

**Explanatory notes for new dwellings only up to 300m<sup>2</sup> and flats up to 3 storeys****Please Note**

This fee sheet relates to new dwellings only, including integral or attached garages. If you are carrying out any other work, e.g. detached garages, please ask for the appropriate fee sheet.

**Full Plans application (and what it includes)**

The plan fee must be paid at the same time the application is deposited with the Council. If this is not done, the application will not be valid.

The fee goes towards registering your application, checking it against the Building Regulations, liaison with other departments and external agencies, advising you of areas where there may be a non-compliance, help and assistance in meeting the national standards and issuing you with an Approval Notice.

**Building Notices**

The fee must be paid when the Notice is submitted to the Council.  
(Building Notice Fee = Plan Fee + Inspection Fee)

**Inspection Fee (and what it includes)**

A fee will become payable after the first inspection has been undertaken. If the scheme involves more than one dwelling, arrangements may be made to raise invoices after each dwelling is commenced, if requested.

The fee includes carrying out inspection at the following stages: commencement, inspection of foundation excavations, prior to concreting the oversite, drains and testing them, DPC and completion. Other routine visits will be made, primarily at first floor level and at roof level.

When you need help and assistance, further calls will be willingly undertaken. A completion certificate will be sent to you at completion of the work.

**Re-submission of a previously refused application**

When you re-submit a previously refused application, there will be no additional plan fee to pay. However, if there are variations to the plan which requires further checking, an additional fee may be required. In this situation you are advised to contact the Building Control Section for further help and advice.

**Discounts**

Where there is repetitive work or the plans have a type approval certificate (eg LANTAC) or the type of dwelling is one which has been previously checked and approved by the Council, a discount of 30% of the Plan Charge Fee or 7.5% of the Building Notice Fee is available to reflect the reduced work to be carried out at plan checking stage.

**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.

**Help**

If you require any help regarding fees, please contact the Building Control Administration Section. They will be happy to be of assistance to you. The direct dial telephone number is: 01322 343071.

**Table 1 - Standard Charges for the Creation or Conversion to New Dwellings not exceeding 300m2 and Flats up to 3 storeys**

Number of Dwellings	Plan Charge		Inspection Charge		Building Notice Charge		Regularisation Charge
	Nett	Total with VAT	Nett	Total with VAT	Nett	Total with VAT	
1	£304.17	<b>£365.00</b>	£710.00	<b>£852.00</b>	£1,012.50	<b>£1,215.00</b>	<b>£1,215.00</b>
2	£360.83	<b>£433.00</b>	£842.50	<b>£1,011.00</b>	£1,204.17	<b>£1,445.00</b>	<b>£1,445.00</b>
3	£446.67	<b>£536.00</b>	£1,043.33	<b>£1,252.00</b>	£1,491.67	<b>£1,790.00</b>	<b>£1,790.00</b>
4	£522.50	<b>£627.00</b>	£1,219.17	<b>£1,463.00</b>	£1,741.67	<b>£2,090.00</b>	<b>£2,090.00</b>
5	£627.50	<b>£753.00</b>	£1,464.17	<b>£1,757.00</b>	£2,091.67	<b>£2,510.00</b>	<b>£2,510.00</b>
6	£719.17	<b>£863.00</b>	£1,678.33	<b>£2,014.00</b>	£2,395.83	<b>£2,875.00</b>	<b>£2,875.00</b>
7	£765.83	<b>£919.00</b>	£1,785.83	<b>£2,143.00</b>	£2,550.00	<b>£3,060.00</b>	<b>£3,060.00</b>
8	£817.50	<b>£981.00</b>	£1,907.50	<b>£2,289.00</b>	£2,725.00	<b>£3,270.00</b>	<b>£3,270.00</b>
9	£874.17	<b>£1,049.00</b>	£2,040.00	<b>£2,448.00</b>	£2,912.50	<b>£3,495.00</b>	<b>£3,495.00</b>
10	£969.17	<b>£1,163.00</b>	£2,262.50	<b>£2,715.00</b>	£3,233.33	<b>£3,880.00</b>	<b>£3,880.00</b>

**Please note: Building Notice Fee = Plan Fee + Inspection Fee**

**Cheques should be made payable to Dartford Borough Council  
The Council accepts most debit and credit cards**

### Copy Documents

Copies of full plans approval notices, completion certificates and other official documents are available for the fee of **£50.00** per copy.

We promote the LABC 'New Home Warranty', Information at [www.labcwarranty.co.uk](http://www.labcwarranty.co.uk), telephone 0800 183 1755. Information on all other LABC services is available from us or LABC at [info@labc.co.uk](mailto:info@labc.co.uk). Telephone: +44 (0) 20 8616 8120. Website: [www.labc.co.uk](http://www.labc.co.uk) and [labcfrotdoor.co.uk](http://labcfrotdoor.co.uk)

**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**

**Website:** [www.dartford.gov.uk/building-control](http://www.dartford.gov.uk/building-control)

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