

14th October 2010

Name of Cabinet Member:

Cabinet Member (City Development) - Cllr Linda Bigham

Director Approving Submission of the report:

Director of City Services and Development

Ward(s) affected:

All

Title:

The Building (Local Authority Charges) Regulations 2010

Is this a key decision?

No

Executive Summary:

- 1.1 Local Authorities have been empowered to charge for the building regulation service since 1979. Up until 1999 the level of charges had been prescribed by central Government. In April 1999 amended regulations came into force which delegated power to authorities to set their own fee charges.
- 1.2 Since 1985 Government licensed private sector service providers (Approved Inspectors) have been active within the building regulation market. Client's (homeowners, architects, developers) can chose to use either the Council service or a private sector alternative. This level of active competition has been a positive influence in shaping what is widely recognised as a customer orientated value for money service. Notwithstanding, each project lost to a competitor impacts on the direct influence the Council has over the quality of construction within the city. Whilst clearly the Private sector building regulation providers will have similar aims, they are understandably focussed on their immediate business objectives.
- 1.3 In response to Local Government lobbying for a level playing field with the private sector, the Department of Communities and Local Government (DCLG) have acknowledged the need to modernise the charges regulations. The Regulations therefore reflect the commercial reality faced by local authorities in operating in a competitive market place. Although the regulations came into force on 1st April 2010 there was a flexible implementation period extending to 1st October 2010 in order to ease the administrative burden.

- 1.4 The primary purpose of the revised regulations is to deliver a transparent charging regime resulting in fairer, more accurate charges. The Regulations build on the principle of devolved charge setting to local authorities by introducing more flexibility and removing some restrictions and ambiguities of the current regulations. The aim is to relate charges to the actual costs of providing the building regulation service, thus avoiding under or over-charging and significant deficits or surpluses arising. They also seek to provide fairer charges to consumers to ensure they pay the full cost of chargeable work only (user pays principle) and avoid cross-subsidisation of other building control related activities (e.g. control of demolition, enforcement).
- 1.5 It is intended to continue with the established risk based approach to site inspection, to allow the service input (hours) and allocation of staff resources to be determined and used effectively. This serves an additional purpose in providing transparency in the level of service customers receive for the fee paid, the expectations on them in employing competent builders and consequence of failing to do so.

Recommendations:

- (i) To seek retrospective approval for the introduction of a new charging scheme made under The Building (Local Authority Charges) Regulations 2010 effective from the 1st October 2010
- (ii) Continue to maintain a ring-fenced reserve to offset surpluses and deficits against future building regulation charges

List of Appendices included:

Appendix A – Explanatory Notes 2007 Fee Schedule
Appendix B – Explanatory Notes 2010 Fee Schedule

Other useful background papers:

The Building (Local Authority Charges) Regulations 2010
CIPFA Local Authority Building Control Accounting Guidance for England and Wales 2010

Papers available for inspection at CC4

Has it or will it be considered by Scrutiny?

No

Has it, or will it be considered by any other Council Committee, Advisory Panel or other body?

No

Will this report go to Council?

No

Report title:

The Building (Local Authority Charges) Regulations 2010

1. Context (or background)

- 1.1 Local Authorities have been empowered to charge for the building regulation service since 1979. Up until 1999 the level of charges had been prescribed by central Government. In April 1999 amended regulations came into force which delegated power to authorities to set their own fee charges. The Regulations further amend the current charging framework, based on the overriding principles set out here;
- a) That the chargeable building regulation service achieves full cost recovery
 - b) charges for building projects are fixed by reference to a published standard charging scheme or individual determination of charges (based on an average hourly rate), for example in relation to larger building projects
 - c) provision is made for refunds and the levying of supplementary charges where appropriate so that the user only pays for the service they receive
 - d) charges reflect both value for money and competitiveness within the context of an externally funded trading environment
 - e) charges should maintain the quality of service to ensure competition does not drive down standards by using price as the only comparator
- 1.2 Although the 1998 regulations were a radical departure from the previously prescriptive charges regime, they have proven to lack the flexibility to respond to the demands of a rapidly changing commercial landscape in which the Building Control service operates.
- 1.3 Since 1985 Government licensed private sector service providers (Approved Inspectors) have been active within the building regulation market. Client's (homeowners, architects, developers) can chose to use either the Council service or a private sector alternative. This level of active competition has been a positive influence in shaping what is widely recognised as a customer orientated value for money service. Notwithstanding, each project lost to a competitor impacts on the direct influence the Council has over the quality of construction within the city. Whilst clearly the Private sector building regulation providers will have similar aims, they are understandably focussed on their immediate business objectives.
- 1.4 In response to Local Government lobbying for a level playing field with the private sector, the Department of Communities and Local Government (DCLG) have acknowledged the need to modernise the charges regulations. The Regulations therefore reflect the commercial reality faced by local authorities in operating in a competitive market place although the regulations came into force on 1st April 2010 there is a flexible implementation period extending to 1st October 2010 in order to ease the administrative burden.

