

SCALE OF CHARGES

(OPERATIVE FROM 1ST April 2024 - 31st March 2025 at VAT Rate 20%)

TABLE A - STANDARD CHARGES FOR NEW HOUSING

No of Dwellings	Plan Charge	VAT	Total	Inspection Charge	VAT	Total	Building Notice Charge	VAT	Total
1	235.00	47.00	282.00	618.33	123.67	742.00	1021.67	204.33	1226.00
2	321.67	64.33	386.00	854.17	170.83	1,025.00	1,406.67	281.33	1,688.00
3	422.50	84.50	507.00	1,085.00	217.00	1,302.00	1,802.50	360.50	2,163.00
4	523.33	104.67	628.00	1,251.67	250.33	1,502.00	2,127.50	425.50	2,553.00
5	632.50	126.50	759.00	1,385.83	277.17	1,663.00	2,417.50	483.50	2,901.00

- NOTES: ¹ For 5 or more dwellings or if the floor area of a dwelling exceeds 300m² or flats over three storeys, the charge will be individually determined.
² All the above charges are on the basis that any controlled electrical work is carried out by a person who is a member of a registered Competent Person Scheme, if this is not the case an additional charge will apply.
³ The amount of the plan charge is based on the number of dwellings contained in the application.
⁴ The inspection charge is based on the total units in the project.
⁵ Unless otherwise agreed, schemes exceeding one year in duration may be subject to an additional charge.
⁶ For larger building projects the Council may agree to fees being paid by instalments.

TABLE B - STANDARD CHARGES FOR CERTAIN SMALL BUILDINGS, EXTENSIONS AND ALTERATIONS

Proposal	Plan Fee	VAT	Total	Insp. Fee	VAT	Total	Building Notice Charge	VAT	Total
CATEGORY 1. Extensions to dwellings									
Extension(s):- Internal floor area not exceeding 6m ²	405.00	81.00	486.00	Inc.	Inc.	Inc.	485.00	97.00	582.00
Internal floor area over 6m ² But not exceeding 40m ²	175.83	35.17	211.00	355.00	71.00	426.00	636.67	127.33	764.00
Internal floor are over 40m ² but not exceeding 60m ²	175.83	35.17	211.00	516.67	103.33	620.00	830.83	166.17	997.00
Internal floor are over 60m ² but not exceeding 80m ²	175.83	35.17	211.00	726.67	145.33	872.00	1083.33	216.67	1,300.00
CATEGORY 2. Garages and Carports <i>Erection or extension of a detached or attached building or an extension to a dwelling:</i>									
which consists of a garage, carport, or both, having a floor area not exceeding 40m ² in total and is intended to be used in common with an existing building.	283.33	56.67	340.00	Inc.	Inc.	Inc.	341.67	68.33	410.00
Where the garage extension exceeds a floor area of 40m ² but does not exceed 60m ²	405.00	81.00	486.00	Inc.	Inc.	Inc.	485	97.00	582.00
CATEGORY 3. Garage Conversions									
The conversion, in part or full, of an attached domestic garage to an existing dwelling into a single habitable room.	276.67	55.33	332.00	Inc.	Inc.	Inc.	330.83	66.17	397.00
CATEGORY 4. Loft Conversions and Dormers									
<i>Formation of a room(s) in an existing roof space, including means of access thereto. Fees for lofts greater than 40m² are to be based on the cost of work, subject to an agreed minimum plan charge.</i>									
Without a dormer but not exceeding 40m ² in floor area*	405.00	81.00	486.00	Inc.	Inc.	Inc.	485.00	97.00	582.00
With a dormer but not exceeding 40m ² in floor area*	179.17	35.83	215.00	355.00	71.00	426.00	636.67	127.33	764.00

- NOTES: ¹ Floor area is the area measured at a height of 2 metres above floor level.
² All the above charges are on the basis that any controlled electrical work is carried out by a person who is a member of a registered Competent Person Scheme, if this is not the case an additional charge will apply.
³ Unless otherwise agreed, schemes exceeding one year in duration may be subject to an additional charge.
⁴ If the internal floor area, of an extension to dwelling, exceeds 80m² Table E will apply (subject to a minimum plan charge equal to a minimum build cost of £50,001)
⁵ Loft Conversions greater than 40m² will be based on the cost of the work and Table E will apply, subject to an agreed minimum plan charge.

