

# The CNC Building Control Building Regulations Charges Scheme 2022

TO BE READ IN CONJUNCTION WITH  
THE BUILDING [LOCAL AUTHORITY CHARGES] REGULATIONS 2010

Date this Scheme came into effect:  
2nd April 2022  
**V2.3**

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## Scheme for the recovery of Building Regulation Charges

### 1. Definitions

The following definitions apply to this Charges Scheme and should be read in conjunction with the other clauses and tables which constitute the Charges Scheme:

#### **'building'**

means any permanent or temporary building but not any other kind of structure or erection, and a reference to a building includes a reference to part of a building.

#### **'building notice'**

means a notice given in accordance with regulations 12(2)(a) and 13 of the Building Regulations 2010.

#### **'building work'** means:

- (a) the erection or extension of a building;
- (b) the provision or extension of a controlled service or fitting in or in connection with a building;
- (c) the material alteration of a building, or a controlled service or fitting;
- (d) work required by building regulation 6 (requirements relating to material change of use);
- (e) the insertion of insulating material into the cavity wall of a building;
- (f) work involving the underpinning of a building;
- (g) work required by building regulation 22 (requirements relating to a change of energy status);
- (h) work required by building regulation 23 (requirements relating to thermal elements);
- (i) work required by building regulation 28 (consequential improvements to energy performance);

#### **'chargeable function'** means a function relating to the following –

- (a) the passing or rejection of plans of proposed building work which has been deposited with the Council in accordance with section 16 of the Building Act 1984 (as amended).
- (b) the inspection of building work for which plans have been deposited with CNC Building Control in accordance with the Building Regulations 2010 and with section 16 of the Building Act 1984 (as amended)
- (c) the consideration of a building notice which has been given to CNC Building Control in accordance with the Building Regulations 2010
- (d) the consideration of building work reverting to CNC Building Control under the Building (Approved Inspectors etc.) Regulations 2010
- (e) the consideration of a regularisation application submitted to CNC Building Control under regulation 18 of the Building Regulations 2010

**'cost'** does not include any professional fees paid to an architect, quantity surveyor or any other person.

**'dwelling'** includes a dwelling-house and a flat.

**'dwelling-house'** does not include a flat or a building containing a flat.

**'flat'** means a separate and self-contained premises constructed or adapted for use for residential purposes and forming part of a building from some other part of which it is divided horizontally.

**'floor area of a building or extension'** is the total floor area of all the storeys which comprise that building. It is calculated by reference to the finished internal faces of the walls enclosing the area, or, if at any point there is no enclosing wall, by reference to the outermost edge of the floor.

**'relevant person'** means:

- (a) in relation to a plan charge, inspection charge, reversion charge or building notice charge, the person who carries out the building work or on whose behalf the building work is carried out;
- (b) in relation to a regularisation charge, the owner of the building; and
- (c) in relation to chargeable advice, any person requesting advice for which a charge may be made pursuant to the definition of 'chargeable advice'

## 2. Principles of this Scheme

The set charges or method of establishing the charge have been established in this scheme for the functions prescribed in the Building (Local Authority Charges) Regulations 2010 (referred to as the chargeable functions), namely:

- **A plan charge**, payable when plans of the building work are deposited with CNC Building Control.
- **An inspection charge**, payable on demand after CNC Building Control has carried out the first inspection in respect of which the charge is payable.
- **A building notice charge**, payable when the building notice is given to the CNC Building Control.
- **A reversion charge**, payable for building work in relation to a building: -
  1. Which has been substantially completed before plans are first deposited with CNC Building Control in accordance with Regulation 19(2)(a)(i) of the Approved Inspectors Regulations, or
  2. In respect of which plans for further building work have been deposited with CNC Building Control in accordance with the Regulation 19(3) of the Approved Inspectors Regulations, on the first occasion on which those plans are or have been deposited.
- **A regularisation charge**, payable at the time of the application to CNC Building Control in accordance with Regulation 18 of the Building Regulations.