2. Options considered and recommended proposal

- 2.1 The primary purpose of the revised regulations is to deliver a transparent charging regime resulting in fairer, more accurate charges. The Regulations build on the principle of devolved charge setting to local authorities by introducing more flexibility and removing some restrictions and ambiguities of the current regulations. The aim is to relate charges to the actual costs of providing the building regulation service, thus avoiding under or over-charging and significant deficits or surpluses arising. They also seek to provide fairer charges to consumers to ensure they pay the full cost of chargeable work only (user pays principle) and avoid cross-subsidisation of other building control related activities (e.g. control of demolition, enforcement).
- 2.2 There are a total of fifteen separate regulations, many of which are unchanged from the 1998 regulations. The majority of amendments are relatively minor in nature with the objective of clarifying previous anomalies. The changes also include new requirements to promote greater transparency in relation to cost, income and the treatment of income surpluses. A summary of the principal changes are outlined below.

Regulation 4 - contains clarifications for exemption from fees where the work is directly benefiting a disabled person. The Building Control service deal with over 133 applications of this type each year.

Regulation 5 - contains a *new provision* enabling the service to charge for the provision of pre –application advice. The expectation is that any charges levied would be factored in to the actual application charge when a formal application is deposited at a later stage.

Regulation 6 – this regulation contains greater flexibility with regard to the assessment period for which ‘full cost recovery’ is to be judged. In conjunction with guidance from CIPFA the service is required to trade on a breakeven basis over a three year period. This regulation has been adjusted to create greater flexibility to accommodate fluctuations in income/costs that arise from larger projects where the construction programme extends over several financial periods.

Regulation 7 – this regulation has been adjusted to incorporate greater flexibility in the calculation of charges. The authority is now able to provide a mix of fee types including standardised schedules (these are set out in Appendix A and B which includes the existing and proposed scheme) and individually calculated charges for larger developments. The regulation provides the ability to consider a range of variable inputs including hourly rates, work type, complexity and experience of the developer/architect, when calculating fees.

Regulation 11 – this is a more significant departure from the previous version. It allows for the levying of additional charges where inputs exceed original estimates for the provision of the building regulations service. Conversely, the regulation also includes a facility to refund payment where inputs are less.

Regulation 12 – revised requirement to make the charge scheme widely available to service users. The overriding objective of this regulation is to create openness and transparency over how charges have been calculated. This will be achieved by referencing the scheme on our existing web pages and within application forms.

Potential Impact: Domestic Construction Sector

- 2.3 The levying of additional charges where inputs (hours) exceed original estimates for the provision of the building regulations service and the facility to refund payment where inputs are less have both positive and potentially negative implications. Building Control have found that the level of inputs into domestic scale projects is subject to significant variance.
- 2.4 The overriding purpose of the building regulations is to ensure that new or altered buildings meet national building standards. The service has evolved from a traditional enforcement activity to one which aims to work positively with the homeowner and their builder to deliver a compliant building at completion of construction work.
- 2.5 Unfortunately this aim is not always achieved and it is all too apparent that the construction sector sustains both individuals & companies who actively seek to avoid building control, ignore regulations and in doing so build to a poor standard.
- 2.6 Projects undertaken by poor builders and some DIY enthusiasts inevitably generates a higher degree of officer intervention to secure a compliant outcome. Customer expectations are frequently that the service is without limits. This has generated extremes whereby home owners employing qualified, reputable builders may receive seven inspections whilst others opting to use poorly qualified, inexperienced builders receive twenty.
- 2.7 The role of Building Control is widely misunderstood by customers. Many people lack understanding of their role and obligations; or that of their builder in the building regulation system. They assume that Building Control is responsible for more than protecting the public interest by promoting a baseline regulatory standard of building performance. There remains a need for a better understanding by the public that primary responsibility for compliance with the regulations rests with the person carrying out the work, and ultimately the building owner.
- 2.8 Building Control is investing resources to ensure that customers have access to appropriate information through a range of communication channels. It is envisaged that additional site inspection charges will be reserved for projects where the homeowner or contractor has deliberately ignored our advice relating to securing compliance on the project.
- 2.9 It is intended to continue with the established risk based approach to site inspection, to allow the service input (hours) and allocation of staff resources to be determined and used effectively. This serves an additional purpose in providing transparency in the level of service customers receive for the fee paid, the expectations on them in employing competent builders and consequence of failing to do so.
- 2.10 Where site inspections are requested for unfinished, inappropriate or sub standard work in excess of original estimates, it is proposed that an additional charge based on a predetermined mechanism will be levied (appendix B).
- 2.11 A site inspection programme will clearly set out the anticipated number of visits against the stage/s of construction to which they apply. An inspection programme will be issued direct to the homeowner once an application has been received and will be based on the following criteria;
- a) assessment of the deposited plans/information to determine complexity and work type;
 - b) consideration of the fee paid in relation to delivering value for money against an appropriate level of inspection necessary to deliver a compliant building project

