

## Castle Point Borough Council Building Regulation charges 01/04/2022 to 31/03/2023

The following tables contain the standard charges for new dwellings, small non- domestic buildings and extensions or alterations to single buildings.

The charges have been established at a level to cover the cost of the Building Regulation related service in respect of commonly occurring categories of work.

The level of service allowed for is considered to meet the recommendations of the Building Control Performance Standard document and exceed that offered by other Building Control Bodies. You can therefore be confident that allowance has been made for an adequate number of inspections to enable us to ensure a reasonable level of compliance is achieved and provide you with a value for money service.

These standard charges have been set on the basis that the building work does not consist of, or include, innovative or high risk construction techniques and once commenced will be completed within 24 months. Furthermore, the assumption is made that the person or contractor carrying out the work is competent to do so.

**If the above are found not to be the case, then supplementary charges may need to be applied to cover our additional input.**

Where the proposed works fall outside the categories shown, generally for larger and/or more complex schemes, the charge will be individually determined.

Where the control of the works reverts back to the Local Authority due to the inability of an Approved Inspector to resolve a contravention individual assessment will again apply.

Where the above is applicable, you should contact the Building Control section on the number/addresses below to discuss the information required.

If the works are solely for people with disabilities or the provision of accommodation for a carer where 24 hour care is required they will be exempt from the charges. A letter will be required from a Doctor or Social Services to justify such a claim.

The inspection charge related to a full plans application will become due following the first inspection by our surveyor. This charge is the applicants responsibility unless stated otherwise.

Further details of the formulation of charges are contained in the Building (Local Authority Charges) Regulations 2010.

If you have any problems when filling in any of the forms, require any further information, or wish to apply for an individually determined charge, please either telephone [01268 882290](tel:01268882290) or email [igramwade@castlepoint.gov.uk](mailto:igramwade@castlepoint.gov.uk) or write to us at Regeneration and Homes, Castle Point Borough Council, Council Offices, Kiln Road, Thundersley, Benfleet, Essex, SS7 1TF

## Standard Charges

### TABLE A - NEW DWELLINGS

#### Dwelling-houses and Flats not exceeding 300m<sup>2</sup>

Please note that the Charges marked with an \* have been reduced to reflect where controlled electrical installations are being carried out, tested and certified by a registered Part P electrician. If these reductions are claimed and a self certifying electrician is not subsequently employed, the applicant will be invoiced for supplementary charges equivalent to the discount (see D14 below).

Code S1	Houses or Bungalows less than 4 storeys		Plan Charge	Inspection Charge*	Building Notice Charge*	Regularisation Charge*
AND	1 Plot	Fee	£185.00	£411.67	£643.33	£782.00
		VAT	£37.00	£82.33	£128.67	
		Total	£222.00	£494.00	£772.00	
AND	2 Plots	Fee	£286.67	£653.33	£978.33	£1,184.00
		VAT	£57.33	£130.67	£195.67	
		Total	£344.00	£784.00	£1,174.00	
AND	3 Plots	Fee	£346.67	£901.67	£1,278.33	£1,500.00
		VAT	£69.33	£180.33	£255.67	
		Total	£416.00	£1,082.00	£1,534.00	
AND	4 Plots	Fee	£375.00	£1,116.67	£1,588.33	£1,916.00
		VAT	£75.00	£223.33	£317.67	
		Total	£450.00	£1,340.00	£1,906.00	
AND	5 Plots	Fee	£498.33	£1,351.67	£1,871.67	£2,266.00
		VAT	£99.67	£270.33	£374.33	
		Total	£598.00	£1,622.00	£2,246.00	
S2	Flats					
AF1	1	Fee	£188.33	£360.00	£575.00	£700.00
		VAT	£37.67	£72.00	£115.00	
		Total	£226.00	£432.00	£690.00	
AF2	2	Fee	£258.33	£596.67	£875.00	£1,060.00
		VAT	£51.67	£119.33	£175.00	
		Total	£310.00	£716.00	£1,050.00	
AF3	3	Fee	£343.33	£840.83	£1,201.67	£1,452.00
		VAT	£68.67	£168.17	£240.33	
		Total	£412.00	£1,009.00	£1,442.00	
AF4	4	Fee	£418.33	£1,073.33	£1,510.00	£1,824.00
		VAT	£83.67	£214.67	£302.00	
		Total	£502.00	£1,288.00	£1,812.00	
AF5	5	Fee	£498.33	£1,313.33	£1,836.67	£2,214.00
		VAT	£99.67	£262.67	£367.33	
		Total	£598.00	£1,576.00	£2,204.00	
S2	Conversion to					
AC1	Single Dwelling-House	Fee	£170.00	£386.67	£610.00	£742.00
		VAT	£34.00	£77.33	£122.00	
		Total	£204.00	£464.00	£732.00	
AC3	Single Flat	Fee	£170.00	£386.67	£610.00	£742.00
		VAT	£34.00	£77.33	£122.00	
		Total	£204.00	£464.00	£732.00	
S2	Notifiable electrical work		(where applicable, in addition to the above, per dwelling)			
ANE	(Where a satisfactory certificate will not be issued by a Part P registered electrician)	This charge relates to a first fix pre-plaster inspection and final testing on completion. For Regularisation application a full appraisal and testing will be carried out.	Fee			£273.33
			VAT			£54.67
			Total			£328.00

