

Explanatory notes on fees for different types of applications other than new dwellings up to 300m<sup>2</sup> and flats up to 3 storeys

Where the Building Regulations apply to your work, you or your agent will need to submit either a Full Plans application for approval or a Building Notice.

**Full Plans Application**

If you submit a Full Plans application, we will examine your plans and details as quickly as possible and, if necessary advise you of any changes required to meet the requirements of the Building Regulations. A plan fee is payable with your application. You will be invoiced for the inspection fee (as applicable) following the first inspection by the Building Control Surveyor.

**Building Notice**

If you submit a valid Building Notice, work can commence after two working days. The fee payable covers our services to you and should be submitted with the Building Notice.

**Regularisation Applications**

A Regularisation application may be submitted when seeking retrospective approval for work that has been substantially completed. A fee of 120% of the Building Notice fee must be paid when the application is submitted. No VAT is payable.

**Electrical work as part of extensions or alterations to dwellings**

Applications involving electrical work shall be accompanied by a completed Statement of Intent indicating whether the work will be carried out by an electrician registered under a Competent Persons Scheme. A separate application is required for electrical work carried out by electricians not registered under a Competent Persons Scheme. The fee payable is based on the estimated cost of work (see Table 3).

**Refunds and supplementary charges**

If the basis on which the charge has been set or determined changes, the Council will refund or request a supplementary charge and provide a written statement setting out the basis of the refund/supplementary charge and also state how this has been calculated. In the calculation of refunds/supplementary charges, no account shall be taken of the first hour of an officer's time.

**Cheques**

Cheques should be made payable to Dartford Borough Council. The Council accepts most debit and credit cards and has the ability to accept payments over the phone.

**Table 2 – Standard Charges for:- Domestic extensions and alterations, rooms in the roof and detached garages and carports up to 60m<sup>2</sup>**

Type of work	Plan Fee		Inspection Charge(IC)		Building Notice Charge (BN)		Reduction to IC or BN Charge (incl VAT)	Regularisation Charge No VAT
	Net fee	Total fee inc VAT	Net fee	Total fee inc VAT	Net fee	Total fee inc VAT		
<b>1 Erection or extension of an attached or detached building</b> which consists solely of a garage or carport or both having a floor area not exceeding 60m <sup>2</sup> in total	£149.57	<b>£179.48</b>	£349.00	<b>£418.80</b>	£498.57	<b>£598.28</b>	<b>£108.00</b>	<b>£598.28</b>
<b>2 Extension of a dwelling (including loft conversion)</b> with total floor area of which does not exceed 10m <sup>2</sup>	£176.53	<b>£211.83</b>	£411.90	<b>£494.28</b>	£588.42	<b>£706.11</b>	<b>£108.00</b>	<b>£706.11</b>
<b>3 Extension of a dwelling (including loft conversion)</b> the total floor area of which exceeds 10m <sup>2</sup> , but does not exceed 40m <sup>2</sup>	£195.66	<b>£234.79</b>	£456.54	<b>£547.84</b>	£652.19	<b>£782.63</b>	<b>£108.00</b>	<b>£782.63</b>
<b>4 Extension of a dwelling (including loft conversion)</b> the total floor area of which exceeds 40m <sup>2</sup> but does not exceed 60m <sup>2</sup>	£199.14	<b>£238.96</b>	£464.65	<b>£557.58</b>	£663.79	<b>£796.55</b>	<b>£108.00</b>	<b>£796.55</b>
<b>5 Conversion of a garage into a habitable room(s)</b>	£103.48	<b>£124.18</b>	£241.46	<b>£289.75</b>	£344.94	<b>£413.93</b>	<b>£108.00</b>	<b>£413.93</b>
<b>6 Removal of a load bearing wall to create a 'through room' in a domestic dwelling.</b>	£68.70	<b>£82.44</b>	£160.29	<b>£192.35</b>	£228.99	<b>£274.79</b>	N/A	<b>£274.79</b>
<b>7 Removal of a Chimney stack(or part thereof) in a domestic dwelling.</b>	£68.70	<b>£82.44</b>	£160.29	<b>£192.35</b>	£228.99	<b>£274.79</b>	N/A	<b>£274.79</b>
<b>8 Installation of up to 5 windows</b>	£44.35	<b>£53.22</b>	£103.48	<b>£124.18</b>	£147.83	<b>£177.40</b>	N/A	<b>£177.40</b>
<b>9 Replacement or renewal of a thermal element</b>	£44.35	<b>£53.22</b>	£103.48	<b>£124.18</b>	£147.83	<b>£177.40</b>	N/A	<b>£177.40</b>

## Guidance Notes for Table 2

### **Full Plans Submission**

The appropriate plan fee should accompany your application when the plans are deposited with the Council. The plan fee covers the cost of processing and checking your proposals for compliance with the Building Regulations.

### **Inspection Fee**

Where an inspection fee is payable, the Council will invoice you following the first inspection by a Building Control Surveyor. The inspection fee is one payment that covers all the inspections made of the building work during the course of construction.

### **Building Notice**

The appropriate fee should accompany the Building Notice when it is deposited with the Council.

### **Dwelling Extensions and Rooms in the Roof Space**

Where the total or the aggregation of the floor area of one or more extensions exceeds 60m<sup>2</sup>, the charge should be calculated by reference to Table 3. (You are advised to consult us when carrying out different types of work to the same property as this may result in additional fees)

### **Measuring Floor Areas**

Floor areas are based on the internal faces of the enclosing walls/outermost edge of floor.

