

Guidance Notes

1. Building Regulation Approval

1.1 Building Regulation Application - Before any building works are carried out, you or your agent must advise your Local Authority by submitting a Building Regulation Application, either using a Full Plans or a Building Notice Application. The works may also require Planning Approval, guidance for which can be obtained separately from the Council's Planning Department.

The Building Regulation charges depend on the number and size of dwellings, the type of work being undertaken, and the total floor area. The following tables should be used to calculate the charges within Runnymede; however, if you have any difficulties, or the works being carried out are not detailed within the tables, please contact the Building Control Section who will provide advice and an Individually Determined Charge for your proposals.

2. Fees are payable as follows:

2.1 Full Plans Application - Should you submit a Full Plans application; the appropriate charge is payable at the time of submission. The fee payable covers all necessary plan examination and site inspections. See Tables overleaf. Applications should include one copy of all details, for further guidance details see the Runnymede web site.

2.2 Building Notice Application - Should you submit a Building Notice; the appropriate charge is payable at the time of submission. The fee payable covers all necessary plan examination and site inspections, See Tables overleaf. Applications should include one copy of all available details, for further guidance details see the Runnymede web site.

2.3 Regularisation Certificate - Should you apply for a Regularisation Certificate in respect of unauthorised building work, commenced on or after 11th November 1985; a Regularisation charge is applicable. This charge is payable at the time of submission of the application, and covers the cost of assessing your application, and all site inspections. Applications should include one copy of all available details, for further guidance details see the Runnymede web site.

2.4 VAT

Is chargeable to all Building Regulation Applications at the appropriate rate, with the exception of Regularisation Certificates.

3. Charges Tables

3.1 Table A Standard Charges for New Housing, details the charges payable for new dwelling houses and flats, where the total internal floor area of each dwelling, including any garage or carport, does not exceed 300m². The building must also have not more than three storeys, including basement storeys. Dwellings exceeding 300m², or sites exceeding 5 dwellings, please contact the Runnymede Building Control Section who will provide an Individually Determined Charge.

Electrical works not carried out by a Competent Person registered under the Part P Scheme, attract an additional charge as detailed in Category 5 of Table C.

3.2 Table B Domestic Extensions to a Single Building, details the charges payable where works comprise of one or more domestic extensions.

Floor area is the total internal floor areas of all storeys added together. Two or more extension floor areas may be added together to determine the relevant charge, providing the works are carried out simultaneously. The Council reserve the right to make additional charges should this subsequently not be the case.

Electrical works not carried out by a Competent Person registered under the Part P Scheme, attract an additional charge as detailed in Category 5 of Table C.

3.3 Table C Domestic Alterations to a Single Building, details the charges payable where works consist of domestic alterations.

Estimated cost means, an estimate of all reasonable costs including both materials and labour that would be charged by a person in business, to carry out the work, excluding VAT.

Professional fees paid

to an architect, engineer or surveyor etc. and land acquisition costs, are to be excluded from the estimated costs.

4. Supplementary Additional Charges

4.1 Competent Designer and Contractor

The Standard Charges have been set on the basis that the design and building work is undertaken by a person or company that is experienced and competent to carry out the work. If not, the work may incur supplementary additional charges.

4.2 Innovative or High Risk Construction Techniques

The charges have also been set on the basis that the building work does not consist of, or include, innovative or high risk construction techniques. If so, the work may incur supplementary additional charges.

4.3 Construction Time Period

If the duration of the building work from commencement to completion exceeds 12 months, the Council reserves the right to make supplementary additional charges.

4.3 Chargeable Advice Discount

If chargeable advice has been given in respect of any of the work detailed in these tables and this is likely to result in less time being taken by the authority, a reduction to the standard charge will be made.

5. Exemptions

5.1 Where plans have been either Conditionally Approved or Rejected, no further charge is payable on resubmission for substantially the same work.

5.2 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' is defined as a persons to whom Section 29(1) of the National Assistance Act 1948 applies.

