



Explanatory Notes

1. Before you build, extend or convert, you or your agent must advise your local authority either by submitted Full Plans or a Building Notice. The charge payable depends on the type of work, the number of dwellings in a building and the total floor area. The following tables may be used in conjunction with the current Charging Scheme to calculate the charges. If you have any difficulties calculating the charges, please consult your local authority building control office.

2. Fees 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. **(Total charge payable at Plan Charge stage with Schedule 2 Works and Schedule 3 work with an estimated cost of up to £20,000.)**

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. The Building Notice charge is equivalent to the sum of the relevant plan charge and inspection charge.

2.4 Should you apply for a regularisation certificate in respect of unauthorised building work, commenced on or after 11th November 1985, you will pay a regularisation charge to cover the cost of assessing your application and all inspections. The charge is equivalent to the Building Notice charge plus 20%.

2.5 With the exception of the regularisation charge, all local authority charges are subject to VAT at the appropriate rate.

3. Schedule 1: Charges for small domestic buildings eg certain new dwelling houses and flats. 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, Schedule 3 applies.

4. Schedule 2: Where work comprises more than one domestic extension, the total internal floor areas of all storeys of all the extensions shown on the application may be added together to determine the relevant charge. If the extension(s) exceed 60m² or three storeys in height, then Schedule 3 applies.

5. Schedule 3: Applicable to all other building work not covered by Schedules 1 or 2. Total estimated cost means 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 Works to provide access and/or facilities for disabled people to existing dwellings and buildings to which the public have access are exempt from charges. In these regulations 'disabled person' means a person who is within certain of the descriptions of persons to whom section 29(1) of the National Assistance Act 1948 applies.

6.3 Insertion of insulating material into an existing cavity wall is exempt from charges, providing the installation is certified to an approved standard and the work is carried out by an approved installer.

6.4 Installation of an approved unvented hot water system is exempt from charges where the work is carried out by an approved operative or is part of a larger project.

7. These notes are for guidance only and do not substitute for Statutory Instrument 1998 No. 3129 which contains the full statement of the law and the adopted Runnymede Borough Council Charging Scheme.

Schedule 1: Charges for Small Domestic Buildings						
Number of Dwellings	FULL PLANS SUBMISSIONS				BUILDING NOTICES	
	Plan Charge		Inspection Charge		Building Notice Charge	
	Exc VAT	£	Inc VAT	£	Exc VAT	£
1	165		193.88		415	487.63
2	225		264.38		574	674.45
3	297		348.98		729	856.58
4	368		432.40		843	990.53
5	456		535.80		933	1096.28
6	525		616.88		1048	1231.40
7	546		641.55		1120	1316.00
8	567		666.23		1306	1534.44
9	588		690.90		1492	1753.10
10	594		697.95		1695	1991.63
11	600		705.00		1857	2181.98
12	605		710.88		2017	2369.98
13	610		716.75		2180	2561.50
14	616		723.80		2313	2717.78
15	621		729.68		2474	2906.95
16	627		736.73		2635	3096.13
17	633		743.78		2795	3284.13
18	639		750.83		2956	3473.30
19	645		757.88		3080	3619.00
20	650		763.75		3238	3804.65

The sum of the relevant Full Plan Submission Plan Charge and Inspection Charge

	Exc VAT £	Inc VAT £		Exc VAT £	Inc VAT £
21	660	775.50		3312	3891.60
22	670	787.25		3424	4023.20
23	680	799.00		3536	4154.80
24	690	810.75		3648	4286.40
25	700	822.50		3762	4420.35
26	710	834.25		3874	4551.95
27	720	846.00		3986	4683.55
28	730	857.75		4099	4816.33
29	740	869.50		4211	4947.93
30	750	881.25		4274	5021.95
31	760	893.00		4334	5092.45
Over 31	For each dwelling in excess of 31, add £5.87 inclusive of VAT			For each dwelling in excess of 31, add £99.88 inclusive of VAT	