TABLE C - STANDARD CHARGES FOR DOMESTIC ALTERATIONS

Proposal	Plan Fee	VAT	Total	Insp Fee	Building Notice Charge	VAT	Total
1. Installation of replacement windows and doors* in a dwelling where the number of windows / doors does not exceed 20.	120.00	24.00	144.00	Inc.	120.00	24.00	144.00
2. Controlled Electrical work* to a single dwelling (not carried out in conjunction with work being undertaken that falls within Table B)	208.33	41.67	250.00	Inc.	208.33	41.67	250.00
3. Renovation of a single thermal element to a dwelling house or flat (including cavity wall insulation)	149.17	29.83	179.00	Inc.	149.17	29.83	179.00
4. Heating Appliance Installation* Where work relates to installation of a multi fuel heating appliance including associated flue liner/ chimney and hearth to which Part J applies, and to a single dwelling by a person not registered under a Government scheme, the following charges will be applied:	276.67	55.33	332.00	Inc.	276.67	55.33	332.00
5. Removal or partial removal of chimney breast(s) within a dwelling	232.50	46.50	279.00	Inc.	232.50	46.50	279.00
6. Removal of wall and insertion of one or two steel beams upto a maximum span of four metres	232.50	46.50	279.00	Inc.	232.50	46.50	279.00

NOTES: ¹ *Not carried out and registered under by a Competent Person Scheme.

² Unless otherwise agreed, schemes exceeding one year in duration may be subject to an additional charge.

³ If multiple items of listed work are proposed, as in Table C above, then a 25% discount can be applied for the second list item only; if three or more listed items are proposed then please refer to Table E (subject to a minimum plan charge equal to a minimum building cost of £10,001)

TABLE D - OTHER NON-DOMESTIC WORK: EXTENSIONS, NEW BUILDING AND / OR THERMAL IMPROVEMENTS

Proposal	Plan Fee	VAT	Total	Insp. Fee	VAT	Total	Building Notice Charge
1. Extension(s):- Internal floor area not exceeding 6m²	471.00	81.00	486.00	Inc.	Inc.	Inc.	n/a
2. Internal floor area over 6m² But not exceeding 40m²	179.17	35.83	215.00	355.00	71.00	426.00	n/a
3. Internal floor are over 40m² but not exceeding 80m²	179.17	35.83	215.00	516.67	103.33	620.00	n/a
4. Renovation of single thermal element - cost up to £20,000*	215.00	43.00	257.50	Inc	Inc.	Inc.	n/a
5. Replacement of non-domestic windows*, where the number of windows does not exceed 20.	159.17	31.83	191.00	Inc	Inc.	Inc.	n/a

NOTES: ¹ *Where cost exceeds £20,000 the charge is individually determined.

² Unless otherwise agreed, schemes exceeding one year in duration may be subject to an additional charge.

³ Floor area is the area measured at a height of 2 metres above floor level.

⁴ If the internal floor area exceeds 80m² Table E will apply (subject to a minimum plan charge equal to a minimum build cost of £50,001).

⁵ Category 5 does not include replacement doors due to Part B – Fire safety implications.