Where Standard Charges are not applicable please contact Building Control on 01268 882200

## Standard Charges

### TABLE B - WORK TO A SINGLE DWELLING

#### Limited to work not more than 3 storeys above ground level

Please note that the Charges marked with an \* have been reduced to reflect where controlled electrical installations are being carried out, tested and certified by a registered Part P electrician. If these reductions are claimed and a self certifying electrician is not subsequently employed, the applicant will be invoiced for supplementary charges equivalent to the discount (see D14 below).

Code S2	Extension & New Build		Full Plans		Building Notice Charge*	Regularisation Charge*
			Plan Charge	Inspection Charge*		
D01	Separate single storey extension with floor area not exceeding 40m²	Fee	£170.00	£340.00	£533.33	£648.00
		VAT	£34.00	£68.00	£106.67	
		Total	£204.00	£408.00	£640.00	
D02	Separate single storey extension with floor area exceeding 40m² but not exceeding 100m²	Fee	£206.67	£351.67	£610.00	£742.00
		VAT	£41.33	£70.33	£122.00	
		Total	£248.00	£422.00	£732.00	
D03	Separate extension with some part 2 or 3 storeys in height and a total floor area not exceeding 40m²	Fee	£215.00	£368.33	£626.67	£762.00
		VAT	£43.00	£73.67	£125.33	
		Total	£258.00	£442.00	£752.00	
D04	Separate extension with some part 2 or 3 storeys in height and a total floor area exceeding 40m² but not ex 100m²	Fee	£245.00	£383.33	£645.00	£784.00
		VAT	£49.00	£76.67	£129.00	
		Total	£294.00	£460.00	£774.00	
D05	A building or extension comprising SOLELY of a garage, carport or store - total floor area not exceeding 100m²	Fee	£145.00	£203.33	£396.67	£486.00
		VAT	£29.00	£40.67	£79.33	
		Total	£174.00	£244.00	£476.00	
D06	Detached non-habitable domestic building with total floor area not exceeding 50m²	Fee	£180.00	£240.00	£450.00	£552.00
		VAT	£36.00	£48.00	£90.00	
		Total	£216.00	£288.00	£540.00	
S2	Conversions					
D07	First floor & second floor loft conversions	Fee	£216.67	£341.67	£590.00	£718.00
		VAT	£43.33	£68.33	£118.00	
		Total	£260.00	£410.00	£708.00	
D08	Other work (e.g. garage conversions)	Fee	£136.67	£180.00	£335.00	£412.00
		VAT	£27.33	£36.00	£67.00	
		Total	£164.00	£216.00	£402.00	
S2	Alterations (including underpinning)					
D09	Renovation of a thermal element	Fee	£90.00	£108.33	£206.67	£258.00
		VAT	£18.00	£21.67	£41.33	
		Total	£108.00	£130.00	£248.00	
D10	Replacement of windows, roof lights, roof windows or external glazed doors	Fee	£90.00	£108.33	£206.67	£258.00
		VAT	£18.00	£21.67	£41.33	
		Total	£108.00	£130.00	£248.00	
D11	Cost of work not exceeding £5,000 (Incl Renewable Energy systems)	Fee	£98.33	£116.67	£215.00	£268.00
		VAT	£19.67	£23.33	£43.00	
		Total	£118.00	£140.00	£258.00	
D12	Cost of work exceeding £5,000 & not exceeding £25,000	Fee	£155.00	£193.33	£383.33	£470.00
		VAT	£31.00	£38.67	£76.67	
		Total	£186.00	£232.00	£460.00	
D13	Cost of work exceeding £25,000 & not exceeding £100,000	Fee	£228.33	£253.33	£506.67	£618.00
		VAT	£45.67	£50.67	£101.33	
		Total	£274.00	£304.00	£608.00	

