

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. Building Notices may not be submitted for buildings where The Regulatory Reform (Fire Safety) Order 2005 applies. 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 type of work being undertaken, its estimated cost and the total floor area of new buildings. 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 if digital. 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 D Non Domestic Extensions And New Build – details the charges payable where works comprise of one or more extensions or new buildings, 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.

3.2 Table E Non-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.

3.3 **Individually Determined Charges** – where works do not fall within any of the categories within Tables D and E please contact Runnymede Building Control Section who will provide an Individually Determined Charge for your project.

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.

5. Exemptions

5.1 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 D

NON DOMESTIC EXTENSIONS AND NEW BUILD

Note: Additional charges will apply if the work includes a basement or partial basement storey.

Please contact for a quote.

Charges detailed are inclusive of Vat at 20%

Category	Description	Full Plans Charge	Regularisation (VAT is not payable)
D1	Floor area not exceeding 10m ²	£1419	£1914
D2	Floor area exceeding 10m ² but not exceeding 40m ²	£1881	£2537
D3	Floor area exceeding 40m ² but not exceeding 100m ²	£2346	£3165
D4	Floor area exceeding 100m ² but not exceeding 200m ²	£2810	£3791

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.

Industrial and Storage Usage

Category	Description	Full Plans Charge	Regularisation (VAT is not payable)
D9	Floor area not exceeding 10m ²	£592	£799
D10	Floor area exceeding 10m ² but not exceeding 40m ²	£930	£1255
D11	Floor area exceeding 40m ² but not exceeding 100m ²	£1174	£1584
D12	Floor area exceeding 100m ² but not exceeding 200m ²	£1419	£1914

All Other Use Classes

Category	Description	Full Plans Charge	Regularisation (VAT is not payable)
D13	Floor area not exceeding 10m ²	£1062	£1432
D14	Floor area exceeding 10m ² but not exceeding 40m ²	£1419	£1914
D15	Floor area exceeding 40m ² but not exceeding 100m ²	£1777	£2397
D16	Floor area exceeding 100m ² but not exceeding 200m ²	£2104	£2839

* where works do not fall within any of the categories in Tables D and E, please contact Runnymede Building Control Section who will provide an Individually Determined Charge for your project

TABLE E**NON-DOMESTIC ALTERATIONS**
(Note: Charges detailed are inclusive of VAT at 20%)

Category	Description	Building Control Approval with Full Plans (Plan check and inspection fee combined)	Regularisation (VAT is not payable)
E1	Underpinning	Individually determined	
E2	Window replacement (non-competent persons scheme).		
a	Per installation up to 20 windows	£473	£638
b	Per installation over 20 windows up to 50 windows.	£937	£1264
E3	Renovation of a thermal element		
a	Estimated cost up to £50,000	£557	£751
b	Estimated cost exceeding £50,000 and up to £100,000	£708	£955
c	Estimated cost exceeding £100,000 and up to £250,000	£937	£1264
E4	Alterations not described elsewhere including structural alterations and installation of controlled fittings		
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 £100,000	£1636	£2207
e	Estimated cost exceeding £100,000 and up to £150,000	£1882	£2539
E5	Installation of a Mezzanine floor		
a	Up to 500m2	£1454	£1745
E6	Office / Shop fit out		
a	Floor area up to 500m2	£937	£1264
b	Floor area 500m2 to 1000m2	£1182	£1595
E7	Change of Use of a Building		
	Charges in addition to the above works	£405	£547

*Where works do not fall within any of the categories in Tables D and E, please contact Runnymede Building Control Section who will provide an Individually Determined Charge for your project

Individually Determined Charges – where works do not fall within any of the categories in Tables D and E, 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:	