Schedule 2: Charges for Certain Small Buildings and Extensions

TYPE OF WORK	FULL PLANS SUBMISSIONS		BUILDING NOTICES	
	Charge		Charge	
	Ex VAT £	Inc VAT £	Ex VAT £	Inc VAT £
1. Erection or extension of a detached or attached building which consists of a garage or car port or both having a floor area not exceed 40m² in total and intended to be used in common with an existing building and which is not an exempt building	120	141	120	141
2. Erection or extension of a detached or attached building which consists of a garage or car port or both having a floor area exceeding 40m² but does not exceed 60m² in total and intended to be used in common with an existing building and which is not an exempt building	240	282	240	282
3. Any extension of a dwelling , the total floor area of which does not exceed 10m² including means of access and work in connection with that extension	240	282	240	282
4. Any extension of a dwelling , the total floor area of which exceeds 10m² but does not exceed 40m² , including means of access and work in connection with that extension	360	423	360	423
5. Any extension of a dwelling, the total floor area of which exceeds 40m² but does not exceed 60m² , including means of access and work in connection with that extension	480	564	480	564

Schedule 3: Charges for Other Work

ESTIMATED COST OF WORK £	FULL PLANS SUBMISSIONS				BUILDING NOTICES	
	Plan Charge		Inspection Charge		Building Notice Charge	
	Ex VAT £	Inc VAT £	Ex VAT £	Inc VAT £	Ex VAT £	Inc VAT £
0-2,000	100	117.50	Included in Plan Charge		100	117.500
2,001-5,000	165	193.88			165	193.88
5,001-10,000	200	235.00			200	235.00
10,001-15,000	250	293.75			250	293.75
15,001-20,000	300	352.50			300	352.50
20,001-100,000	To £75 (exc. VAT) add £2 (exc. VAT) for each £1,000 (or part thereof) over £20,000 up to £100,000 then add VAT		To £225 (exc. VAT) add £6 (exc. VAT) for each £1,000 (or part thereof) over £20,000 up to £100,000 then add VAT		To £300 (exc. VAT) add £8 (exc. VAT) for each £1,000 (or part thereof) over £20,000 up to £100,000 then add VAT	
100,001-1M	To £235 (exc. VAT) add £0.87 (exc. VAT) for each £1,000 (or part thereof) over £100,000 up to £1M then add VAT		To £705 (exc. VAT) add £2.63 (exc. VAT) for each £1,000 (or part thereof) over £100,000 up to £1M then add VAT		To £940 (exc. VAT) add £3.50 (exc. VAT) for each £1,000 (or part thereof) over £100,000 up to £1M then add VAT	
Over 1M-10M	To £1,022.50 (exc. VAT) add £0.70 (exc. VAT) for each £1,000 (or part thereof) over £1M up to £10M then add VAT		To £3,067.50 (exc. VAT) add £2.05 (exc. VAT) for each £1,000 (or part thereof) over £1M up to £10M then add VAT		To £4,090 (exc. VAT) add £2.75 (exc. VAT) for each £1,000 (or part thereof) over £1M up to £10M then add VAT	
Over 10M	To £7,210 (exc. VAT) add £0.50 (exc. VAT) for each £1,000 (or part thereof) over £10M then add VAT		To £21,630 (exc. VAT) add £1.50 (exc. VAT) for each £1,000 (or part thereof) over £10M then add VAT		To £28,840 (exc. VAT) add £2.00 (exc. VAT) for each £1,000 (or part thereof) over £10M then add VAT	

Note: The following minimum charges apply:

- Where an extension to a dwelling has a **floor area which exceeds 60m²** the sum of the Plan and Inspection charge or the Building Notice charge shall not be less than **£480 exclusive of VAT**
- Where an extension or alteration to a dwelling consists of the provision of **one or more rooms in a roof space**, the sum of the Plan and Inspection charge or the Building Notice charge shall not be less than **£360.00 exclusive of VAT**