- 2.12 Upon first visit the surveyor will reinforce the importance of the building contractor adhering to the inspection programme. Where the number of site visits progress toward the maximum paid for, the site surveyor will make the contractor and homeowner aware and review options. Should inspections continue to be necessary beyond the point at which they have been charged then additional site inspection fees will be incurred. These will be calculated using the standard hourly rate for the service. A completion certificate will be withheld pending receipt of this payment.

Potential Impact: Commercial Construction Sector

- 2.13 Price is a key determinant in securing high value commercial projects, a fact reinforced by client visits, market research and partner relationships. The service uses a fee matrix incorporating the many variables that arise within a high value project to determine the fee charge. These include developer, length of contract, building type, value and anticipated inputs (hours).
- 2.14 This innovative approach has been widely regarded as best practice and has effectively provided the template for the 2010 legislation with regard to individual project costing. As the legislation formalises what has to date been a successful informal practice no significant implications are identified.

3. Results of consultation undertaken

- 3.1 There is no specific requirement in the regulations to consult on the proposed scheme. However, a notification in the local press is required for seven days prior to the 1st October 2010 to advise that there is a scheme in place. This has been done.
- 3.2 In addition, there has been a considerable amount of benchmarking done with neighbouring authorities, including those in The Shires and West Midlands 7 to ensure that we have structured a scheme in a comparable way that will be as robust as possible if challenged, and that achieves the right balance of service which is consistent for all our customers.

4. Timetable for implementing this decision

- 4.1. The scheme is to be implemented immediately on approval as the regulations do require a scheme to be in place on the 1st October 2010. The intention is to review the scheme at the end of this financial year.

5. Comments from Director of Finance and Legal Services

- 5.1 Financial implications
Since 1999 the service has had a legislative requirement to operate within the confines of an externally financed Trading Account. The Regulations maintain this provision with an expectation that income matches expenditure. The accounting treatment of costs, income and any surplus or deficit must also be set out in a statement approved by the Authority's Section 151 Officer prior to publication in the Council's annual statement of accounts.
- 5.2 Under the new charging regulations the full cost of all chargeable building regulation work should be recovered from service users. The balance of non-chargeable building regulation services and other Building Control activities should be met from the General Fund. The

Regulations state there can be no cross-subsidisation of costs and the service recipient must only be charged the full cost of any chargeable services they have received.

- 5.3 In 2010/11 the total budget set for Building Controls income is £923k. Actual income for 2009/10 was £522K. However, measures have been put in place to market the service better and income has improved. This is in addition to an average increase in fees through the new charging scheme by approximately 10%. It is considered that there is a need to bring our costs in line with the fee income, and having done a significant amount of benchmarking with our neighbouring authorities and the West Midlands 7 group, the position of having the lowest fees and not having re-visited this for a number of years is a concern. It is therefore anticipated that with this increase the actual cost of the service will break even and will ensure that when compared to other authorities in the West Midlands and the Shire Districts we have a fair pricing structure.
- 5.4 In addition, we are exploring discretionary fees such as postal numbering, demolition notices and administration charges for refunds and these will be brought forward shortly
- 5.5 Within current Government policy, there is no legislative requirement to ring-fence chargeable building regulation surpluses or deficits, although the Council is free to do so if it considers it appropriate. It is however, recommended that an earmarked reserve is created for Building Regulation charges so that the Council can offset surpluses or deficits against future building regulation and can demonstrate its compliance with the regulations in levying equal charges over the same period.
- 5.6 Legal implications
The Council must comply with the Regulations and the charging proposal recommended in this report is compliant and ensures that that the charges for the service provided by the Council is in line with current market charges of other authorities in the area

6. Other implications

Whilst the increase on fees will generally be approximately 10% higher than currently set, it is recognised that the service has not reviewed its fees and charges for a number of years and has fell considerably behind other neighbouring authorities, when benchmarked against 12 other authorities.