TABLE E - STANDARD CHARGES FOR ALL OTHER WORK NOT IN TABLES A, B, C & D (excludes individually determined charges)

Estimated Cost		Plan Fee	VAT	Total	Insp. Fee	VAT	Total	Building Notice Fee	VAT	Total
From	To									
0	2,000	232.50	46.50	279.00	Inc.	Inc.	Inc.	277.50	55.50	333.00
2,001	5,000	276.67	55.33	332.00	Inc.	Inc.	Inc.	330.83	66.17	397.00
5,001	7,000	298.33	59.67	358.00	Inc.	Inc.	Inc.	355.83	71.17	427.00
7,001	10,000	377.00	62.83	377.00	Inc.	Inc.	Inc.	376.67	75.33	452.00
10,001	20,000	102.50	20.50	123.00	314.17	62.83	377.00	497.50	99.50	597.00
20,001	30,000	120.83	24.17	145.00	417.50	83.50	501.00	641.67	128.33	770.00
30,001	40,000	153.33	30.67	184.00	487.50	97.50	585.00	761.67	152.33	914.00
40,001	50,000	189.17	37.83	227.00	563.33	112.67	676.00	899.17	179.83	1,079.00
50,001	75,000	232.50	46.50	279.00	694.17	138.83	833.00	1,105.00	221.00	1,326.00
75,001	100,000	298.33	59.67	358.00	884.17	176.83	1,061.00	1,414.17	282.83	1,697.00

NOTES: ¹ *Where cost exceeds £100,000 the charge is individually determined.

² Unless otherwise agreed, schemes exceeding one year in duration may be subject to an additional charge.

³ In respect of domestic work the above charges are on the basis that any controlled electrical work is carried out by a person who is a member of a registered Competent Person Scheme, if this is not the case an additional charge will apply, see Table C.

TABLE F - DEMOLITION CHARGE (excludes individually determined charges)	
Proposal	VAT Exempt Total
1. Application to demolish existing property under Section 80 of the Building Act 1984 & issuing the counter notice under Section 81 of the Building Act 1984.	£235.00

TABLE G - OTHER CHARGES*			
Proposal	Plan Fee	VAT	Total
1. Copy of Completion certificates	28.33	5.67	34.00
2. Copy Decision Notices	28.33	5.67	34.00
3. Withdrawal of an application and any associated changes – charge per hour subject to a minimum charge of £93.00 inc. Vat*	80.00	16.00	96.00
4. Supply of non-standard data and information, including responding to Solicitor's enquiries – charge per hour subject to a minimum charge of £93.00 inc. Vat	80.00	16.00	96.00

SCALE OF CHARGES NOTES:

- ¹ Where a '**Full Plans**' application is made, in most cases a plan charge is payable at the time of application and an invoice for the inspection charge will be sent following the first inspection on site.
- ² For a '**Regularisation**' application (related to unauthorised work) fees are individually determined but will be subject to a minimum of 150% of the associated net charge(s). No VAT is payable on a Regularisation Charge.
- ³ Charges in **Table E** are based upon an estimated cost, which means a reasonable estimate (excluding vat) that would be charged for carrying out all the work, by a professional contractor. No reductions are made for DIY proposals.
- ⁴ When it is intended to carry out **additional work** on a dwelling at the same time as any work in **Table B**, then the charge for this additional work may be discounted by 25%, subject to a maximum estimated cost of £20,000
- ⁵ When it is intended to carry out **more than one extension** to a dwelling, the areas of the extensions may be aggregated in determining a total internal floor area to which the fee may then be applied. Please note the area of loft conversions or garage conversions may not be aggregated. However, a 25% discount can be applied to the lowest build cost elements within schemes of multiple works.
- ⁶ For work that is an **electrical** installation only, such as rewiring, use **Table C**. All other installation work should be included in the overall charges.
- ⁷ For a "**Reversion**" application fees are individually determined. Please contact Burnley Building Control office for further details
- ⁸ For applications that are due to **start on site immediately**, both Plan Fee and Inspection Fee are payable when submitting the application. Please be advised that if you commence works prior to receiving Building Regulations approval, you do so at your own risk.
- ⁹ For current and active Local Authority Building Control Partnership customers fees will be individually determined.
- ¹⁰ Costs cannot be discounted across separate applications.

