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 Directorate of the Urban Environment  
 Development Services  
 Building Control  
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## Building Regulations - GUIDANCE NOTE ON FEES

The Building Act 1984 - The Building (Local Authority Charges) Regulations 1998.  
 Operative 1<sup>st</sup> April 2009.

### EXPLANATORY NOTES

- 1 Before you build, extend or convert, you or your agent (i.e. Architect, Builder, Developer etc.) must advise your local authority either by submitting Full Plans or through a Building Notice.
- 2 If you submit Full Plans the local authority will examine them and normally advise you of any necessary changes required to meet the Building Regulations. Building Control Surveyors inspect the work at various stages during construction.
- 3 If you submit a satisfactory Building Notice with a notice of commencement, work can start two days later. Building Control Surveyors will visit the site at intervals to ensure work conforms to Building Regulations.
- 4 **Fees are payable as follows:-**
  - 4.1 Should you submit Full Plans for approval you will pay a plan fee to cover the passing or rejection of plans deposited with the local authority, and an **inspection fee** to cover the inspection of work to which the plans relate.
  - 4.2 Should you submit a Building Notice you will pay a **Building Notice fee**<sup>1</sup> which is payable when the notice is given to the local authority. This is a once and for all payment irrespective of the number of visits made by the Building Control Surveyor.
  - 4.3 Should you apply for a Regularisation Certificate in respect of unauthorised building work, you will pay a **regularisation fee**<sup>2</sup> to cover the cost of assessing your application and all inspections.
- 5 Whether you choose to deposit Full Plans or give a Building Notice the total fee payable is the same.
- 6 Full Plans submissions, Building Notices and application for Regularisation Certificates submitted to the local authority must be accompanied by the appropriate fee, otherwise the application or notice is deemed as not being submitted and work should not commence. All other fees payable will be charged following the first inspection of the work to which the application relates.
- 7 When the proposed work comprises or includes one or more extensions to a building, the floor areas may be aggregated when determining the fees payable.
- 8 In certain cases the local authority may agree to fees being paid by instalments. Consult your building control office for details.
- 9 Where plans have been either approved or rejected no further fee is payable on resubmission for substantially the same work.
- 10 **Some submissions do not require a fee. These are:**
  - 10.1 Insertion of insulating material into an existing cavity wall, providing the installation is certified to an approved standard and the work is carried out by an approved installer.
  - 10.2 Installation of an approved unvented hot water system where the work is carried out by an approved operative or is part of a larger project.
  - 10.3 Work to provide access and facilities for disabled persons<sup>3</sup> in dwellings and buildings to which the public has access.
- 11 The amount of fees payable depends on the type of work, the number of dwellings in a building and the total floor area. The following schedules may be used in conjunction with the current Fees Regulations to calculate the fees. If you have any difficulties calculating the fees please consult your local authority building control office. HM Revenue & Customs & Excise have determined that VAT is payable on fees for work where the local authority is not the only authorised provider of building control services. **VAT is not payable on regularisation fees.**
- 12 These notes are for guidance only and do not substitute for Statutory Instrument 1998 No. 3129 which contains the full statement of the law.