6. Legal Guidance

6.1 These notes are for guidance only and do not substitute for Statutory Instrument 2010 No.404, and the adopted Runnymede Borough Council Charging Scheme No.10 2010; which contain the full scheme and statement of the law.

7. Contact Details for Runnymede Building Control

Building Control, Civic Centre, Station Road, Addlestone, Surrey. KT15 2AH

Tel: 01932 425135 or 01932 838383

Email: building.control@runnymede.gov.uk

TABLE A
CHARGES FOR NEW HOUSING (less than 300m²)
 (Note: Charges detailed are inclusive of Vat at 20%)

Number of dwellings	Building Notice / Full Plan (Plan check and inspection fee combined)	Regularisation (VAT is not payable)	Additional charge (non- part P electrician)
1	£1882	£2539	See Table C Category 5
2	£2590	£3495	
3	£3054	£4121	
4	£3519	£4747	
5	£3982	£5372	

Individually Determined Charges – Dwellings exceeding 300m², or sites exceeding 5 dwellings, please contact the Runnymede Building Control Team who will provide an Individually Determined Charge for your project.

TABLE B
DOMESTIC EXTENSIONS TO A SINGLE BUILDING
 (Note: Charges detailed are inclusive of VAT at 20%)

Category	Description	Building Notice / Full Plan (Plan check and inspection fee combined)	Regularisation (VAT is not payable)	Additional Charge (Non Part P Electrician)
B1	* Single storey extension not exceeding 10m ²	£828	£1118	See Table C Category 5
B2	* Single storey extension 10m ² to 40 m ²	£1182	£1595	
B3	* Single storey extension 40m ² to 100m ²	£1639	£2211	
B4	Two storey extension not exceeding 40m ²	£1286	£1735	
B5	Two storey extension 40m ² to 100m ²	£1776	£2396	
B6	Two storey extension 100m ² to 200m ²	£2571	£3469	
B7	Loft conversion without dormers (max 60m ²)	£958	£1292	
B8	Loft conversion that includes a dormer or changes to roof line (max 60m ²)	£1182	£1595	
B9	Erection or extension of a non exempt domestic detached garage or carport up to 100m ²	£473	£638	
B10	Erection of a single storey domestic garage extension or carport up to 100m ²	£708	£955	
B11	Conversion of a domestic garage to habitable rooms up to 40m ²	£708	£955	
B12	Alterations to extend or create a basement up to 100m ²	£1639	£2211	

* Single storey means one storey at any level (excluding loft conversion)

TABLE C
DOMESTIC ALTERATIONS TO A SINGLE BUILDING
 (Note: Charges detailed are inclusive of VAT at 20%)

Category	Description	Building Notice / Full Plan (Plan check and inspection fee combined)	Regularisation (VAT is not payable)
C1	Underpinning	Individually determined	
C2	Renovation of a thermal element to a single dwelling.	£595	£803
C3	Internal alterations, installation of fittings (not electrical) and/or, structural alterations		
a	Estimated cost up to £5,000	£473	£638
b	Estimated cost exceeding £5,000 and up to £25,000	£708	£955
c	Estimated cost exceeding £25,000 and up to £50,000	£1182	£1595
d	Estimated cost exceeding £50,000 and up to £75,000	£1383	£1866
C4	Window replacement Per Installation up to 5 windows (non competent persons scheme).	£270	£383
C5	Electrical work (non competent persons scheme).	£563	£759

Additional Charge – Where electrical works are not carried out by a Competent Person registered under the Part P Scheme, the application will attract an additional charge as detailed in Table C5.

Individually Determined Charges – where works do not fall within any of the categories within Tables A to C, please contact Runnymede Building Control Section who will provide an Individually Determined Charge for your project.

Information Required for Individually Determined Charges

(This section of the form may be e-mailed to building.control@runnymede.gov.uk our charges will be advised by return)

Name (for response)	
Address / e-mail (for response)	
Site Address:	
Description of Proposed Works:	
Use of Building:	
Estimated Cost of Proposed Works:	
Floor Area of Proposed Works:	
Number of storeys:	