

## Building Control Charge Calculator

Identify the section below that is relevant to the work you are undertaking and follow the steps within it to determine the correct charge. We recommend you use our on-line calculator when possible, in which case you should print the final page and submit it with your application form.

If you are carrying out work with a value in excess of £250,000.00 please contact Building Control for an Individually Assessed Charge.

Should you have any difficulty in finding the correct charges payable please contact us on 0208 547 5002 for assistance. In circumstances where Standard Charges are clearly anomalous, an Individually Assessed Charge may be calculated on request, at the discretion of the Local Authority.

<b>Section 1 – New Housing and Conversions</b>	
Refer to the table in Charges Guidance Note 1 and determine the appropriate charge according to the number of dwellings being constructed/formed and enter the relevant Plan or Building Notice charge here.	£.....

<b>Section 2 – Extensions and Alterations to Domestic Buildings</b>	
If you are carrying out an <b>extension or loft/garage/basement conversion</b> , refer to Table A in Guidance Note 2 and enter the relevant Plan or Building Notice Charge(s) here. <p style="text-align: right; margin-right: 50px;"><b>Please state the floor area(s)</b></p>	£..... .....
If you are carrying out other <b>alterations</b> , refer to Table B and enter the relevant Plan or Building Notice charge(s) here (only enter the reduced charge if you have entered a charge from Table A above).	£.....
If you are carrying out <b>any other work</b> not covered by Tables A or B, refer to Table C and according to the estimated cost of that part of the work, enter the relevant Plan or Building Notice charge here. <p style="text-align: right; margin-right: 50px;"><b>Please state estimated value of work(s)</b></p>	£..... .....
When you have determined all the charges payable in relation to work you are carrying out in accordance with the steps laid out above, add the sub-totals to calculate the total charges payable.	<b>Total Charge Payable</b> £.....

<b>Section 3 – Other Buildings (Non-Domestic)</b>	
If you are carrying out a <b>small building or extension</b> , refer to Table 1 in charges Guidance Note 3 and according to the floor area and use of the building/extension, enter the relevant Plan Charge here. <p style="text-align: right; margin-right: 50px;"><b>Please state the floor area(s)</b></p>	£..... .....
If you are carrying out <b>alterations</b> , refer to Table 2 and enter the relevant Plan Charge here.	£.....
If you are carrying out <b>any other work</b> not covered by Tables 1 or 2, refer to Table 3 and according to the estimated cost and the use of the building, enter the relevant Plan Charge here. <p style="text-align: right; margin-right: 50px;"><b>Please state estimated value of work(s)</b></p>	£..... .....
When you have included all the charges payable in relation to work you are carrying out in accordance with the steps laid out above, add the sub-totals to calculate the total charges payable.	<b>Total Charge Payable</b> £.....



Plan No. _____			
Cheque	<input type="checkbox"/>	Cash	<input type="checkbox"/>
		None	<input type="checkbox"/>
Amount: £	Receipt No.		
Date:	(Office Use Only)		



## Building Act 1984, The Building Regulations 2010 FULL PLANS SUBMISSION

If this form is unfamiliar please read the notes overleaf or contact us for further guidance.

### 1 Applicant (Owner or person on whose behalf the work is to be carried out)

Name: \_\_\_\_\_ Tel: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
Postcode: \_\_\_\_\_ E-mail: \_\_\_\_\_

### 2 Agent (if applicable - person acting on behalf of applicant and to whom correspondence will be addressed)

Name: \_\_\_\_\_ Tel: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
Postcode: \_\_\_\_\_ E-mail: \_\_\_\_\_

### 3 Location of building to which work relates

Address: \_\_\_\_\_

### 4 Proposed work (please describe this as fully and accurately as possible)

Description: \_\_\_\_\_

If applicable, please confirm the Town Planning Application reference no. to which this work relates:

### 5 Use of Building

a. Present use \_\_\_\_\_ b. Proposed use \_\_\_\_\_

### 6 Charges (Please read note 2 overleaf and separate Guidance Notes on Building Control Charges)

Please complete the relevant section of the Building Control Charge Calculator form attached and enclose it with your application. We recommend you use our on-line calculator, in which case print the concluding page and enclose it with your application.

