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## Building Act 1984, Building Regulations 2010 The Building (Local Authority Charges) Regulations 2010

### Guidance Note 3 Charges for Non-Domestic Work

Tables 1 to 3 - Effective from 4th January 2011

The amount we charge varies depending on the type of work you intend to carry out and the purpose to which the building is being put. You should be able to calculate the charges payable by reference to the following notes and tables. Alternatively an automatic charges calculator is available on our website. In case of difficulty, please do not hesitate to contact us.

#### Types of Application and When Payment is Due

##### Full Plans Application

Charges are normally made in two stages. A **Plan Charge** is payable when you give us the application. This enables us to check the plans and hopefully approve them. Sometimes, because of insufficient information for example and the legal time limits we have for checking the plans, we have to reject them. However, if required information is then resubmitted, providing the plans are for substantially the same work, no further plan charge is usually required.

When the work starts and we have carried out our first inspection, an **Inspection Charge** normally becomes payable. If applicable, you will be sent an invoice for a single payment and this will cover all necessary inspections. If you choose to, you can of course include the inspection charge with your payment of the plan charge at the time you give us the application.

##### Regularisation Applications

An application for a Regularisation Certificate is a procedure available to owners of unauthorised building work which has been carried out since 1985. This is work which has been completed without a Building Regulation application ever having been made. The purpose is to enable people to apply to us retrospectively, asking for confirmation that the work complies with the Regulations. Further information is available on request.

#### Exemptions/Refunds and Supplementary Charges

##### Disabled People -

Building work carried out solely for the purpose of providing means of access and/or facilities designed to secure the greater health, safety, welfare or convenience of disabled people, are exempt from charges.

##### Refunds and Supplementary Charges -

In circumstances where the amount of work we do is significantly greater or less than that which was estimated in determining the charge, a refund or supplementary charge may be applied.

Where a charge is paid but work does not proceed, any request for a refund will be considered on the basis of costs incurred by the Council subject to the retention of a minimum administration charge of £50.00.

## Charge Amounts -

There are two methods that the Council may use to establish the charge for building work. *Standard Charges* and *Individually Assessed Charges*.

### Standard Charges

The following tables give details of the Standard Charges for Non-Domestic buildings, extensions to a single building and alterations up to £250,000 in value.

**Cheques should be made payable to “Royal Borough of Kingston upon Thames” or if you prefer you can make your payment by debit or credit card by phoning us on 0208 547 5002.**

**Table 1 - Non Domestic Work - Small Buildings and Extensions**  
Amounts payable (Inc. VAT)

Category of Work	Building Usage					
	*Industrial and Storage		*Offices and Shops		*All other purpose groups	
	Plan Charge	Inspection Charge	Plan Charge	Inspection Charge	Plan Charge	Inspection Charge
1. Total floor area not exceeding 10m <sup>2</sup> .	£168.00	£228.00	£168.00	£300.00	£168.00	£372.00
2. Total floor area exceeding 10m <sup>2</sup> but not exceeding 40m <sup>2</sup> .	£168.00	£336.00	£204.00	£420.00	£240.00	£480.00
3. Total floor area exceeding 40m <sup>2</sup> but not exceeding 100m <sup>2</sup> .	£240.00	£480.00	£312.00	£624.00	£384.00	£768.00
4. Total floor area exceeding 100m <sup>2</sup> but not exceeding £250,000.00 total building cost.	£312.00	£912.00	£480.00	£960.00	£552.00	£1104.00
5. All other works in relation to non-domestic buildings not Specifically mentioned here or In Table 2	Charges for work up to £250,000.00 will be based upon the estimated cost of work – refer to Table 3.					
6. Work exceeding £250,000.00 estimated cost.	Individually Assessed Charge - See Below					

**Table 2 - Non Domestic Work - Alterations**  
Amounts payable (Inc. VAT)

Category of Work		Plan Charge	Inspection Charge
1.	New shop front	£144.00	£144.00
2.	Shop or Office Fit Out	£216.00 + £72.00 for every 200m <sup>2</sup> floor area or part thereof	£216.00 + £72.00 for every 200m <sup>2</sup> floor area or part thereof
3.	Fire Engineered Shop Fit Out (e.g. Bentall Centre)	Refer to Table 3	Refer to Table 3
4.	Mezzanine Floors (Storage)	£216.00 + £72.00 for every 200m <sup>2</sup> floor area or part thereof	£216.00 + £72.00 for every 200m <sup>2</sup> floor area or part thereof
5.	Mezzanine Floors (Other)	£288.00 + £72.00 for every 100m <sup>2</sup> floor area or part thereof	£288.00 + £72.00 for every 100m <sup>2</sup> floor area or part thereof
6.	Renovation of a Thermal Element	£72.00 + £72.00 for every 100m <sup>2</sup> area or part thereof	£72.00 + £72.00 for every 100m <sup>2</sup> area or part thereof