6.1 How will this contribute to achievement of the Council's key objectives / corporate priorities (corporate plan/scorecard) / organisational blueprint / LAA (or Coventry SCS)?

The changes to the Fees Regulations will continue to provide a building control service that meets the Councils corporate aims to ensure that the City is a safe and healthier place to live and that the environment is improved, being more attractive by having good quality sustainable development.

6.2 How is risk being managed?

The current IT system is being upgraded to accommodate the changes. Other than changes to working practices there is currently no impact on staff and human resources.

6.3 What is the impact on the organisation?

None

6.4 Equalities / EIA

By its nature, the statutory building control service is inclusive, with an inherent positive bias towards the promotion of disability, age and gender. The service has a largely neutral impact on the equality strands of race/ethnicity, religion and sexual orientation and a positive impact on age, gender and disability.

Building Control is responsible for ensuring that buildings are accessible and usable to all people, regardless of disability, age or gender. The service promotes inclusion and equality of opportunity of disabled people within the community and contributes to a reduction in the extent of social exclusion experienced by disabled people because of barriers they face in accessing and using buildings. This has a positive impact in substantively increasing the capacity of disabled persons to participate in society.

There is an exemption from charging in the Regulations for the building control of adaptation of existing buildings to improve disabled access and provide facilities. This acts as an incentive to improve the quality of life of disabled people and has the positive benefit of enabling those with a disability to cope better with reducing mobility and to stay longer in their own homes.

6.5 Implications for (or impact on) the environment

None

6.6 Implications for partner organisations?

None

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GUIDANCE NOTE ON CHARGES

The Building Act 1984

The Building (Local Authority Charges) Regulations 1998

Coventry City Council Building Regulations

Charging Scheme (1 January 2007)

Explanatory Notes

1. Before you build, extend or convert, you or your agent must advise the council either by submitting Full Plans or a Building Notice. The fee 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 Building Regulations Charging Scheme to calculate the charges. If you have any difficulties calculating the charges please consult with the Building Control Section.
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 in total** 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 11 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 In certain cases the Council may agree to charges being paid by instalments. Contact the Building Control Section to discuss.
 - 2.6 **All cheques should be made payable to: Coventry City Council and crossed A/C payee.**
3. Schedule 1: Charges for small domestic building e.g. 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 area of all storeys of the extensions shown on the application must 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 schedule 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 building 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 or 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. HM Customs & Excise have determined that VAT is payable on charges for work where the local authority is not the only authorised provider of Building Control Services. **VAT is not payable on regularisation charges.**
8. These notes are for guidance only and do not substitute for Statutory Instrument 1998 No. 3129, or the Coventry City Council Building Regulations Charging Scheme

**GUIDANCE NOTE ON CHARGES**

The Building Act 1984
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 Charging Scheme (1 January 2007)

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 £	Inc VAT £	£	
1	180	211.50	300	352.50	The sum of the relevant plan charge and inspection charge.	
2	250	293.75	410	481.75		
3	300	352.50	540	634.50		
4	350	411.25	690	810.75		
5	410	281.75	830	975.25		
6	480	564.00	960	1128.00		
7	500	587.50	1090	1280.75		
8	520	611.00	1220	1433.50		
9	530	622.75	1360	1598.00		
10	540	634.50	1540	1809.50		
11	545	640.38	1623	1907.03		
12	550	646.25	1765	2073.88		
13	555	652.13	1908	2241.90		
14	560	658.00	2051	2409.93		
15	565	663.88	2194	2577.95		
16	570	669.75	2337	2745.98		
17	575	675.63	2480	2914.00		
18	580	681.50	2623	3082.03		
19	585	687.38	2766	3250.05		
20	590	693.25	2909	3418.08		
21 to 30	£600 (exc VAT) plus for each dwelling over 21 add £10.00 (exc VAT)		£3011 (exc VAT) plus for each dwelling over 21 add £102.00 (exc VAT)			
31 and over	£700 (exc VAT) plus for each dwelling over 31 add £5.00 (exc VAT)		£3940 (exc VAT) plus for each dwelling over 31 add £75.00 (exc VAT)			