Payment enclosed with this submission £ \_\_\_\_\_ INC. VAT

(Cheques to be made payable to Royal Borough of Kingston Upon Thames)

Person to whom invoice for site inspection charge should be sent (where applicable and if not the applicant):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

### 7 Statements

- (i) Is or will the building be a building to which the Regulatory Reform (Fire Safety) Order 2005 applies? (See note 1 overleaf) **\*YES/NO**
- (ii) Do you agree to a conditional approval if considered appropriate? (See note 3 overleaf) **\*YES/NO**
- (iii) Do you agree to an extension of the time period for your application to be considered? (See note 4 overleaf) **\*YES/NO**
- (iv) If the proposal involves home electrical installation work to which Part P of the Building Regulations applies do you intend to use an electrician who is registered with a Competent Persons Self-Certification Scheme? **\*YES/NO** (See Note 5 Overleaf)
- (v) I hereby give notice of intention to carry out the work set out herein. I enclose Full Plans in accordance with Regulation 12(2)(b) of the Building Regulations, 2000 and in case of query would prefer that you contact me by:

Letter  Telephone  E-mail  Fax

Signed: \_\_\_\_\_ On behalf of: \_\_\_\_\_  
(Insert applicant's name if signed by an Agent)

Date: \_\_\_\_\_

# NOTES

## Full Plans Submission

1. (a) Two copies of this form and Building Control Charge Calculator should be completed and submitted with the appropriate charge together with plans drawn to scale and any supporting documents in duplicate. Where Part B (Fire Safety) imposes a requirement to proposed work to buildings other than dwellings, two further copies of plans demonstrating compliance with the requirements should be deposited.  
(b) The Regulatory Reform (Fire Safety) Order 2005 replaces fire certification under the Fire Precautions Act 1971. The order applies to all non-domestic premises, and also includes the common parts of apartment buildings and both the common and shared parts of Houses in Multiple Occupation.

## Charges

### 2. Cheques should be made payable to Royal Borough of Kingston Upon Thames.

The appropriate charge is dependent upon the type of work proposed. Charge scales and methods of calculation are set out in the Guidance Notes on Charges which are available on request. An automatic charge calculator is also available on our website [www.kingston.gov.uk/buildingcontrol](http://www.kingston.gov.uk/buildingcontrol)

Subject to certain exceptions, a Full Plans Submission attracts charges payable by the person by whom or on whose behalf work is to be carried out. Charges are generally payable in two stages. The first charge must accompany the deposit of plans and the second charge is payable after the first site inspection of work in progress. This second charge, for which an invoice will be issued, is a single payment to cover all site visits and consultations which may be necessary until the work is satisfactorily completed.

The opportunity provided for supplying the name and address of the person who should receive the invoice for the site inspection charge (if applicable), is for the applicant's convenience. The charges regulations stipulate that the site inspection charge is payable by "the person who carries out the building work or on whose behalf the building work is carried out" and in cases of dispute therefore, the Council will ultimately seek payment from that person, (usually the applicant).

## Conditional Approval

3. Section 16 of the Building Act 1984 provides for the passing of plans, subject to conditions. The conditions may specify modifications to the deposited plans and/or that further plans shall be deposited.

## Extension of Time

4. Section 16 of the Building Act 1984 requires the Council to pass or reject plans within 5 weeks of deposit, or by agreement, up to 2 months of deposit. Your agreement to this will not delay checking or approval but will allow more time to agree any required alterations, thereby avoiding the need for early rejection.

## Further Guidance

### 5. **Part P – Electrical Safety in Dwellings**

From 1<sup>st</sup> January 2005 new electrical wiring or electrical components for a house, flat or building/land that receives its electricity from a source associated with a dwelling must be designed and installed in accordance with Part P of the Building Regulations. The simplest and quickest method of ensuring compliance is to have the electrical work carried out by a person (or firm) who is registered with an electrical Competent Persons Self-Certification Scheme approved by the Secretary of State. On completion of the work the 'approved person' will issue certificates of compliance to the owner and forward details to the Local Authority.

If electrical work is carried out by a person who is not registered with a self-certification scheme then the work will need to be checked by Building Control who will require, on completion, an Electrical Installation Certificate signed by a competent electrician. Further details can be found on our separate 'Part P' Guidance Note (available on our website) or by visiting the website of the Department for Communities and Local Government at: [www.communities.gov.uk](http://www.communities.gov.uk)

**Note: - Where applicable, failure to provide appropriate certification for electrical installation work will prevent the issue of a Building Regulations Completion Certificate.**

6. These notes are for general guidance only. Particulars regarding the deposit of plans are contained in Regulation 14 of the Building Regulations 2010 S.I. No 2531 and in respect of charges, in the Building (Local Authority Charges) Regulations 2010 S.I. No 404 and the current Scheme of Charges contained in the Guidance Notes on Building Control Charges which are available on request.
7. **Anyone proposing to carry out building work or make a material change of use of a building is reminded that permission may be required under the Town and Country Planning Acts. Whilst not a matter dealt with by the Council, if you are carrying out work on an existing wall shared with another property, building on the boundary with a neighbouring property or excavating near an adjoining building, your attention is drawn to The Party Wall etc. Act 1996.**
8. Further information and advice concerning the Building Regulations and Planning matters may be obtained from our website [www.kingston.gov.uk/environment](http://www.kingston.gov.uk/environment) or from the Council Offices - telephone 020-8547 5002 for Building Control and Planning.