



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)

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 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



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SCHEDULE 1:- Charges for small domestic buildings

| Number of Dwellings | FULL PLANS SUBMISSIONS | | | | BUILDING NOTICES | | REGULARISATION | SUPPLEMENTARY FEES |
|---------------------|------------------------|--------------|-------------------|--------------|------------------|--------------|----------------|--------------------|
| | Plan Charge | | Inspection Charge | | Exc VAT £ | Inc VAT £ | £ | Per Inspection |
| | 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.