SCHEDULE 2: Charges for certain small extensions and alterations

Type of Work	FULL PLANS SUBMISSIONS				BUILDING NOTICES	
	Plan Charge		Inspection Charge		Building Notice Charge	
	Exc VAT £	Inc VAT £	Exc VAT £	Inc VAT £	Exc VAT £	Inc VAT £
1. Erection or extension of a detached or attached building which consists of a garage or carport or both having a floor area not exceeding 40m ² in total and intended to be used in common with an existing building, and which is not an exempt building.	40.00	47.00	80.00	94.00	120.00	141.00
2. Erection or extension of a detached or attached building which consists of a garage or carport or both having a floor area exceeding 40m ² but does not exceed 60m ² in total and intended to be used in common with an existing building, and which is not an exempt building.	75.00	88.13	150.00	176.25	225.00	264.38
3. Any extension of a dwelling the total floor area of which does not exceed 10m ² including means of access and work in connection with that extension.	100.00	117.50	130.00	152.75	230.00	270.25
4. Any extension of a dwelling the total floor area of which exceeds 10m ² but does not exceed 40m ² including means of access and work in connection with that extension.	100.00	117.50	240.00	282.00	340.00	399.50
5. Any extension of a dwelling the total floor area of which exceeds 40m ² but does not exceed 60m ² including means of access and work in connection with that extension.	100.00	117.50	340.00	399.50	440.00	517.00

Charges for applications relating to: Where an extension to a dwelling, the total floor area of which exceeds 60m², replacement windows/controlled fittings, domestic electrical installations, renewal of thermal elements, applicable cavity wall insulation, applicable unvented hot water system, any extension or alteration of a dwelling consisting of the provision of one or more rooms in a roof space, including means of access. **Refer to Schedule 3.**
Note: Certain detached buildings of the type identified in 1 above may be exempt under Class VI of Schedule 2 of the Principle Regulations from the Building Regulations.

SCHEDULE 3: Charges for other work**A – Works based on Estimated Cost**

Estimated Cost of Work £	FULL PLANS SUBMISSIONS				BUILDING NOTICES	
	Plan Charge		Inspection Charge		Building Notice Charge	
	Exc VAT £	Inc VAT £	Exc VAT £	Inc VAT £	Exc VAT £	Inc VAT £
0 – 2000	100.00	117.50	Included in plan charge	Included in plan charge	100.00	117.50
2,001-5,000	165.00	193.88			165.00	193.88
5,001-6,000	43.50	51.10	130.50	153.33	174.00	204.43
6,001-7,000	45.75	53.76	137.25	161.27	183.00	215.03
7,001-8,000	48.00	56.40	144.00	169.20	192.00	225.60
8,001-9,000	50.25	59.04	150.75	177.13	201.00	236.17
9,001-10,000	52.50	61.69	157.50	185.06	210.00	246.75
10,001-11,000	54.75	64.33	164.25	192.99	219.00	257.32
11,001-12,000	57.00	66.98	171.00	200.93	228.00	267.91
12,001-13,000	59.25	69.62	177.75	208.86	237.00	278.48
13,001-14,000	61.50	72.26	184.50	216.79	246.00	289.05
14,001-15,000	63.75	74.91	191.25	224.72	255.00	299.63
15,001-16,000	66.00	77.55	198.00	232.65	264.00	310.20
16,001-17,000	68.25	80.19	204.75	240.58	273.00	320.77
17,001-18,000	70.50	82.83	211.50	248.51	282.00	331.34
18,001-19,000	72.75	85.48	218.25	256.44	291.00	341.92
19,001-20,000	75.00	88.13	225.00	264.38	300.00	352.51
20,001 to 100,000	To £75.00 (exc VAT) add £2.00 (exc VAT) for each £1,000 (or Part thereof) over £20,000 up to £100,000 (see note 7)		To £225.00 (exc VAT) add £6.00 (exc VAT) for each £1,000 (or Part thereof) over £20,000 up to £100,000 (see note 7)		To £300.00 (exc VAT) add £8.00 (exc VAT) for each £1,000 (or Part thereof) over £20,000 up to £100,000 (see note 7)	
100,001 to 1m	To £235.00 (exc VAT) add £0.88 (exc VAT) for each £1,000 (or Part thereof) over £100,000 up to £1m (see note 7)		To £705.00 (exc VAT) add £2.62 (exc VAT) for each £1,000 (or Part thereof) over £100,000 up to £1m (see note 7)		To £940.00 (exc VAT) add £3.50 (exc VAT) for each £1,000 (or Part thereof) over £100,00 up to £1m (see note 7)	
Over 1m to 10m	To £1,022.50 (exc VAT) add £0.69 (exc VAT) for each £1,000 (or Part thereof) over £1m up to £10m (see note 7)		To £3,067.50 (exc VAT) add £2.06 (exc VAT) for each £1,000 (or Part thereof) over £1m up to £10m (see note 7)		To £4,090.00 (exc VAT) add £2.75 (exc VAT) for each £1,000 (or Part thereof) over £1m up to £10m (see note 7)	
Over 10m	To £7,210.00 (exc VAT) add £0.50 (exc VAT) for each £1,000 (or Part thereof) over £10m (see note 7)		To £21,630.00 (exc VAT) add £1.50 (exc VAT) for each £1,000 (or Part thereof) over £10m (see note 7)		To £28,840 (exc VAT) add £2.00 (exc VAT) for each £1,000 (or Part thereof) over £10m (see note 7)	