Code S2	Extension & New Build		Full Plans		Building Notice Charge*	Regularisation Charge*
			Plan Charge	Inspection Charge *		
S2	Notifiable Electrical work (in addition to the above, where applicable)					
D14	(Where a satisfactory certificate will <b>not</b> be issued by a Part P registered electrician)	This charge relates to a first fix pre-plaster inspection and final testing on completion. For Regularisation application a full appraisal and testing will be carried out.	Fee		£273.33	
			VAT		£54.67	
			Total		£328.00	

**Multiple work reductions.** Where the proposed works consist of more than one of the above elements then the appropriate charge is calculated by paying the full amount for the most expensive element and only 50% for the other applicable elements **with the exception of D14 Electrical work.**

## Standard Charges

### TABLE C - ALL OTHER NON-DOMESTIC WORK

#### Limited to work not more than 3 storeys above ground level

Code S2	Extension & New Build		Plan Charge	Inspection Charge	Regularisation Charge
N01	Single storey with floor area not exceeding 40m²	Fee	£225.00	£345.00	£732.00
		VAT	£45.00	£69.00	
		Total	£270.00	£414.00	
N02	Single storey with floor area exceeding 40m² but not exceeding 100m²	Fee	£283.33	£401.67	£866.00
		VAT	£56.67	£80.33	
		Total	£340.00	£482.00	
N03	With some part 2 or 3 storey in height and a total floor area not exceeding 40m²	Fee	£253.33	£391.67	£818.00
		VAT	£50.67	£78.33	
		Total	£304.00	£470.00	
N04	Some part 2 or 3 storey in height and a total floor area exceeding 40m2 but not exceeding 100m²	Fee	£300.00	£440.00	£940.00
		VAT	£60.00	£88.00	
		Total	£360.00	£528.00	
	Alterations				
N05	Cost of work not exceeding £5,000	Fee	£128.33	£163.33	£372.00
		VAT	£25.67	£32.67	
		Total	£154.00	£196.00	
N06	Replacement of windows, roof lights, or external glazed doors (not exceeding 20 units)	Fee	£90.00	£108.33	£258.00
		VAT	£18.00	£21.67	
		Total	£108.00	£130.00	
N07	Renewable Energy systems	Fee	£128.33	£170.00	£376.00
		VAT	£25.67	£34.00	
		Total	£154.00	£204.00	
N08	Installation of new shop front	Fee	£106.67	£125.00	£320.00
		VAT	£21.33	£25.00	
		Total	£128.00	£150.00	
N09	Cost of work exceeding £5,000 & not exceeding £25,000	Fee	£185.00	£225.00	£524.00
		VAT	£37.00	£45.00	
		Total	£222.00	£270.00	
N10	Replacement of windows, roof lights, or external glazed doors (exceeding 20 units)	Fee	£98.33	£178.33	£362.00
		VAT	£19.67	£35.67	
		Total	£118.00	£214.00	
N11	Renovation of thermal elements	Fee	£145.00	£186.67	£428.00
		VAT	£29.00	£37.33	
		Total	£174.00	£224.00	