- **Chargeable advice**, CNC Building Control can make a charge for giving advice in anticipation of the future exercise of their chargeable functions (i.e. before an application or notice is received for a particular case), which is payable after the first hour of advice, on demand after the authority has given notice required by Regulation 7(7) of the Building (Local Authority) Charges Regulations 2010 (i.e. the charge has been confirmed in writing following an individual determination). This charge can be discounted from a subsequent application or notice received for the work in question.
- The above charges are payable by the relevant person (see page 3 for definition).
- Any charge which is payable to the authority may, in a particular case, and with the agreement of the authority, be paid by instalments of such amounts payable on such dates as may be specified by the authority. If the applicant and an authority are agreeable, an inspection charge can be fully or partly paid up front with the plans charge.
- The charge for providing a chargeable function or chargeable advice is based on the principle of achieving full cost recovery. The charges will be calculated by using CNC Building Control's officer's average hourly rate stated in the charging scheme, multiplied by the time taken to carry out the functions/advice, taking the following factors into account, as applicable, in estimating the time required by officers to carry out the function/advice:
  1. The existing use of a building, or the proposed use of the building after completion of the building work;
  2. The different kinds of building work described in regulation 3(1)(a) to (i) of the Building Regulations;
  3. The floor area of the building or extension;
  4. The nature of the design of the building work and whether innovative or high risk construction techniques are to be used;
  5. The estimated duration of the building work and the anticipated number of inspections to be carried out;
  6. The estimated cost of the building work;
  7. Whether a person who intends to carry out part of the building work is a person mentioned in regulation 20 of the Building Regulations (i.e., related to competent person/self-certification schemes);
  8. Whether in respect of the building work a notification will be made in accordance with regulation 41(4) of the Building Regulations (i.e., where design details approved by Robust Details Ltd have been used);
  9. Whether an application or building notice is in respect of two or more buildings or building works all of which are substantially the same as each other;
  10. Whether an application or building notice is in respect of building work, which is substantially the same as building work in respect of which plans have previously been deposited or building works inspected by CNC Building Control;

11. Whether chargeable advice has been given which is likely to result in less time being taken by CNC Building Control to perform that function;
12. Whether it is necessary to engage and incur the costs of a consultant to provide specialist advice in relation to a particular aspect of the building work.

### **3. Principles of the scheme in respect of the erection of domestic buildings, garages, carports and extensions**

- Where the charge relates to an erection of a dwelling the charge includes for the provision of a detached or attached domestic garage or carport providing it is constructed at the same time as the dwelling.
- Where any building work comprises or includes the erection of more than one extension to a building, the total floor areas of all such extensions may be aggregated to determine the relevant charge payable, providing that the building work for all aggregated extensions is carried out at the same time.

### **4. Exemption from charges**

CNC Building Control has not fixed by means of its scheme, nor intends to recover a charge in relation to an existing dwelling that is, or is to be, occupied by a disabled person as a permanent residence; and where the whole of the building work in question is solely-

- (a) for the purpose of providing means of access for the disabled person by way of entrance or exit to or from the dwelling or any part of it, or
- (b) for the purpose of providing accommodation or facilities designed to secure the greater health, safety, welfare, or convenience of the disabled person.

CNC Building Control has not fixed by means of its scheme, nor intends to recover a charge for the purpose of providing accommodation or facilities designed to secure the greater health, safety, welfare, or convenience of a disabled person in relation to an existing dwelling, which is, or is to be, occupied by that disabled person as a permanent residence where such work consists of-

- (a) the adaptation or extension of existing accommodation or an existing facility or the provision of alternative accommodation or an alternative facility where the existing accommodation or facility could not be used by the disabled person or could be used by the disabled person only with assistance; or
- (b) the provision of extension of a room which is or will be used solely-
  - (i) for the carrying out for the benefit of the disabled person of medical treatment which cannot reasonably be carried out in any other room in the dwelling, or
  - (ii) for the storage of medical equipment for the use of the disabled person, or
  - (iii) to provide sleeping accommodation for a carer where the disabled person requires 24-hour care.

CNC Building Control has not fixed by means of its scheme, nor intends to recover a charge in relation to an existing building to which members of the public are admitted (whether on payment or otherwise); and where the whole of the building work in question is solely-

for the purpose of providing means of access for disabled persons by way of entrance or exit to or from the building or any part of it; or

(a) for the provision of facilities designed to secure the greater health, safety, welfare or disabled persons.

Note: 'disabled person' means a person who is within any of the descriptions of persons to whom Section 29(1) of the National Assistance Act 1948, as extended by virtue of Section 8(2) of the Mental Health Act 1959, applied but disregarding the amendments made by paragraph 11 of Schedule 13 to the Children Act 1989. The words in section 8(2) of the Mental Health Act 1959 which extend the meaning of disabled person in section 29(1) of the National Assistance Act 1948, are prospectively repealed by the National Health Service and Community Care Act 1990, section 66(2), Schedule 10, as from a day to be appointed

## 5. Information required to determine charges

If CNC Building Control requires additional information to enable it to determine the correct charge the Council can request the information under the provisions of regulation 9 of The Building (Local Authority Charges) Regulation 2010.

