

Appendix A

Guidance Notes for the Submission of a Building Regulation Application

STANDARD CHARGES

These fees shall come into force on 12 April 2013.

These standard charges have been set by Dudley Metropolitan Borough Council on the basis that the building work does not consist of, or include, innovative or high risk construction techniques and 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 to be carried out by a person or company who is competent to carry out the design work and building work that they are undertaking. If they are not, the work may incur supplementary charges.

The fees assume that any electrical works undertaken are done so by a suitably qualified person or organisation accredited with a relevant 'Competent Persons Scheme'. If not then an additional fee will be payable.

"Building Notice"

Means a notice given in accordance with regulation 12(2)(a) and 13 of the Building Regulations 2010.

"floor area of a building or extension" is the total floor area of all the storeys which comprise that building. It is calculated by reference to the finished internal faces of the walls enclosing the area, or, if at any point there is no enclosing wall, by reference to the outermost edge of the floor.

"relevant person" means:

- in relation to a plan charge, inspection charge, reversion charge or building notice charge, the person who carries out the building work or on whose behalf the building work is carried out;
- in relation to a regularisation charge, the owner of the building; and
- in relation to chargeable advice, any person requesting advice for which a charge may be made pursuant to the definition of "chargeable advice".

Principle of this Scheme

The set charges or method of establishing the charge have been established in this scheme for the functions prescribed in the Building (Local Authority Charges) Regulations 2010 (referred to as the chargeable functions), namely:

- A plan charge**, payable when plans of the building work are deposited with the Local Authority.
- An inspection charge**, payable on demand after the authority carry out the first inspection in respect of which the charge is payable.
- A building notice charge**, payable when the building notice is given to the authority.
- A reversion charge**, payable for building work in relation to a building:-
 - Which has been substantially completed before plans are first deposited with the Authority in accordance

with Regulation 20(2)(a)(i) of the Approved Inspectors Regulations, or

- In respect of which plans for further building work have been deposited with the Authority in accordance with Regulation 20(3) of the Approved Inspectors Regulations, on the first occasion on which those plans are or have been deposited.

- A regularisation charge**, payable at the time of the application to the Authority in accordance with Regulation 18 of the Building Regulations.

The above charges are payable by the relevant person (see above for definition).

Any charge which is payable to the authority may, in a particular case, and with the agreement of the authority, be paid by instalments of such amounts payable on such dates as may be specified by the authority. If the applicants and an authority are agreeable, an inspection charge can be fully or partly paid in advance with the plans charge.

Exemption from charges

The Authority has not fixed by means of its scheme, nor intends to recover a charge in relation to an existing dwelling that is, or is to be, occupied by a disabled person as a permanent residence; and where the whole of the building work in question is solely:-

- For the purpose of providing means of access for the disabled person by way of entrance or exit to or from the dwelling or any part of it; or
- For the purpose of providing accommodation or facilities designed to secure the greater health, safety, welfare or convenience of the disabled person.

The total estimated cost is an estimate, accepted by the local authority, of such reasonable amount as would be charged by a person in business for carrying out the proposed work but does not include V.A.T. and professional fees paid to an Architect, Quantity Surveyor or any other person. Where the fee is based on total estimated cost of the work a reasonable estimate will be required, which must be deposited with the application.

Plans submitted to the Council must be accompanied by the correct plan fee. Plans should be deposited either by post or at Development Services, Building Control, 3 St James's Road, Dudley DY1 1HZ. Applications may also be submitted on line by going to www.dudley.gov.uk

Prior to the deposit of a Building Notice you are advised to check with the Authority that the proposal is not influenced by the presence of a public sewer.

Tel: 01384 814443

These notes are for guidance only and do not substitute for Statutory Instrument 2010 No. 404 the Building (Local Authority Charges) Regulations 2010 and the full Scheme for the Recovery of Building Regulation Charges and Associated Matters adopted by Dudley Metropolitan Borough Council, which is available on our website.

