



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.

Section 1 – New Housing and Conversions	
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.	£.....

Section 2 – Extensions and Alterations to Domestic Buildings	
If you are carrying out an extension or loft/garage/basement conversion , 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;">Please state the floor area(s)</p>	£.....
If you are carrying out other alterations , 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 any other work 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;">Please state estimated value of work(s)</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.	Total Charge Payable £.....

Section 3 – Other Buildings (Non-Domestic)	
If you are carrying out a small building or extension , 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;">Please state the floor area(s)</p>	£.....
If you are carrying out alterations , refer to Table 2 and enter the relevant Plan Charge here.	£.....
If you are carrying out any other work 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;">Please state estimated value of work(s)</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.	Total Charge Payable £.....

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



The Building Regulations 2010 REGULARISATION APPLICATION

Where work has been carried out since 11th November 1985 without an appropriate application having been made under the Building Regulations, then the owner may apply for a Regularisation Certificate in respect of that unauthorised work.
If this form is unfamiliar please read the notes overleaf or contact us for further guidance.

1 Owner/Applicant

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 the unauthorised work relates

Address: _____

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

Description: _____

5 Use of Building

(i) State use of building before unauthorised work carried out: _____

(ii) If different from (i), state use of building after unauthorised work carried out: _____

(iii) Is the building to which the unauthorised work has been carried out put to a non-domestic use to which the Regulatory Reform (Fire Safety) Order 2005 applies? (see note 6 overleaf) ***YES/NO**

6 Charges (Please read note 7 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 application £ _____ EXC. VAT (No VAT is payable on a Regularisation charge)
(Cheques to be made payable to Royal Borough of Kingston Upon Thames)

7 Statements

(i) I confirm that to the best of my knowledge and belief the unauthorised work referred to above was carried out in the year _____

(ii) I hereby confirm that this application for a Regularisation Certificate is made in accordance with Regulation 21 (3) of the Building Regulations 2000. If any queries arise with this submission I 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

1. The purpose behind this procedure is to enable applicants (usually home owners) to submit retrospective building applications to regularise the position where for example through an oversight, building approval has not been sought, perhaps by a builder or previous owner.
2. This procedure is open to owners of unauthorised building work which has been commenced on or after the 11th November 1985.
3. One copy of this form should be completed and submitted together with the appropriate charge and:-
 - (i) "so far as is reasonably practicable, a plan of the unauthorised work, and"
 - (ii) "so far as is reasonably practicable, a plan showing any additional work required to be carried out to secure that the unauthorised work complies with the requirements relating to building work in the building regulations which were applicable to that work when it was carried out".
4. In considering an application for a Regularisation Certificate we may require the applicant to take such reasonable steps, including the laying open of the unauthorised work for inspection, making tests and taking samples, as we think appropriate to ascertain what work, if any, is required to ensure that the relevant requirements are met.
5. If, after taking account of any work carried out and/or of any dispensation or relaxation given, we are able to satisfy ourselves that the unauthorised work complies with the relevant requirements, we may issue a Regularisation Certificate.
6. 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.
7. **Charges**

An application for a Regularisation Certificate attracts a charge equivalent to 125% of the Building Notice charge which would be payable in accordance with the scheme of charges in force at the time of the application. The appropriate charge is dependent upon the type of unauthorised work involved and is payable at the time the application is made. **No VAT is payable on a Regularisation charge.** Current charge scales and methods of calculation are set out in our Guidance Notes on Building Control Charges which are available on request. An automatic charge calculator is also available on our website www.kingston.gov.uk/buildingcontrol. Once the appropriate charge is paid and the application validated there is no provision for refunding any part of the charge should the applicant decide at any time not to continue with the regularisation procedure.

8. Further Guidance

These notes are for general guidance only. Particulars regarding applications for Regularisation Certificates are contained in Regulation 21 of the Building Regulations 2010, and in respect of charges, in the Building (Local Authority Charges) Regulations 2010 and the current Scheme of Charges contained in the Guidance Notes on Building Control Charges which are available on request.

9. Further information and advice concerning the Building Regulations may be obtained from our website www.kingston.gov.uk/buildingcontrol or from the Council Offices at the address given overleaf.