B – Works Relating Solely to Domestic Properties

	FULL PLANS SUBMISSIONS				BUILDING NOTICES	
	Plan Charge		Inspection Charge		Building Notice Charge	
	Exc VAT £	Inc VAT £	Exc VAT £	Inc VAT £	Exc VAT £	Inc VAT £
Replacement Windows in a Domestic Property	60.00	70.50	Included in plan charge	Included in plan charge	60.00	70.50
Electrical work in a domestic property not linked to other works	150.00	176.25	Included in plan charge	Included in plan charge	150.00	176.25
Renewal of a thermal element in a domestic property	100.00	117.50	Included in plan charge	Included in plan charge	100.00	117.50
The construction of 1 or 2 rooms in a roof in a domestic property with a floor area less than 50m ² . *2	75.00	88.13	225.00	264.38	300.00	352.51
Installation of cavity wall insulation or an unvented hot water system by persons other than an approved installer	60.00	70.50	Included in plan charge	Included in plan charge	60.00	70.50

Note: the following minimum charges apply:-

- Where an extension to a dwelling, the total floor area if which exceeds 60m², including means of access and work in connection with that extension the sum of the plan charge and the inspection charge or the building notice charge must not be less than £440.00 (exc VAT).
- Where more than 2 rooms in the roof are being formed or the floor area exceeds 50m² the sum of the plan charge and the inspection charge or the building notice charge must not be less than £300.00 (exc VAT).
- Charges for replacement windows in non domestic properties will be based on the estimated cost of the works.



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Charging Scheme (1 October 2010)

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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 in total** 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 11 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 In certain cases the Council may agree to charges being paid by instalments. Contact the Building Control Section to discuss.
 - 2.6 **All cheques should be made payable to: Coventry City Council and crossed A/C payee.**
3. Schedule 1: Charges for small domestic building e.g. 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 area of all storeys of the extensions shown on the application must be added together to determine the relevant charge. If the extension(s) exceed 100m² or three storeys in height then Schedule 3 applies.
5. Schedule 3: Applicable to all other building work not covered by schedule 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 building 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 or 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. HM Customs & Excise have determined that VAT is payable on charges for work where the local authority is not the only authorised provider of Building Control Services. **VAT is not payable on regularisation charges.**
8. These notes are for guidance only and do not substitute for Statutory Instrument 2010 No. 404, or the Coventry

City Council Building Regulations Charging Scheme

**GUIDANCE NOTE ON CHARGES**

The Building Act 1984

The Building (Local Authority Charges) Regulations 2010

Coventry City Council Building Regulations

Charging Scheme (1 October 2010)

