

Hart and Rushmoor Building Control Partnership

GUIDANCE NOTES ON CHARGES

The Building Act 1984

The Building (Local Authority Charges) Regs. 2010

Apply from 1st April 2026



Explanatory Notes

1. Before you build, extend or convert, you or your agent must advise us of your intentions, either by submitting Full Plans or a Building Notice. The fee payable for Building Regulations work is intended to cover the cost of the service. The Building (Local Authority Charges) Regulations 2010 make provision authorising Local Authorities in England to fix their charges in a scheme, based on full recovery of their costs, for carrying out their main building control function relating to building regulations.

There are two methods for establishing the fee, Standard Charges for common types of work and Individually Determined Charges. You can use the following tables with the current regulations on fees to calculate how much you will pay where Standard Charges are applicable. If you require the fee to be Individually Determined or you have any difficulties calculating the fees, please consult our building control team on 01252 398715.

2. FEES are payable as follows:

2.1 If you submit **Full Plans** you will pay a plan fee at the time of submission to cover the costs of approving or rejecting them.

2.2 With **Full Plans** submissions, for most types of work, an inspection fee covering all necessary site visits will be payable following the first inspection. The team will request payment immediately following the visit.

2.3 If you submit a **Building Notice**, the appropriate Building Notice fee is payable at the time of submission and covers all necessary checks and site visits.

2.4 If you apply for a **Regularisation Certificate** for unauthorised building work that

was started on or after 11 November 1985, you will pay a 'regularisation' fee to cover the cost of assessing your application and all inspections. There is no VAT payable on a regularisation charge.

3. Standard Charges

3.1 Standard charges includes works of drainage in connection with the erection or extension of a building or buildings, even where those works are commenced in advance of the plans for the building(s) being deposited.

These standard charges have been set on the basis that the building work does not consist of, or include, innovative or non-standard construction techniques and/or the duration of the building work from commencement to completion does not exceed 12 months.

The charges have also been set on the basis that the design and building work is undertaken by a person or company that is competent to carry out the design and building work referred to in the standard charges tables, that they are undertaking. If not, the work may incur supplementary charges.

The charges for domestic work have also been set on the basis that the electrical work is carried out by an Electrician on a competent person scheme, if not the electrical work will be charged separately (as table C or individually determined).

3.2 Table A - Fees for the creation or conversion to new housing. These apply where the total internal floor area of each home, excluding any garage or carport does not exceed 300m². For more dwellings or if the floor area exceeds 300m² the charge is individually determined.

3.3. Table B – Domestic extensions to a single building. Where work involves more than one domestic extension, the total internal floor areas of all storeys of all the extensions shown on the application should be added together to determine the relevant fee. If the work exceeds the floor areas/value in the tables or includes several types of work the charge is individually determined; please contact the office.

3.4. Table C - Domestic alterations to a single building. Where work exceeds the limits in the table or for other alterations the charge is individually determined.

3.5. Table D/E - Other, non domestic work - extensions and new build.
Please ring/email the office for an individually determined fee, see below for guidance.

3.6. Supplementary Charges

3.7 The 'estimated cost' means an estimate we accept as being of a reasonable cost that would be charged by a person in business to carry out the work shown or described in the application. This excludes VAT and any professional fees paid to an architect, engineer or surveyor, etc. It also excludes land acquisition costs.

4 Individually determined fees

For work that there is no standard charge or exceeds the limits of the standard charges, the fee is individually determined, please consult our building control team on 01252 398715.

Factors which are taken into account in determine the fee include:-

- The floor area of the building or extension
- The estimated cost of the building work
- The estimated duration of the building work.
- The use of competent persons or Robust Details Ltd.
- The nature of the design of the building work and whether innovative or high-risk construction is to be used.

Where the application includes multiple elements of work, as identified within the tables, an individually determined fee will be applicable.

5. Reversions and Cancellations of Initial Notices

If you have employed a Registered Building Control Approver (RBCA) formally known as private Approved Inspectors; to carry out the building control function, this means the Council does not control the work.

