

## GUIDANCE NOTES ON CHARGES

With effect from 1st April 2008

### Introduction

Before anyone commences work to build, extend or alter a building, consideration must be given to whether Building Regulation consent is required.

If you are unsure if your work requires the benefit of Building Regulation consent please contact the Building Control Office on the number indicated below for further assistance. Where consent is required, there is a need to pay a charge.

### Choice of Service Provider and Service Levels

As a Local Authority, we are committed to provide a first class Building Control service, not only because we have a high public profile, but also because we genuinely wish to provide a team approach to the construction process, thereby contributing towards the completion of a successful building project.

You are entitled to use a private company (Approved Inspector) who will check your work for compliance under the Building Regulations. However, if you embark on such a route you should acquaint yourself fully with the level of service you will receive. The Vale of Glamorgan Council has committed itself to a minimum level of service as defined in the Building Control Wales Level of Service document. The charges are set against this service level. If you wish to be sent a copy of this document, please contact the Building Control Manager, who will be happy to assist.

### This Charges Guide

Guidance has been provided for the vast majority of schemes. Where an application is to be made for multiple housing schemes, or where the estimated cost of a scheme exceeds £250,000, you are advised to contact the Building Control Manager for further details.

### Charge Details

Charges are payable as follows:-

Should you submit **Full Plans** you need to pay the plan charge(s) noted at the time of submission. This covers the plans appraisal process. Unless the scheme is small in nature, an inspection charge becomes due when the inspection process commences. This will be invoiced to the applicant at some stage after the work commences.

If you are to submit a **Building Notice**, the full Building Notice charge is payable on deposit of the application. This is, in fact, a combination of both the plan and inspection charge elements which would be payable under a Full Plans submission. There is no financial benefit in using either method of application.

### Regularisation Charges

The charge for Regularisation is equivalent to 120% of the relevant Building Notice Charge, however, a Regularisation Charge does not attract VAT

### Reversion Charges

If work is to revert back to the Local Authority from an Approved Inspector, because he is unable to fully carry out his responsibilities, a charge is payable. Please consult the office for further guidance on this.

### Instalments

In cases where large charges are payable, it may be possible to pay the inspection charge element by instalments. Please consult the Building Control office for further information.

### Fee Schedules

#### Schedule 1

This covers the fees for new dwelling units, such as houses and newly built flats. If any unit is over 300m<sup>2</sup> then the fee will need to be based on the estimated cost of the dwelling unit (see Schedule 3). If the project involves multiple housing please contact the Building Control office.

#### Schedule 2

This covers certain specific work to domestic properties. In relation to extension work, if more than one extension is to be built, including one or more rooms in the roof, the floor areas can be aggregated to ascertain a total floor area. If an extension has a floor area exceeding 80m<sup>2</sup> then the charge should be based on the estimated cost of the work (see Schedule 3).

#### Schedule 3

This covers all work which falls outside the scope of Schedules 1 and 2. Bear in mind that the charges are based on a reasonable estimate of cost (excluding VAT) that would

normally be charged by a commercially operating building contractor. DIY estimates are not acceptable. An estimate for materials only cannot be considered reasonable for charge assessment purposes, as it will not fully reflect the level of service which the Authority will provide.

The following replacement items should be charged under Schedule 3 based on the estimated cost of the works.

- Hot water systems (and associated boilers, hot water vessels, etc.).
- Hot water service pipes (in non-domestic building).
- Lighting systems (in non-domestic buildings with a floor not exceeding 100m<sup>2</sup>).
- Air conditioning and mechanical ventilation (in non-domestic buildings with a floor area not exceeding 200m<sup>2</sup>) including associated chilled water of re Fridgement vessels and pipes and air ducts.

Where the works consist of the replacement of a window, roof light, roof window or external door to buildings other than dwellings, the fees will be based on the total estimated cost of the works and will be calculated using Schedule 3.

For charges in relation to electrical installations in dwellings, please refer to the application form.

### Combination of Work Types

Where a project involves a mix of work where charges from the different schedules apply, then each element should be assessed separately and an aggregate charge calculated. For example, a dwelling having a 25m<sup>2</sup> extension as well as internal structural alterations would have a total charge assessed against Schedule 2 for the extension, and Schedule 3 for the alteration work.

### Exemption from Charges

Certain work does not attract a charge:

1. Work carried out solely for the benefit of a disabled person (this is over and above the general requirements of disabled access noted under Part M of the Building Regulations).
2. Cavity wall insulation  
If this is installed by an Agreement approved installer, no charge is payable to notify the Authority (normally via a Building Notice)
3. Unvented hot water systems  
If installed as part of a larger scheme or is installed by an approved installer no charge is payable.

## Other Local Authority Building Regulation Charges

The Charges Regulations permit every Local Authority to set their own charge rate within the framework of the three schedules attached. Please bear in mind that the charges noted in this leaflet will not necessarily apply in another Authority. If you are to submit an application in a neighbouring Authority please contact that Authority directly, who will be able to assist and provide you with information about their charge rates.

## Changes in Charges

The Charges Regulations entitle the Authority to change their charges whenever they wish. It is envisaged that any changes made to these charges will be on an annual basis, normally to suit the Local Authority financial year of 1st April - 31st March. There is a requirement to publicise any changes to the charges. This will be done via the local newspapers at least 7 days prior to the changes.

## Payment of Charges

### Full Plans:

The Plan Charge element should be submitted with the application on deposit of the details. The inspection charge will be invoiced at some time after the work has commenced to the scheme for which the application has been submitted, and will cover all subsequent inspections.

### Building Notice:

The Building Notice charge must be paid on deposit of the application. As the entire charge is paid on deposit with Building Notices, there is no inspection charge to pay.

## Charges for Resubmission / Repetitive Work

If further minor amendments are submitted on an application already submitted, a further charge would not be applicable.

Provision exists for a reduction in charges for repetitive work appraisal, such as similar or same house types on a housing development site. Please consult with the office for further information on this.

## Further Information

If you require any further information or guidance on these fees, please contact:-

**Building Control Group,  
The Vale of Glamorgan Council,  
Dock Office,  
Barry Docks  
Barry CF63 4RT  
Tel: (01446) 704689 / 704716.**