The standard information required for all applications is detailed on CNC Building Regulation Building Regulation application forms. This includes the existing and proposed use of the building and a description of the building work

Additional information may be required in relation to –

- The floor area of the building or extension
- The estimated duration of the building work and the anticipated number of inspections to be carried out.
- The use of competent persons or Robust Details Ltd.
- Any accreditations held by the builder or other member of the design team.
- The nature of the design of the building work and whether innovative or high-risk construction is to be used.
- The estimated cost of the building work. If this is used as one of the factors in establishing a charge the 'estimate' is required to be such reasonable amount as would be charged by a person in business to carry out such building work (excluding the amount of any value added tax chargeable).

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## 6. Establishing the Charge

CNC building Control has established standard charges using the principles contained within The Building (Local Authority Charges) Regulations 2010. Standard charges are available when using our online application form or fee enquiry facility.

If the building work that you are undertaking is not listed as a standard charge it will be individually determined in accordance with the principles and relevant factors contained within The Building (Local Authority Charges) Regulations 2010. If CNC Building Control considers it necessary to engage and incur the costs of a consultant to provide specialist advice or services in relation to a particular aspect of building work, those costs may also be included in setting the charge.

When the charge is individually determined CNC Building Control shall calculate the charge in the same way a standard charge was set by using the average hourly rate of officers' time, multiplied by the estimated time taken to carry out their building regulation functions in relation to that particular piece of building work and taking into account the applicable factors listed in regulation 7(5) of the charges regulations.

Individually determined charges will be confirmed in writing specifying the amount of the charge and the factors that have been taken into account in determining the charge.

The building regulation charges for the following types of building work will be individually determined and the authority will state which factors in regulation 7(5) of the charges regulations it has taken into account in establishing a standard or individually determined charge.

Charges for the following work will be individually determined:

- Work reverting to Local Authority Building Control
- Building work relating to more than one building
- Work that does not fall within the standard charges

## 7. Other matters relating to calculation of charges

- In calculating these charges, refunds or supplementary charges, an officer hourly rate of **£85** + vat has been used.
- Any charge payable to CNC Building Control shall be paid with an amount equal to any value added tax payable in respect of that charge.
- Charges are not payable for the first hour when calculating an advice charge
- Part of a charge which is payable to CNC Building Control may, in a particular case, and with the agreement of CNC Building Control, be paid by installments of such amounts, payable on such dates, as may be specified CNC Building Control.

## 8. Supplementary charges and refunds

Supplementary charges or refunds may be payable where the time taken by Building Control varies from that originally quoted.

When a plan check or works on site have not started and a refund is requested an administration fee will be levied.

A written statement setting out the basis of the supplementary charge or refund can be provided upon request.

Example reasons for supplementary charges:

- Where the number of site visits exceeds the quoted amount
- Where significant changes or amendments are submitted to an existing application
- When projects take longer than 2 years from their onsite commencement date
- Where no site visit has occurred for 2 years or longer
- When reviewing details of older projects
- When retrieving physical files from archive
- When standard charges have increased
- When competent persons have not been used (e.g., electrical works, structural design, etc) Competent persons are referred to in the Building Regulations 2010 and regulation 7(5) of the Building (Local Authority Charges) Regulations 2010.

## 9. Non-Payment of a Charge

Your attention is drawn to Regulation 8(2) of the Building (Local Authority Charges) Regulations 2010, which explains that plans are not treated as being deposited for the purposes of Section 16 of the Building Act or building notices given unless CNC Building Control has received the correct charge. In other words, relevant timescales do not start until the agreed payment has been made.

## 10. Complaints about Charges

If you have question about the level of a charge, please contact us at [enquiries@cncbuildingcontrol.gov.uk](mailto:enquiries@cncbuildingcontrol.gov.uk)

If you wish to make a complaint about a charge, please go to [www.cncbuildingcontrol.gov.uk](http://www.cncbuildingcontrol.gov.uk) and use our online complaints form.

## 11. Transitional Provisions

CNC Building Control's previous schemes for the recovery of charges made under the 1998 Regulations will continue to apply in relation to building work for which plans were first deposited, a building notice given, a reversion charge becoming payable, or a regularisation application made, before 1<sup>st</sup> October 2010.

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## STANDARD CHARGES

Standard charges include works of drainage in connection with the erection or extension of a building or buildings, even where those works are commenced in advance of the plans for the building(s) being deposited.

Standard charges have been set by CNC Building Control on the basis that the building work does not use unproven or high-risk construction methods and/or the duration of the building work from commencement to completion does not exceed 2 years.

All charges are based on the understanding that the design and building work is undertaken by a competent person or company.

### Plan and Inspection Charges

The plan charge and inspection charges are available via our online application service.

### Building Notice Charge

The building notice charge reflects the time taken both onsite and offsite giving technical advice, answering questions, and dealing with correspondence.

### Reversion Charge

These charges will be determined on an individual basis, usually equivalent to full plans application fee (less VAT).

### Regularisation Charge

These charges are 30% above the equivalent Building Notice charge (less VAT).