However, if they can no longer provide the function the application must be cancelled or reverted to the Local Authority.

A fee will be applicable which will be individually determined, VAT is not applicable.

Please refer to our website or call 01252 398715 for advice.

6. Exemptions/reductions in fees:

6.1 Where we have either approved or rejected plans, there will be no further fee payable if you resubmit substantially the same work.

6.2 Work to provide access and/or facilities for disabled people at existing homes and buildings, to which the public have access, is exempt from fees. We take our definition of 'disabled person' from that given in section 29(1) of the National Assistance Act 1948.

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

6.4 The installation of an approved unvented hot water system is exempt from fees where the work is carried out by an approved installer or is part of a larger project.

7. These notes are for guidance only. For full details please ask to see our Building Control Charges Scheme. If you have any difficulties calculating charges please call in and see us or contact us on 01252 398715 or email:
Hart – buildingcontrol@hart.gov.uk
Rushmoor - buildingcontrol@rushmoor.gov.uk

8. Structural calculations that are provided as part of an application that are not supported by a report from a qualified structural engineer with indemnity insurance may be subject to an additional charge, depending on complexity.

9. All fees inclusive of VAT, unless otherwise stated

SUPPLEMENTARY CHARGES

Category	Description	Charge £ No VAT
1	Copies of Approvals/Completion certificates plus information requested as part of a house sale by a solicitor/agent or homeowner	55
2	<ul style="list-style-type: none"> • Where an application is closed a re-opening charge will apply • To research an old application a charge will apply • Where an application has not been inspected for over a year a re-opening charge will apply 	90
3	<p>Cancellation of applications Where an application is withdrawn or cancelled there is a standard charge to cover Building Control administration time.</p> <p>Where a plan has been checked for compliance with the Building Regulations, there will be no refund of the Plan Fee.</p> <p>Where works have started on site with at least one site inspection carried out there will be a further charge for the administration, the time and expenses of the Surveyor to check the plans and carry out site inspections. If more than one site inspection has been carried out, there will be no refund of the Inspection Fee.</p> <p>Any refund requests must be in writing, agreed and authorised; this may take up to 4 weeks to be processed.</p>	90
4	Part completion/phasing of works not confirmed at application stage to include letter of comfort from Local Authority. Subject to additional inspection charges on commencement of works	90
5	Demolition application and service of Section 81 Notice for buildings over 50m ³	275
6	Additional inspections required to supplement standard charge inspection protocols, in all cases will be subject to the Local Authority hourly rate	Informative

TABLE A

STANDARD CHARGES FOR THE CREATION OR CONVERSION TO NEW HOUSING

No. of dwellings	Full Plans Notice Plan Charge £ inc. VAT	Full Plans Notice Inspection Charge £ inc. VAT	Building Notice £ inc. VAT	Regularisation £ VAT exempt
1	425.00	1330.00	1800.00	1950.00
2	560.00	1550.00	2100.00	2250.00
3	675.00	1700.00	2350.00	2500.00

**For 4 or more dwellings or if the floor area exceeds 300m²
Please ring the office on 01252 398715 for a quotation**

STANDARD CHARGES FOR OTHER BUILDING WORK

TABLE B

DOMESTIC EXTENSIONS TO A SINGLE BUILDING

Category	Description	Full Plan Notice Plan Charge £ inc. VAT	Full Plan Notice Inspection Charge £ inc. VAT	Building Notice £ inc. VAT	Regularisation £ VAT exempt
1	Single storey extension floor area not exceeding 10m ²	300.00	520.00	820.00	975.00
2	Single storey extension floor area exceeding 10m ² , but not exceeding 40 m ²	300.00	660.00	1030.00	1250.00
3	Single storey extension floor area exceeding 40m ² , but not exceeding 100 m ²	300.00	900.00	1300.00	1550.00
4	Two storey extension floor area not exceeding 40m ²	375.00	800.00	1200.00	1450.00
5	Two storey extension to a dwelling house exceeding 40m ² , but not exceeding 100 m ²	375.00	1330.00	1725.00	1850.00
6	Two storey extension to a dwelling house exceeding 100m ² , but *not exceeding 200 m²	375.00	1465.00	1875.00	2050.00
7	Loft conversion that does not include the construction of a dormer * Max size 60m²	300.00	540.00	960.00	1125.00
8	Loft conversion that includes the construction of a dormer *Max size 60m²	300.00	690.00	1120.00	1300.00
9	Erection or extension of a non exempt attached or detached domestic garage or carport up to 100m ²	300.00	520.00	850.00	985.00
10	Conversion of a garage to a dwelling to a habitable room(s)	300.00	345.00	650.00	775.00

