

**COMMERCIAL BUILDING REGULATION CHARGES - SCHEME No 9**  
**Building (Local Authority Charges) Regulations 2010**  
**Effective from the 1<sup>st</sup> April 2019**

**GUIDANCE NOTES**

**1. Building Regulation Approval**

1.1 **Building Regulation Application** - Before any building works are carried out, you or your agent must advise your Local Authority by submitting a Building Regulation Application, either using a **Full Plans** or a **Building Notice** Application. Building Notices may not be submitted for buildings where **The Regulatory Reform (Fire Safety) Order 2005** applies.

The works may also require Planning Approval, guidance for which can be obtained separately from the Council's Planning Department.

The Building Regulation charges depend on the type of work being undertaken, its estimated cost and the total floor area of new buildings. The following tables should be used to calculate the charges within Runnymede; however, if you have any difficulties, or the works being carried out are not detailed within the tables, please contact the Building Control Section who will provide advice and an Individually Determined Charge for your proposals.

**2. Fees are payable as follows:**

2.1 **Full Plans Application** - Should you submit a Full Plans application, you will pay a plan charge at the time of submission of the application, with an inspection charge payable at the commencement of works. See Tables below.

Applications should include two copies of all details (4 where the Regulatory Reform Order 2005 applies), for further guidance details see the Runnymede web site, or the CLG Planning portal

2.2 **Building Notice Application** - Should you submit a Building Notice, the appropriate charge is payable at the time of submission. The fee payable covers all necessary plan examination and site inspections, this charge is equivalent to the sum of the relevant plan and inspection charges paid for full plan applications. See Tables below.

Applications should include one copy of all available details, for further guidance details see the Runnymede web site, or the CLG Planning portal

2.3. **Regularisation Certificate** - Should you apply for a Regularisation Certificate in respect of unauthorised building work, commenced on or after 11th November 1985; a regularisation charge is applicable. This charge is payable at the time of submission of the application, and covers the cost of assessing your application, and all site inspections.

Applications should include one copy of all available details, for further guidance details see the Runnymede web site, or the CLG Planning portal

2.4 **VAT** – Is chargeable to all Building Regulation Applications at the appropriate rate, with the exception of Regularisation Certificates.

**3. Charges Tables**

3.1 **Table D Non Domestic Extensions And New Build** – details the charges payable where works comprise of one or more **extensions or new buildings**

**Floor area** is the total internal floor areas of all storeys added together. Two or more extension floor areas may be added together to determine the relevant charge, providing the works are carried out simultaneously. The Council

reserve the right to make additional charges should this subsequently not be the case.

3.3 **Table E Non Domestic Alterations to a Single Building** – details the charges payable where works consist of domestic alterations.

**Estimated cost** means, an estimate of all reasonable costs including both materials and labour that would be charged by a person in business, to carry out the work, excluding VAT. Professional fees paid to an architect, engineer or surveyor etc. and land acquisition costs, are to be excluded from the estimated costs.

3.4 **Individually Determined Charges** – where works do not fall within any of the categories within Tables D and E please contact Runnymede Building Control Section who will provide an Individually Determined Charge for your project.

**4. Supplementary Additional Charges**

4.1 **Competent Designer and Contractor**

The Standard Charges have been set on the basis that the design and building work is undertaken by a person or company that is experienced and competent to carry out the work. If not, the work may incur supplementary additional charges.

4.2 **Innovative or High Risk Construction Techniques**

The charges have also been set on the basis that the building work does not consist of, or include, innovative or high risk construction techniques. If so, the work may incur supplementary additional charges.

4.3 **Construction Time Period**

If the duration of the building work from commencement to completion exceeds 12 months, the Council reserves the right to make supplementary additional charges.

4.3 **Chargeable Advice Discount**

If chargeable advice has been given in respect of any of the work detailed in these tables and this is likely to result in less time being taken by the authority, a reduction to the standard charge will be made.

**5. Exemptions**

5.1 Where plans have been either Conditionally Approved or Rejected, no further charge is payable on resubmission for substantially the same work.

5.2 Works to provide **access and/or facilities for disabled people** to existing dwellings, and buildings to which the public have access are **exempt from charges**. In these Regulations 'disabled person' is defined as a persons to whom Section 29(1) of the National Assistance Act 1948 applies.

**6. Legal Guidance**

6.1 These notes are for guidance only and do not substitute for Statutory Instrument 2010 No.404, and the adopted Runnymede Borough Council Charging Scheme No.9 2010; which contain the full scheme and statement of the law.

## TABLE D

### NON DOMESTIC EXTENSIONS AND NEW BUILD

(Figures within brackets are exclusive of VAT at 20%)

<b>Assembly, Recreational Use &amp; Other Residential (Institution and Other)</b>				
Category	Description	Plan Charge	Inspection Charge	Regularisation Charge
D 1	Floor area not exceeding 10m <sup>2</sup>	(166.67) £200.00	(500.00) £600.00	£1000.00
D 2	Floor area exceeding 10m <sup>2</sup> but not exceeding 40m <sup>2</sup>	(250.00) £300.00	(633.33) £760.00	£1325.00
D 3	Floor area exceeding 40m <sup>2</sup> but not exceeding 100m <sup>2</sup>	(250.00) £300.00	(854.17) £1025.00	£1655.00
D 4	Floor area exceeding 100m <sup>2</sup> but not exceeding 200m <sup>2</sup>	(291.67) £350.00	(1029.17) £1235.00	£1980.00

