

ASHFIELD DISTRICT COUNCIL

BUILDING REGULATION CHARGES SCHEME

Effective from 1st April 2017

Statutory Instrument 2010 No.404

To be read in conjunction with the Building (Local Authority Charges) Regulations 2010

Thinking about having some building work done?

**Why not use the award winning team of Building
Control Surveyors here at Ashfield District Council**



BUILDING EXCELLENCE
AWARDS 2016
REGIONAL WINNER



Our's is a professional, independent and customer-focussed service. We have experience in the full range of commercial and residential projects.

We will provide you with free pre-application advice, tailored inspections to suit the work being undertaken and once works are finished we will issue you with a Completion Certificate which is an important legal document needed when selling your property.

Remember we are always happy to help

Which application should I submit?

To make life easier for you, we have produced a single form to use irrespective of the type of application you are submitting. If you are completing the application all you need to do is tick the appropriate box at the top of the form.

Building Notice

This application is very straight-forward and is suitable for all minor domestic alteration works where you are satisfied your builder is experienced to undertake the works without reference to a plan or specification. Generally the only information required with this application is a site location plan (where you propose an extension or new build) and the appropriate fee (see the attached tables for reference) although additional information can be requested. Works can commence within two days of receiving your application.

Full Plans

This application should be used for larger domestic extension and alteration works and it must be used for all non-domestic applications since we are required to consult with the local fire authority. Suitable scaled drawings will need to be submitted together with any relevant specification details and supporting information, such as structural and thermal calculations. The submitted details are checked to ensure they meet current standards and where necessary we will liaise with you or your agent on any matters that require attention. Once the details are considered acceptable (and all necessary consultations have been made) we will issue you with a decision. You are advised to wait for a decision to be made before commencing works.

Regularisation

If you have undertaken work without any building regulation consent, you can regularise the works by submitting a regularisation application. A regularisation application can only be submitted for works completed after 11th November 1985. It is likely that certain parts of the construction will need to be exposed/tested to determine compliance with the minimum standards applicable at the time the works were undertaken. A pre-application meeting should be arranged to discuss the works.

How do I submit my application?

By telephone

Call us on 01623 457333, one of the team will take all relevant details. You can then, where applicable, email all drawings and details to us at planning.admin@ashfield-dc.gov.uk.

By email

Send your application and accompanying details to us at planning.admin@ashfield.gov.uk.

By post

To the Building Control Team, Council Offices, Urban Road, Kirkby in Ashfield, Nottinghamshire, NG17 8DA

By hand

Just call into the Council Offices (details below) and ask for a member of the team

What payment method can I use?

You can make payment by calling 01623 457333; by cheque made payable to Ashfield District Council; by calling into the main council office on Urban Road, Kirkby in Ashfield, NG17 8DA, or you can make a payment online by going to the following link: https://www.civicaepay.co.uk/Ashfield/Webpay_Public/Webpay/Default.aspx

Ashfield District Council - Standard Charges Scheme

Table A - New Dwellings - (internal floor area up to 200m²) - prices include VAT

Number of Dwellings	Full Plans Application		Building Notice Application
	Submission Charge	Inspection Charge	Charge
1	£150.00	£600.00	£750.00

Table B - Domestic extensions - (internal floor area up to 60m²) - prices include VAT

Description of works	Full Plans Application		Building Notice Application
	Submission Charge	Inspection Charge	Charge
Single storey extension	£150.00	£318.00	£468.00
Two-storey extension	£150.00	£402.00	£552.00
Garage or carport extension	£150.00	£210.00	£360.00
Loft conversion	£150.00	£270.00	£420.00
Garage conversion	£150.00	£140.00	£290.00

When a combination of works are proposed - e.g. extension and loft conversion - ask for a quote

Table C - Domestic alterations - prices include VAT

Description of works	Full Plans Application		Building Notice Application
	Submission Charge	Inspection Charge	Charge
Whole house window replacement works	£150.00	N/A	£150.00
Whole house re-roofing works	£174.00	N/A	£174.00
Installation of a multi-fuel stove or similar appliance	£210.00	N/A	£210.00
Removal of up to two load-bearing walls and/or a chimney	£186.00	N/A	£186.00
Renovation of a thermal element	£150.00	N/A	£150.00

Table D - Other work - (based on estimated cost) - prices include VAT

*Estimated cost of works	Full Plans Application		Building Notice Application
	Submission Charge	Inspection Charge	Charge
up to £1,000	£138.00	N/A	£138.00
£1,001 to £2,000	£174.00	N/A	£174.00

For works more than £2,000 and any other works not covered by a standard charge, please contact the Building Control Manager on 01623 457387 or email planning.admin@ashfield.gov.uk for an individual quote

Guidance on building control charges

1. This document is a simplified guide to Ashfield District Council's Building Control Charges Scheme and the provisions of the Building (Local Authority Charges) Regulations 2010. Please refer to these documents directly should further details or clarification be required.
2. Charges are payable as follows:
 - a) Where you deposit a Full Plans Application the charge is normally payable in two instalments, a Submission Charge which is paid when the application is submitted and an Inspection Charge which will be invoiced following the first site inspection after works start. For certain smaller works only a Submission Charge is payable.
 - b) Where you deposit a Building Notice Application, a single Charge is payable with the application.
 - c) Where you are submitting a Regularisation Application for works carried out without prior approval, a single payment is payable with the application and this is not refundable. The charge for this type of application is 150% of the Building Notice Charge (Exc' VAT).
3. Some works, benefitting a person with disabilities, are often exempt from all fees. If you believe that your works may be exempt, please ring 01623 457387 or email us at planning.admin@ashfield-dc.gov.uk and we will be more than happy to give you more information.
4. Subject to agreement, an individual quote can be given on any application, if deemed appropriate. Please contact the Building Control Manager on 01623 457387 or email at planning.admin@ashfield-dc.gov.uk if you require an individual quote.
5. The estimated cost must be calculated based on the cost of having a builder carry out the works for you, even if you intend to undertake some or all of the works yourself. Only the cost of professional fees and VAT can be deducted. If the estimated cost is considered unreasonably low, we will ask you to provide justification for the figures used, note this may delay the acceptance/acknowledgement of your application.
6. Regularisation applications do not attract a VAT payment since these works can currently only be carried out by Local Authority Building Control.
7. Please note that all cheques should be made payable to Ashfield District Council
8. A non-returnable minimum charge of £50.00 will be made to recover administration costs where an application is withdrawn before the plans are checked. An application may not be withdrawn once the plans have been checked.
9. Where you intend to carry out works that are covered in two or more of the Tables, you should contact the Building Control Manager on 01623 457387 to obtain a quote.
10. It is assumed all notifiable works carried out as part of a domestic project will be undertaken by a contractor registered with a competent persons scheme, if not we may have to bring in a consultant to inspect the works, in all cases an individual quote will be given.
11. A quote will be given for dwellings over 200m², extensions over 60m² internal floor area or where the estimated cost of works is less than £1,000 or more than £20,000.
12. The charges contained within Tables A - D, have been calculated on average times for plan checking, site inspections and administration, where these times are exceeded a supplementary charge may apply, or where less time is taken a refund will be given.
13. An individual quote will be given for works that are not covered within our scheme of charges.

Please remember that if you have any queries or problems determining the fee for your project, our Building Control team will be more than happy to assist you.

Visit our web site at: www.ashfield-dc.gov.uk/buildingcontrol for more details