Individually determined fees are based on an hourly rate of £86.97

Explanatory notes - Building Regulation Applications

1. Before you build, extend or convert, you or your agent must advise your local authority either by submitting Full Plans or a Building Notice. The charges payable depends on the type of work, the number of dwellings in a building and the total floor area. The tables shown may be used in conjunction with the current scheme to calculate the charges. If you have difficulties calculating the charges, please consult Burnley Building Control.
2. Charges are payable as follows:
 - 2.1 Should you submit Full Plans you will pay a plan charge at the time of submission to cover their passing or rejection.
 - 2.2 With Full Plans submissions, for most types of work, an inspection charge covering all necessary site visits will be payable following the first inspection.
 - 2.3 Should you submit a Building Notice, the appropriate Building Notice charge is payable at the time of submission and covers all necessary checks and site visits.
 - 2.4 Should you apply for a regularization certificate, in respect of unauthorised building work, commenced on or after 11 November 1985, you will pay a regularization charge to cover the cost of assessing your application and all inspection. The Regularisation application fee is individually determined, but will be subject to a minimum charge of 150% of the associated net charge(s). Please contact Burnley Building Control.
 - 2.5 A "Reversion" charge – payable for building work in relation to a building:-
 - i. Which has been substantially completed before plans are first deposited with the Authority in accordance with Regulation 20(2) (a) (i) of the Approved Inspections Regulations, or
 - ii. In respect of which plans for further building work have been deposited with the Authority in accordance with the Regulation 20(3) of the Approved Inspectors Regulations, on the first occasion on which those plans are or have been deposited.
 - 2.6 In certain cases the local authority may agree to charges being paid by instalments. Consult Burnley Building Control for details.
3. **Table A:** Charges for new houses. Applicable where the total internal floor area of each dwelling, excluding any garage or carport, does not exceed 300m² and the building has no more than three storeys, each basement level being counted as one storey. In any other case Table E applies.
4. **Table B:** Where work comprises of more than one domestic extension the total floor areas of all the extensions shown on the application may be added together to determine the relevant charge. If the extension(s) exceed 80m² or three storeys in height, then Table E applies (subject to a minimum total charge based on band £50,001 - £75,000).
5. **Table E:** Applicable to all other build work not covered by Tables A, B, C or D (excluding individually determined charges). Total estimated costs mean an estimate accepted by the local authority of a reasonable cost that would be charged by a person in business to carry out the work shown or described in the application, excluding VAT and any professional fees paid to an architect, engineer or surveyor etc. and also excluding land acquisition costs.
6. Exemptions / reductions in charges:
 - 6.1 Where plans have been either approved or rejected no further charge is payable on resubmission for substantially the same work.
 - 6.2 Relevant work is free of charge for a disabled person as set out in paragraph 4 of the Scheme for the Recovery of Building Regulation charges and associated matters. 'Disabled person' means a person who is within any of the descriptions of persons to whom Section 29(1) of the National Assistance Act 1948, as extended by virtue of Section 8(2) of the Mental Health Act 1959, applied but disregarding the amendments made by paragraph 11 of Schedule 13 to the Children Act 1989. The words in section 8(2) of the Mental Health Act 1959 which extend the meaning of disable person in section 29(1) of the National Assistance Act 1948, are prospectively repealed by the National Health Service and Community Care Act 1990, section 66(2), Schedule 10, as from a day to be appointed.
7. The amount of charges payable depends on the type of work, the number of dwellings in a building and the total floor area. The tables shown may be used in conjunction with the current Scheme of Charges to calculate the charges. If you have any difficulties calculating the charges please consult your Local Authority Building Control office. With the exception of the regularization and demolition charges, all local authority Building Regulation charges are subject to VAT at the appropriate rate.
8. **Payments should be made by Debit / Credit Card or BACS**

Please contact our Technical Support team on 01282 477269 to make a payment

WE WILL BE PLEASED TO GIVE YOU A WRITTEN QUOTATION FOR YOUR BUILDING REGULATION CHARGES. PLEASE CONTACT THE RELEVANT TEAM.

This Scale of Charges is not valid in other Local Authority Areas

- ❖ **Plans for submission must be submitted in a recognised metric scale.**
- ❖ **Location plans need to be included.**
- ❖ **Structural calculations must be submitted in metric and in accordance with current European and British Standards quoted in The Building Regulations**



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