<b>Industrial and Storage Usage</b>				
Category	Description	Plan Charge	Inspection Charge	Regularisation Charge
D 9	Floor area not exceeding 10m <sup>2</sup>	(279.17) £335.00	Included In plan charge	£400.00
D 10	Floor area exceeding 10m <sup>2</sup> but not exceeding 40m <sup>2</sup>	(166.67) £200.00	(270.83) £325.00	£655.00
D 11	Floor area exceeding 40m <sup>2</sup> but not exceeding 100m <sup>2</sup>	(166.67) £200.00	(383.33) £460.00	£825.00
D 12	Floor area exceeding 100m <sup>2</sup> but not exceeding 200m <sup>2</sup>	(166.67) £200.00	(500.00) £600.00	£1000.00

<b>All Other Use Classes</b>				
Category	Description	Plan Charge	Inspection Charge	Regularisation Charge
D 13	Floor area not exceeding 10m <sup>2</sup>	(166.67) £200.00	(333.33) £400.00	£750.00
D 14	Floor area exceeding 10m <sup>2</sup> but not exceeding 40m <sup>2</sup>	(166.67) £200.00	(500.00) £600.00	£1000.00
D15	Floor area exceeding 40m <sup>2</sup> but not exceeding 100m <sup>2</sup>	(250.00) £300.00	(583.33) £700.00	£1250.00
D 16	Floor area exceeding 100m <sup>2</sup> but not exceeding 200m <sup>2</sup>	(250.00) £300.00	(737.50) £885.00	£1480.00

#### Additional Charges

**Additional Basement Charge** of £240 (inc.VAT) applies if the work includes a basement or partial basement storey.

**Additional Change of Use charge** of £240 (inc. VAT) applies in addition to all associated building work which will be subject to the charges detailed in the table above.

#### Individually Determined Charges

Where works do not fall within any of the categories in Tables D and E, please contact Runnymede Building Control Section who will provide an Individually Determined Charge for your project.

## TABLE E NON DOMESTIC ALTERATIONS

(Figures within brackets are exclusive of VAT at 20%)

Category	Description	Plan Charge	Inspection Charge	Regularisation Charge
<b>E 1</b>	<b>Underpinning.</b>	Individually Determined Charge		
<b>E 2</b>	<b>Window replacement</b> (non competent persons scheme).			
(a)	Per installation up to 20 windows	(220.83) £265.00	Included In plan charge	£330.00
(b)	Per installation over 20 windows up to 50 windows.	(166.67) £200.00	(275.00) £330.00	£660.00
<b>E 3</b>	<b>Renovation of a thermal element</b>			
(a)	Estimated cost up to £50,000	(262.50) £315.00	Included In plan charge	£395.00
(b)	Estimated cost exceeding £50,000 and up to £100,000	(166.67) £200.00	(166.67) £200.00	£500.00
(c)	Estimated cost exceeding £100,000 and up to £250,000	(166.67) £200.00	(275.00) £330.00	£660.00
<b>E 4</b>	<b>Alterations</b> not described elsewhere including structural alterations and installation of controlled fittings			
(a)	Estimated cost up to £5,000	(220.83) £265.00	Included In plan charge	£330.00
(b)	Estimated cost exceeding £5,000 and up to £25,000	(166.67) £200.00	(166.67) £200.00	£500.00
(c)	Estimated cost exceeding £25,000 and up to £50,000	(166.67) £200.00	(387.50) £465.00	£830.00
(d)	Estimated cost exceeding £50,000 and up to £100,000	(250.00) £300.00	(520.83) £625.00	£1155.00
(e)	Estimated cost exceeding £100,000 and up to £150,000	(250.00) £300.00	(633.33) £760.00	£1325.00
<b>E 5</b>	Installation of a <b>Mezzanine floor</b> up to 500m <sup>2</sup>	(250.00) £300.00	(466.67) £560.00	£1075.00
<b>E 6</b>	<b>Office / Shop fit out</b>			
(a)	Floor area up to 500m <sup>2</sup>	(166.67) £200.00	(275.00) £330.00	£660.00
(b)	Floor area 500m <sup>2</sup> to 1000m <sup>2</sup>	(166.67) £200.00	(387.50) £465.00	£830.00
<b>E 7</b>	Change of Use of a Building (charged in addition to the above works)	(200.00) £240.00	Included In plan charge	£300.00

**Individually Determined Charges** – where works do not fall within any of the categories in Tables D and E, please contact Runnymede Building Control Section who will provide an Individually Determined Charge for your project.

### Information Required for Individually Determined Charges

(This section of the form may be e-mailed to [building.control@runnymede.gov.uk](mailto:building.control@runnymede.gov.uk) our charges will be advised by return)

Name: .....

Address / e-mail (for response).....

Site Address: .....

Description of Proposed Works: .....

Use of Building: .....

Estimated Cost of Proposed Works: .....

Floor Area of Proposed Works: .....

### Contact Details for Runnymede Building Control

Building Control Section, Civic Centre, Station Road, Addlestone, Surrey. KT15 2AH

Tel 01932 425135 or 01932 838383

e-mail [building.control@runnymede.gov.uk](mailto:building.control@runnymede.gov.uk)