SCHEDULE 1

CHARGES FOR THE ERECTION OF OR THE CONVERSION TO, NEW DWELLINGS OR FLATS WHOSE INDIVIDUAL FLOOR AREA IS LESS THAN 300M²

Number of Dwellings	PLAN CHARGE			INSPECTION CHARGE			BUILDING NOTICE		
	Plan Fee	VAT	Total	Inspection Fee	VAT	Total	Building Notice	VAT	Total
1	160.83	32.17	193.00	343.75	68.75	412.50	605.00	121.00	726.00
2	160.83	32.17	193.00	516.67	103.33	620.00	812.00	162.40	974.40
3	160.83	32.17	193.00	756.67	151.33	908.00	1100.83	220.17	1321.00
4	192.50	38.50	231.00	963.33	192.67	1156.00	1387.50	277.50	1665.00
5	192.50	38.50	231.00	1135.83	227.17	1363.00	1593.33	318.67	1912.00
6	209.17	41.83	251.00	1316.67	263.33	1580.00	1830.83	366.17	2197.00
7	209.17	41.83	251.00	1480.00	296.00	1776.00	2026.67	405.33	2432.00
8	251.67	50.33	302.00	1618.33	323.67	1942.00	2243.33	448.67	2692.00
9	251.67	50.33	302.00	1825.00	365.00	2190.00	2491.67	498.33	2990.00
10	251.67	50.33	302.00	1996.67	399.33	2396.00	2697.50	539.50	3237.00
11	251.67	50.33	302.00	2170.00	434.00	2604.00	2948.33	589.67	3538.00
12	251.67	50.33	302.00	2340.83	468.17	2809.00	3110.83	622.17	3733.00
13	297.92	59.58	357.50	2478.33	495.67	2974.00	3331.67	666.33	3998.00
14	297.92	59.58	357.50	2581.67	516.33	3098.00	3455.00	691.00	4146.00
15	297.92	59.38	357.50	2685.83	537.17	3223.00	3580.00	716.00	4296.00
16	297.92	59.58	357.50	2788.33	557.67	3346.00	3700.00	740.00	4440.00
17	321.25	64.25	385.50	2856.67	571.33	3428.00	3813.33	762.67	4576.00
18	321.25	64.25	385.50	2960.00	592.00	3552.00	3937.50	787.50	4725.00
19	321.25	65.25	385.50	3098.33	619.67	3718.00	4102.50	820.50	4923.00
20	343.75	68.75	412.50	3166.67	633.33	3800.00	4211.67	842.33	5054.00

For applications in excess of 20 dwellings or flats, an individual fee will be calculated.