SCHEDULE 1:- Charges for small domestic buildings

Number of Dwellings	FULL PLANS SUBMISSIONS				BUILDING NOTICES		REGULARISATION	SUPPLEMENTARY FEES
	Plan Charge		Inspection Charge					Per Inspection
	Exc VAT £	Inc VAT £	Exc VAT £	Inc VAT £	Exc VAT £	Inc VAT £	£	
1.	220.00	258.50	274.00	321.95	494.00	580.45	592.80	45.80
2.	247.50	290.81	457.00	536.98	704.50	827.79	845.40	45.80
3.	302.50	355.44	594.00	679.95	896.50	1053.39	1075.80	45.80
4.	330.00	387.75	731.00	858.92	1061.00	1246.68	1273.20	45.80
5.	357.50	420.06	868.00	1019.90	1225.50	1439.96	1470.60	45.80
6.	385.00	452.38	1005.00	1180.88	1390.00	1633.25	1668.00	45.80
7.	412.50	484.69	1142.00	1341.85	1554.50	1826.54	1865.40	45.80
8.	440.00	517.00	1279.00	1502.82	1719.00	2019.82	2062.80	45.80
9.	467.50	549.31	1416.00	1663.80	1883.50	2213.11	2260.20	45.80
10.	495.00	581.62	1507.00	1770.72	2002.00	2352.35	2402.40	45.80
11.	522.50	613.94	1598.00	1877.65	2120.50	2491.59	2544.60	45.80
12.	550.00	646.25	1689.00	1984.58	2239.00	2630.83	2686.80	45.80
13.	577.50	678.56	1780.00	2091.50	2357.50	2770.06	2829.00	45.80
14.	605.00	710.88	1871.00	2198.42	2476.00	2909.30	2971.20	45.80
15.	632.50	743.19	1962.00	2305.35	2594.50	3048.54	3113.40	45.80
16.	660.00	775.50	2053.00	2412.28	2713.00	3187.78	3255.60	45.80
17.	687.50	807.81	2144.00	2519.20	2831.50	3327.01	3397.80	45.80
18.	715.00	840.12	2235.00	2626.12	2950.00	3466.25	3540.00	45.80
19.	742.50	872.44	2326.00	2733.05	3068.50	3605.49	3682.20	45.80
20.	770.00	904.75	2417.00	2839.98	3187.00	3744.73	3824.40	45.80

CHARGES WILL BE INDIVIDUALLY DETERMINED FOR MORE THAN 20 DWELLINGS OR IF THE FLOOR AREA OF A DWELLING EXCEEDS 300m²

SCHEDULE 2: Charges for certain small extensions and alterations

Type of Work	FULL PLANS SUBMISSIONS				BUILDING NOTICES		REGULARISATION	SUPPLEMENTARY FEES
	Plan Charge		Inspection Charge		Building Notice Charge			Per Inspection
	Exc VAT £	Inc VAT £	Exc VAT £	Inc VAT £	Exc VAT £	Inc VAT £	£	£
1. Erection or extension of a detached or attached building which consists of a garage or carport or both having a floor area not exceeding 100m ² in total and intended to be used in common with an existing building, and which is not an exempt building.	110.00	129.25	137.50	161.56	247.50	290.81	297.00	45.80
2. Any extension of a dwelling the total floor area of which does not exceed 10m ² including means of access and work in connection with that extension.	110.00	129.25	155.00	182.13	265.00	311.38	318.00	45.80
3. Any extension of a dwelling the total floor area of which exceeds 10m ² but does not exceed 40m ² including means of access and work in connection with that extension.	110.00	129.25	274.00	321.95	384.00	451.20	460.80	45.80
4. Any extension of a dwelling the total floor area of which exceeds 40m ² but does not exceed 100m ² including means of access and work in connection with that extension.	165.00	193.88	320.00	376.00	485.00	569.88	582.00	45.80

Works Relating Solely to Domestic Properties

	FULL PLANS SUBMISSIONS				BUILDING NOTICES		REGULARISATION	SUPPLEMENTARY FEES
	Plan Charge		Inspection Charge		Building Notice Charge			Per Inspection
	Exc VAT £	Inc VAT £	Exc VAT £	Inc VAT £	Exc VAT £	Inc VAT £		
Replacement Windows in a Domestic Property	82.50	96.94	Included in plan charge	Included in plan charge	82.50	96.94	99.00	45.80
Domestic Electrical Work – Part P Installer with BS7671 Certificate	175.00	205.63	Included in plan charge	Included in plan charge	175.00	205.63	Not Applicable	45.80
Domestic Electrical Work – Non Certified Electrical Work	230.00	270.25	Included in plan charge	Included in plan charge	230.00	270.25	Not Applicable	45.80
The construction of 1 or 2 rooms in a roof in a domestic property with a floor area less than 50m ² .	110.00	129.25	229.00	269.08	339.00	398.33	406.80	45.80
Installation of cavity wall insulation or an unvented hot water system by persons other than an approved installer	90.00	105.75	Included in plan charge	Included in plan charge	90.00	105.75	108.00	45.80

