



Newark & Sherwood District Council

Kelham Hall, Newark, Nottinghamshire NG235QX

Charges for Building Control Services

Effective from 7 July 2011

This is a simplified guide to our Building Control Charges Scheme and to the provisions of the Building (Local Authority Charges) Regulations 2010.

Charges are payable as follows:-

- a) Where you deposit a **Full Plans** application the charge is normally payable in **two** instalments, a **Plan Charge** which is paid when your application is submitted and an **Inspection Charge** which will be invoiced following the first site inspection after works start. For smaller works, a single charge is payable on submission which covers both elements.
- b) Where you deposit a **Building Notice** application, a single charge is payable with your application.
- c) Where you deposit a **Regularisation Certificate** application, a single non refundable Regularisation Charge is payable with the application.

Some works, provided they are carried out **solely** for the benefit of a disabled person may be exempt from fees. If you believe that your works are exempt, please ring 01636 655807 for further information.

Where your proposed work does not fit into one of the categories described in Tables A, B or C, please use the estimated cost method to calculate the charge shown in Table D. The estimated cost has to be calculated on a full commercial basis (i.e. the cost of having a builder carry out the work for you) even if you intend to carry out much of the work yourself. Only the cost of professional fees and VAT can be deducted. Where an estimate is considered to be unreasonably low, we may ask you to provide justification for the figures used.

If you are building more than one domestic extension, then it is the total internal floor area of all floors of all the extensions added together which determines the Table B fee.

Your application can be submitted by email to bcsupport@nsdc.info with the application form and associated drawings attached. Your charges can be paid over the telephone using a debit/credit card by calling 01636-655399. Alternatively, you may post your application to;

Building Control, Newark & Sherwood District Council, Kelham Hall, NEWARK, NG23 5QX.

Please make cheques payable to **Newark & Sherwood District Council**.

A non-returnable minimum charge of £50 will be made to recover administration costs where an application is withdrawn before the plans are checked. Unfortunately, an application may not be withdrawn once plans have been checked.

If your work is not covered by any of the descriptions given in Tables A-D, please contact us on 01636 655807 or e-mail bcsupport@newark-sherwooddc.gov.uk for an individual quotation

Please note that VAT is payable on all Full Plans and Building Notice applications, and this has been included in the Charges shown in the following tables for your convenience. VAT is not payable on Regularisation Certificate applications and this is reflected in the charges should over leaf.

TABLE A - NEW DWELLINGS		Charge includes 20% VAT		
Number of Dwellings	Full Plans Plan Charge	Full Plans Inspection Charge	Building Notice charge	Regularisation Charge
1	£150	£330	£480	£600

For more than one new dwelling, or for dwellings over 300m² floor area, please contact us on 01636 655807 or email bcsupport@newark-sherwooddc.gov.uk for a quotation

TABLE B - DOMESTIC EXTENSIONS AND ALTERATIONS		Charge includes 20% VAT		
Description	Full Plans Plan Charge	Full Plans Inspection Charge	Building Notice charge	Regularisation Charge
Extension or loft conversion where floor does not exceed 20m ²	£150	£210	£360	£450
Extension or loft conversion where floor exceeds 20m ² but does not exceed 60 m ²	£150	£270	£420	£530
Extension or loft conversion where floor area exceeds 60m ²	£150	£390	£540	£670
Erection or extension of a domestic garage or carport up to 36m ²	£150	£90	£240	£300
Erection or extension of a domestic garage or carport over 36m ²	£150	£150	£300	£380

Please note that where more than one extension or loft conversion form part of the same application and are to be built at the same time, the floor areas can be added together and a single charge based on the total floor area

TABLE C - OTHER DOMESTIC ALTERATIONS	Charge includes 20% VAT					
Description	Full Plans Plan Charge	Full Plans Inspection Charge	Building Notice Charge	Reduced charge if carried out at same time as work in Table B or D	Regularisation Charge	
Renovation of a thermal element to a single dwelling. (e.g. external insulation)	£130	£0	£130	£65	£160	
Replacement of windows /doors (where all are replaced at the same time)	£130	£0	£130	£65	£160	
Any electrical work other than the complete rewiring of a dwelling.	£220	£0	£220	£110	£280	
Electrical work involving the complete re-wiring of an existing dwelling.	£250	£0	£250	£125	£320	
Removal of a single load bearing wall or chimney stack	£130	£0	£130	£65	£160	
Installation of insulation into an existing cavity wall	£60	£0	£60	£30	£75	
Installation of PV panels or a solar heating system	£220	£0	£220	£110	£280	
Conversion of a domestic garage into a habitable room(s)	£150	£110	£260	£130	£320	

TABLE D - ALL OTHER WORK	Charge includes 20% VAT					
Description	Full Plans Plan Charge	Full Plans Inspection Charge	Building Notice Charge	Reduced charge if carried out at same time as work in Table B	Regularisation Charge	
Work for which the estimated cost is £1000 or less	£150	£0	£150	£75	£200	
Work for which the estimated cost is over £1000 and up to £5000	£150	£100	£250	£125	£320	
Work for which the estimated cost is over £5000 and up to £20000	£150	£210	£360	£180	£450	

Where the estimated cost exceeds £20,000 please contact us please contact us on 01636 655807 or email bcsupport@newark-sherwooddc.gov.uk for a quotation.

How to make a Building Regulations application

There are two methods of making a Building Regulation application to carry out building work.

1. The first is by the deposit of detailed plans and specification of the work: this is known as "**FULL PLANS**". The plans are checked in detail and, if satisfactory, a notice of passing plans is issued.
2. The second method is called "**BUILDING NOTICE**". This type of application is a simpler procedure, but cannot be used for commercial developments. Certain details and the relevant charges are required. In this case plans are not checked and therefore a notice of passing plans is not issued. Instead, an acceptance letter is issued following which work is allowed to commence with regular site inspections made at agreed stages of construction.

Inspections

You will receive documentation with your approval or acceptance letter. Once your builder has reached certain stages, you will need to contact Building Control to arrange for an inspection. If you phone before 10:00am (Mon – Fri) we can generally call out the same day or at a prearranged time. It is important that we see all relevant stages of the work to enable a **completion certificate** to be issued. You should remember that although you may expect your builder to arrange the inspections, under law it is your responsibility to serve notice on the Authority so you should agree who will do this. If you are not on site when we call, your Building Control Surveyor will be happy to discuss any matters arising or rearrange a further visit.

Inspections are required at the following stages;

1. Commencement
2. Excavations
3. Concreting of foundations
4. Damp proof course
5. Floor preparation
6. Laying of drains
7. Testing of drains
8. Others (please discuss e.g. first floor and roof timbers)
9. Completion

Regularisation

If Building Works, such as alterations or extensions, have been undertaken without a Building Regulation application having been submitted, this may cause difficulties when you are trying to sell your property since you will not be able to supply the purchaser with the appropriate Approval notice and/or Completion Certificate. This raises questions about the building construction and structural integrity of the work, since there has not been an impartial and independent inspection of the works.

You can however apply for a **Regularisation Certificate** for any works undertaken illegally after 11th November 1985, but you need to be aware that you may be asked to expose, open up certain sections of the work, and submit plans and calculations to show compliance with the Building Regulations

Pre Application advice/enquiry

Building Control advice is offered without charge. Pre application enquiries may be registered as a valid Building Regulation application, if applicable, upon commencement of work and the Applicant invoiced for the appropriate Building Control charge.