Code s2	Extension & New Build		Plan Charge	Inspection Charge	Regularisation Charge
	<b>Alterations</b>				
<b>N12</b>	Installation of a Raised Storage Platform within an existing building	Fee	£176.67	£258.33	<b>£562.00</b>
		VAT	£35.33	£51.67	
		<b>Total</b>	<b>£212.00</b>	<b>£310.00</b>	
<b>N13</b>	Cost of works exceeding £25,000 & not exceeding £100,000	Fee	£295.00	£415.00	<b>£894.00</b>
		VAT	£59.00	£83.00	
		<b>Total</b>	<b>£354.00</b>	<b>£498.00</b>	
<b>N14</b>	Fit out of building up to 100m <sup>2</sup>	Fee	£286.67	£406.67	<b>£852.00</b>
		VAT	£57.33	£81.33	
		<b>Total</b>	<b>£344.00</b>	<b>£488.00</b>	

**Multiple work reductions.** Where the proposed works consist of more than one of the above elements then the appropriate charge is calculated by paying the full amount for the most expensive element and only 50% for the other applicable elements.

**Where Standard Charges are not applicable please contact Building Control on 01268 882200**

### Planning Fees and Payments

Applications can be submitted electronically and paid for via the Planning Portal website or by debit/credit card over the phone via our Customer Services team [01268 882200](tel:01268882200).

***We do not accept payment by cheque.***

### LAND CHARGES FEES AND PAYMENTS

General information as well as details on how to make an application and a breakdown of fees, can be found on the Land Charges section of our website: [www.castlepoint.gov.uk/land-charges](http://www.castlepoint.gov.uk/land-charges)

## Planning document retrieval requests and Legal document retrieval requests

### COSTING BREAKDOWN AND ANALYSIS

The document is a record of the calculations and rationale that has enabled us to set a cost recovery charge for the additional services of 'planning document retrieval requests' and 'legal document retrieval requests', which the Planning Support Team can provide. This service can be charged for on a cost recovery basis.

#### Planning document retrieval request costing

The analysis revealed a planning document retrieval request, which includes retrieval of plans and supporting documents held by the planning department, would be **£44.00**

This is based on the following calculation:

Staffing and Service costs:- £89.92

It takes 30 minutes to complete a search.

To calculate the cost per 30 minutes:  $\text{£}89.92/60 \times 30 = \text{£}44.96$

Total = £44.96 to produce each retrieval based on time taken against staffing and service costs (rounded down to the nearest full pound, the charge is £44.00)

#### Legal document retrieval request costing

The analysis revealed a legal document retrieval request, which includes retrieval of legal documents (such as Decision Notices, S106's etc) held by the planning department, would be **£19.00**

This is based on the following calculation:

Staffing and Service costs:- £89.92

It takes 13 minutes to complete a request.

To calculate the cost per 13 minutes:  $\text{£}89.92/60 \times 13 = \text{£}19.48$

Total = £19.48 to produce each request based on time taken against staffing and indirect costs (rounded down to the nearest full pound, the charge is £19.00)

#### Copy Documents:

£9.00 plus 30 pence per sheet

Please note, costing breakdown information can be obtained by request at [planning@castlepoint.gov.uk](mailto:planning@castlepoint.gov.uk) Please be aware this fee calculation is based specifically upon the Planning service and staffing costs. The calculations and figures quoted above can only be applied to the Planning service and does not relate to other departments and services. This is because each department's charges are based on their own individual costings relating to the unique processes and resources of that service.