**Table 3 - Non Domestic Work – All Other Work not Covered by Tables 1 and 2  
Amounts payable (Inc. VAT)**

**Building Usage**

Category of Work	*Industrial and Storage		*Offices and Shops		*All other purpose groups	
	Plan Charge	Inspection Charge	Plan Charge	Inspection Charge	Plan Charge	Inspection Charge
<b>0 – 5,000</b>	<b>£288.00</b>	Incl in Plan Charge	<b>£288.00</b>	Incl in Plan Charge	<b>£288.00</b>	Incl in Plan Charge
<b>5,001 – 10,000</b>	<b>£288.00</b>	Incl in Plan Charge	<b>£324.00</b>	Incl in Plan Charge	<b>£359.50</b>	Incl in Plan Charge
<b>10,001 – 20,000</b>	<b>£324.00</b>	Incl in Plan Charge	<b>£156.00</b>	<b>£240.00</b>	<b>£156.00</b>	<b>£312.00</b>
<b>20,001 – 30,000</b>	<b>£144.00</b>	<b>£288.00</b>	<b>£168.00</b>	<b>£336.00</b>	<b>£192.00</b>	<b>£384.00</b>
<b>30,001 – 40,000</b>	<b>£168.00</b>	<b>£336.00</b>	<b>£204.00</b>	<b>£408.00</b>	<b>£240.00</b>	<b>£480.00</b>
<b>40,001 – 50,000</b>	<b>£192.00</b>	<b>£384.00</b>	<b>£228.00</b>	<b>£456.00</b>	<b>£263.50</b>	<b>£528.00</b>
<b>50,001 – 60,000</b>	<b>£216.00</b>	<b>£432.00</b>	<b>£264.00</b>	<b>£528.00</b>	<b>£312.00</b>	<b>£624.00</b>
<b>60,001 – 70,000</b>	<b>£240.00</b>	<b>£480.00</b>	<b>£288.00</b>	<b>£576.00</b>	<b>£336.00</b>	<b>£672.00</b>
<b>70,001 – 80,000</b>	<b>£252.00</b>	<b>£504.00</b>	<b>£324.00</b>	<b>£648.00</b>	<b>£396.00</b>	<b>£780.00</b>
<b>80,001 – 90,000</b>	<b>£276.00</b>	<b>£552.00</b>	<b>£348.00</b>	<b>£696.00</b>	<b>£420.00</b>	<b>£840.00</b>
<b>90,001 – 100,000</b>	<b>£312.00</b>	<b>£624.00</b>	<b>£384.00</b>	<b>£768.00</b>	<b>£456.00</b>	<b>£912.00</b>
<b>100,001 – 250,000*</b>	To £312.00 add £7.20/10K over 100K	To £624.00 add £16.80/10K over 100K	To £384.00 add £9.60/10K over 100K	To £768.00 add £20.40/10K over 100K	To £456.00 add £12.00/10K over 100K	To £912.00 add £24.00/10k over 100K
<b>Works exceeding £250,001.00</b>	<b>Individually Assessed Charge - See Below</b>					

\*For full definitions of the various building usage categories employed in these tables, refer to Appendix D of Approved Document B.

### Individually Assessed Charges

Charges are individually assessed for larger and/or more complex projects exceeding £250,000 in value. If your building work requires an Individual Assessment, you should complete the relevant questionnaire (available upon request or from our web site) and return it to us with a copy of the floor plans the proposed development .A Individual Assessment will then be provided within 48 hours.

In circumstances where *Standard Charges* are clearly anomalous, an *Individually Assessed Charge* may be made upon request, at the discretion of the Local Authority,

### Regularisation

In all instances the Regularisation charge is the same as the aggregate of the Plan and Inspection charge (excluding VAT) + 25%.

### Reversions

When work under the supervision of a private sector building control body reverts to local authority control before satisfactory completion a Reversion Charge is payable which will be individually assessed.