SCHEDULE 2

CHARGES FOR CERTAIN WORKS IN CONNECTION WITH OR TO AN EXISTING DWELLING

TYPE OF WORK	PLAN FEE			INSPECTION FEE			BUILDING NOTICE			REGULARISATION
	Net Fee	VAT	Total	Net Fee	Vat	Total	Net Fee	VAT	Total	
i) Erection or extension of a non exempt car-port or detached garage up to 40 m ²	91.67	18.33	110.00	68.33	13.67	82.00	183.33	36.67	220.00	238.00
ii) Erection or extension of a car port or detached garage between 40-60 m ²	91.67	18.33	110.00	91.67	18.33	110.00	229.17	45.83	275.00	285.00
(iii) Erection of an attached garage less than 40 m ²	91.67	18.33	110.00	91.67	18.33	110.00	217.50	43.50	261.00	285.00
iv) A domestic extension the floor area of which does not exceed 10 m ²	125.42	25.08	150.50	151.67	30.33	182.00	320.83	64.17	385.00	399.00
v) A domestic extension the floor area of which exceeds 10 m ² and does not exceed 40 m ²	160.83	32.17	193.00	240.83	48.17	289.00	413.33	82.67	496.00	527.00
vi) A domestic extension the floor area of which exceeds 40 m ² but does not exceed 100 m ²	170.00	34.00	204.00	310.00	62.00	372.00	505.00	101.00	606.00	643.00
vii) Loft conversion of up to 2 rooms in a roof space up to a maximum floor area of 50 m ²	183.33	36.67	220.00	229.17	45.83	275.00	431.67	86.33	518.00	537.00
viii) Conversion of a garage serving a dwelling to a habitable use	91.67	18.33	110.00	137.50	27.50	165.00	252.50	50.50	303.00	321.00
ix) Window replacement, space heating and hot water systems not installed under a self-certification scheme	45.83	9.17	55.00	60.83	12.17	73.00	114.17	22.83	137.00	135.00
x) Other works in connection with an existing dwelling, up to a value of £2,000	114.17	22.83	137.00	68.75	13.75	82.50	206.67	41.33	248.00	310.00
£2,001 to £5,000	114.17	22.83	137.00	103.33	20.67	124.00	252.50	50.50	303.00	413.00
£5,001 to £25,000	137.50	27.50	165.00	183.33	36.67	220.00	413.33	82.67	496.00	482.00
£25,001 to £50,000	137.50	27.50	165.00	229.17	45.83	275.00	481.67	96.33	578.00	574.00
£50,001 to £75,000	160.83	32.17	193.00	330.00	66.00	396.00	550.00	110.00	660.00	665.00
£75,001 to £100,000	183.33	36.67	220.00	440.83	88.17	529.00	688.33	137.67	826.00	826.00

Director: John Millar

SCHEDULE 3

NON-DOMESTIC APPLICATIONS

VALUE OF WORKS	PLAN FEE	VAT	INSPECTION FEE	VAT	TOTAL FEE INC. VAT	REGULARISATION FEE
0 to £5,000	174.17	34.83	0	0	209.00	284.00
£5,001 to £25,000	127.50	25.50	216.67	43.33	413.00	479.00
£25,001 to £50,000	275.00	55.00	275.00	55.00	660.00	805.00
£50,001 to £75,000	275.00	55.00	418.33	83.67	832.00	943.00
£75,001 to £100,000	297.50	59.50	550.83	110.17	1018.00	1203.00

NOTE:

FOR BUILDING WORKS VALUED AT MORE THAN £100,000 YOU SHOULD CONTACT THE BUILDING CONTROL OFFICE WITH REGARD TO AN INDIVIDUAL FEE EVALUATION.

SCHEDULE 4

PART P: ELECTRICAL SAFETY

The scale of charges relates to works carried out under the provisions of Part P to The Building Regulations 2010, being the design, installation, inspection and testing of relevant works related to electrical safety in domestic properties.

1. Relevant electrical works carried out by a competent electrician registered with an appropriate self certification scheme and with notification of those works registered with the authority through the provisions of that scheme.

No Fee

2. Relevant electrical works carried out in connection with the building of a new dwelling or the alteration or extension of an existing dwelling where those works are the subject of an application for Building Regulation approval. Works carried out by a competent electrician registered with an appropriate self certification scheme and with notification of those works registered with the authority through the provisions of that scheme.

Registration noted on Building Regulation File

No Fee

3. Relevant electrical works carried out by a competent electrician not registered with an appropriate self certification scheme but able to sign appropriate certification to demonstrate the compliance of the installation.

Application to be made using a Building Notice with a full description of the works to be given. Appropriate certification to be provided by the electrician. The Authority will register the application but not issue a completion certificate but a letter confirming the registration and receipt of appropriate test certification.

Fee £ 44.00 + VAT

4. Relevant electrical works carried out in connection with the building of a new dwelling or the alteration or extension of an existing dwelling where those works are the subject of an application for Building Regulation approval. Works carried out by a competent electrician not registered with an appropriate self certification scheme but able to sign appropriate certification to demonstrate the compliance of the installation.

Certification to be entered on the Building Regulation File
No additional fees required and completion certificate to be issued in normal manner.

With no certification for the electrical works on file then completion certificate will not be issued following completion inspection of the building works.