See supplementary note:

SCHEDULE 3: Charges for other work

Works based on Estimated Cost

Estimated Cost of Work £	FULL PLANS SUBMISSIONS				BUILDING NOTICES		REGULARISATION	SUPPLEMENTARY FEES
	Plan Charge		Inspection Charge		Building Notice Charge			
	Exc VAT £	Inc VAT £	Exc VAT £	Inc VAT £	Exc VAT £	Inc VAT £		
0 – 2000	100.00	117.50	Included in plan charge	Included in plan charge	100.00	117.50	120.00	45.80
2,001-5,000	165.00	193.88			165.00	193.88	198.00	45.80
5,001-6,000	43.50	51.10	130.50	153.33	174.00	204.43	208.80	45.80
6,001-7,000	45.75	53.76	137.25	161.27	183.00	215.03	219.60	45.80
7,001-8,000	48.00	56.40	144.00	169.20	192.00	225.60	230.40	45.80
8,001-9,000	50.25	59.04	150.75	177.13	201.00	236.17	241.20	45.80
9,001-10,000	52.50	61.69	157.50	185.06	210.00	246.75	252.00	45.80
10,001-11,000	54.75	64.33	164.25	192.99	219.00	257.32	262.80	45.80
11,001-12,000	57.00	66.98	171.00	200.93	228.00	267.91	273.60	45.80
12,001-13,000	59.25	69.62	177.75	208.86	237.00	278.48	284.40	45.80
13,001-14,000	61.50	72.26	184.50	216.79	246.00	289.05	295.20	45.80
14,001-15,000	63.75	74.91	191.25	224.72	255.00	299.63	306.00	45.80
15,001-16,000	66.00	77.55	198.00	232.65	264.00	310.20	316.80	45.80
16,001-17,000	68.25	80.19	204.75	240.58	273.00	320.77	327.60	45.80
17,001-18,000	70.50	82.83	211.50	248.51	282.00	331.34	338.40	45.80
18,001-19,000	72.75	85.48	218.25	256.44	291.00	341.92	349.20	45.80
19,001-20,000	75.00	88.13	225.00	264.38	300.00	352.51	360.00	45.80
20,001 to 100,000	To £75.00 (exc VAT) add £2.00 (exc VAT) for each £1,000 (or Part thereof) over £20,000 up to £100,000 (see note 7)		To £225.00 (exc VAT) add £6.00 (exc VAT) for each £1,000 (or Part thereof) over £20,000 up to £100,000 (see note 7)		To £300.00 (exc VAT) add £8.00 (exc VAT) for each £1,000 (or Part thereof) over £20,000 up to £100,000 (see note 7)		To £360 add £9.60 for each £1000 (or Part thereof) over £20,000 upto £100,000	45.80

CHARGES WILL BE INDIVIDUALLY DETERMINED FOR PROJECTS OVER A VALUE OF £100,000

Note: the following minimum charges apply:-

- Where an extension to a dwelling, the total floor area if which exceeds 100m², including means of access and work in connection with that extension the sum of the plan charge and the inspection charge or the building notice charge must not be less that £485.00 (exc VAT).
- Where more than 2 rooms in the roof are being formed or the floor area exceeds 50m² the sum of the plan charge and the inspection charge or the building notice charge must not be less than £339.00 (exc VAT).
- Charges for replacement windows in non domestic properties will be based on the estimated cost of the works.
- Windows with new structural openings will be based on the estimated cost of the works.
- Renewal of a thermal element in a domestic/commercial property will be based on the estimated cost of the works.
- Certain detached buildings of the type identified in 1 above may be exempt under Class VI of Schedule 2 of the Principle Regulations from the Building Regulations.

Charges for applications relating to: Where an extension to a dwelling, the total floor area if which exceeds 100m², replacement windows/controlled fittings, domestic electrical installations, renewal of thermal elements, applicable cavity wall insulation, applicable unvented hot water system, any extension or alteration of a dwelling consisting of the provision of one or more rooms in a roof space, including means of access. **Refer to Schedule 3.**

Where the maximum number of estimated site inspections have been exceeded then a supplementary cost of £45.80 per inspection may be charged. This payment will be required before the requested visit.