### **Estimated Cost of Works**

The estimated cost of the work is that which would be charged by a person in business to carry out the work but excludes the amount of any VAT. The estimated cost of works is only that work which is controlled under the Building Act 1984.

### **Extension of a Dwelling**

Where an extension to a dwelling, the total floor area exceeds 60m<sup>2</sup>, the sum of the plan charge and the inspection charge must not be less than :- **£796.55** (including VAT)

### **Reductions**

Reductions will apply where a competent person is used or a self-certification scheme applies (e.g. Robust details)

### **Refunds and supplementary charges**

If the basis on which the charge has been set or determined changes, the Council will refund or request a supplementary charge and provide a written statement setting out the basis of the refund/supplementary charge and also state how this has been calculated. In the calculation of refunds/supplementary charges, no account shall be taken of the first hour of an officer's time.

**Table 3: Standard Charges for Other work**

Value of work based on estimated cost	Plan Fee		Inspection Fee		Building Notice Fee		Regularisation Charge
	Net fee	Inc VAT	Net fee	Inc VAT	Net fee	Inc VAT	No VAT
Up to £2,000	£68.70	<b>£82.44</b>	£160.29	<b>£192.35</b>	£228.99	<b>£274.79</b>	<b>£274.79</b>
Between £2,001 & £5,000	£81.22	<b>£97.46</b>	£189.51	<b>£227.42</b>	£270.73	<b>£324.88</b>	<b>£324.88</b>
Between £5,001 & £10,000	£100.84	<b>£121.01</b>	£235.29	<b>£282.35</b>	£336.13	<b>£403.35</b>	<b>£403.35</b>
Between £10,001 & £20,000	£118.65	<b>£142.38</b>	£276.84	<b>£332.21</b>	£395.49	<b>£474.59</b>	<b>£474.59</b>
Between £20,001 & £30,000	£173.92	<b>£208.70</b>	£411.61	<b>£493.93</b>	£585.53	<b>£702.63</b>	<b>£702.63</b>
Between £30,001 & £40,000	£226.09	<b>£271.31</b>	£523.87	<b>£628.65</b>	£749.97	<b>£899.96</b>	<b>£899.96</b>
Between £40,001 & £70,000	£231.89	<b>£278.27</b>	£538.48	<b>£646.18</b>	£770.37	<b>£924.45</b>	<b>£924.45</b>
Between £70,001 & £100,000	£257.98	<b>£309.58</b>	£611.53	<b>£733.83</b>	£869.51	<b>£1,043.41</b>	<b>£1,043.41</b>

**Where the estimated cost of the works exceeds £100,000 please contact the Building Control office**

### Guidance Notes for Table 3

**Estimated Cost of Works**

The estimated cost of the work is that which would be charged by a person in business to carry out the work but excludes the amount of any VAT. The estimated cost of works is only that work which is controlled under the Building Act 1984.

**Extension of a Dwelling**

Where an extension to a dwelling, the total floor area exceeds 60m<sup>2</sup>, the sum of the plan charge and the inspection charge must not be less than :- **£796.55** (including VAT)

**Works in Excess of £100,000**

For fees for work in excess of £100,000, please contact us for an Individually Determined Charge (IDC).

**Electrical installation works**

Where notifiable electrical work is carried out by persons not registered under a 'Competent persons' registration scheme, the fees are based on the estimated cost of the work.

**Reductions**

Reductions will apply where a competent person is used or a self-certification scheme applies (e.g. Robust details)

## Our Building Control Service

- 1) We have a wealth of experience and local knowledge which allows us to advise you on a number of issues, such as, site conditions, constructional details, means of escape in case of fire, prior to submitting plans. In addition, we provide 'online' information and technical guidance on our website at: [www.dartford.gov.uk/buildingcontrol/](http://www.dartford.gov.uk/buildingcontrol/)
- 2) If required, a Building Control Surveyor can visit your property or offices should you wish to discuss a proposal prior to submitting your plans.
- 3) We provide assistance with any technical problems either during the preparation of your plans or construction on site. Building Control Surveyors are available for advice during working hours before 10.30 a.m. and after 4.00 p.m.
- 4) We liaise with other Council sections, enabling us to advise you should you require approvals, other than the Building Regulations. In addition, we also liaise with other organisations, such as, Kent Fire Brigade, Water Service companies and the Environment Agency.
- 5) We promote the LABC 'New Home Warranty' and LANTAC type approval schemes. Information on all LABC schemes is available from us or LABC Services, 3<sup>Rd</sup> Floor, 66 South Lambeth Road, London, SW8 1RL. Telephone: 0844 561 6136 or 020 7091 6860. Website: [www.labc.uk.com](http://www.labc.uk.com)
- 6) For help and guidance relating to access and facilities for people with disabilities and other technical queries, log onto our website: [www.dartford.gov.uk/buildingcontrol/](http://www.dartford.gov.uk/buildingcontrol/)

**We are committed to providing our customers with an excellent service and welcome your comments on any aspect of the service you receive.**

## Contact information

Building Control,  
Dartford Borough Council,  
Civic Centre,  
Home Gardens,  
Dartford,  
Kent  
DA1 1DR

**Telephone: 01322 343434**

**Facsimile: 01322 343222**

**Website:** [www.dartford.gov.uk/buildingcontrol/](http://www.dartford.gov.uk/buildingcontrol/)

**E mail:** [building.control@dartford.gov.uk](mailto:building.control@dartford.gov.uk)