* If over loft conversion over 60m² please ring office 01252 398715 for quotation

* If two storey extension over 200m² please ring office 01252 398715 for quotation

Applications with multiple elements are subject to an individually determined fee.

TABLE C
DOMESTIC ALTERATIONS TO A SINGLE BUILDING

Category	Description	Basis	Full Plan Notice Plan Charge £ inc. VAT	Full Plans Notice Inspection Charge £ inc. VAT	Building Notice £ inc. VAT	Regularisation £ VAT exempt
1	The installation of any controlled fitting or other building work ancillary to the building of an extension		Included in the charge for an extension	Included in the charge for an extension	Included in the charge for an extension	Included in the charge for an extension
2	Underpinning, less than £25,000		Individually determined fee	Individually determined fee	Individually determined fee	Individually determined fee
3	Renovation of a thermal element to a single dwelling, less than £25,000		Individually determined fee	Individually determined fee	Individually determined fee	Individually determined fee
4	Internal alterations, installation of fittings (not electrical) and/or, structural alterations (If ancillary to the building of an extension no additional charge) *Additional charges may apply where calculations are not justified by a qualified structural engineer (see note 8)	£0-£5000	400.00	0.00	400.00	475.00
		£5001 - £25 000	300.00	330.00	630.00	775.00
		£25 001 - £50 000	300.00	460.00	750.00	910.00
		£50 001 - £75 000	300.00	610.00	980.00	1210.00
5	Window Replacement	Up to 4	250.00	0.00	275.00	350.00
		5 -20	375.00	0.00	400.00	450.00
6	Electrical Work	Any work that requires Part P certification	Individually determined fee	Individually determined fee	Individually determined fee	Individually determined fee

TABLE D**OTHER, NON DOMESTIC WORK - EXTENSIONS AND NEW BUILD**

Category	Description	Full Plans Notice Plan Charge £ inc. VAT	Full Plans Notice Inspection Charge £ inc. VAT	Regularisation £ VAT exempt
1	Floor area not exceeding 10m ²	Individually determined fee	Individually determined fee	Individually determined fee
2	Floor area exceeding 10m ² , but not exceeding 40 m ²	Individually determined fee	Individually determined fee	Individually determined fee
3	Floor area exceeding 40m ² , but not exceeding 100 m ²	Individually determined fee	Individually determined fee	Individually determined fee

TABLE E**ALL OTHER NON DOMESTIC WORK - ALTERATIONS**

Category	Description	Basis	Full Plans Notice Plan Charge £ inc. VAT	Full Plans Notice Inspection Charge £ inc. VAT	Regularisation £ VAT exempt
1	The installation of any controlled fitting or other building work ancillary to the building of an extension		Included in the charge for an extension	Included in the charge for an extension	Included in the charge for an extension
2	Underpinning	Estimated cost less than £50 000	Individually determined fee	Individually determined fee	Individually determined fee
3	Window Replacement including shop fronts (non-competent persons scheme)	Per installation up to 20 windows	Individually determined fee	Individually determined fee	Individually determined fee
4	Renovation of a thermal element	Estimated cost less than £50,000	Individually determined fee	Individually determined fee	Individually determined fee
5	Alterations not described elsewhere including structural alterations and installation of controlled fittings	Estimated cost between £0 - £100,000	Individually determined fee	Individually determined fee	Individually determined fee
6	Installation of mezzanine floor up to 500m ²	Fixed Price	Individually determined fee	Individually determined fee	Individually determined fee