.38

For work exceeding an estimated cost of £50,000 in Table 3 please contact Building Control to obtain an individual fee quotation for the work.

Where domestic alterations up to £10,000 are to be carried out at the same time as work described in categories 2 – 6 of Table 2 the charge payable in Table 3 is reduced by 30%.

Subject to request, an individually determined fee quotation can be provided for all works. To request a quotation please email building.control@shepway.gov.uk with the subject title 'Request for Building Regulation Quote' and provide the address and detailed description of the proposed works. We will respond to your request as soon as possible.