



Borough of Oadby & Wigston

Directorate of Community Services

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Guidance Notes on Building Charges from 4th January 2011

1. Before you build, extend or convert, you or your agent must advise your Local Authority either by submitting Full Plans Application or a Building Notice. The charge payable may depend upon the type of work, the cost of the work, the number of dwellings in a building and/or the total floor area. The following tables may be used in conjunction with the current Charges Regulations to calculate the charges. If you have any difficulties in calculating the fees please consult your Local Authority Building Control Office.

2. Charges are payable as follows:-

• **Full Plans application:**

A *Plan Charge* - is payable at the time plans for the building work are initially deposited with the Authority.

An *Inspection Charge* - for most types of work an Inspection Charge to cover the cost of the site visits set out in the Inspection Schedule is payable following the first inspection of the building works by the Authority.

• **Building Notice submission:**

A *Building Notice Charge* - is payable at the time of submission of a Building Notice, and covers the checks and inspections made by the Authority as set out in the Inspection Schedule. The Building Notice Charge is equivalent to the sum of the Plan Charge and the Inspection Charge.

• **Regularisation Charge:**

If you apply for a Regularisation Certificate in respect of unauthorised work commenced after 11th November 1985, you must pay a *Regularisation Charge* at the time of submission. VAT is not charged on Regularisation Submissions.

Instalments – Where the total charge made by the Authority exceeds £1,000.00, the Authority may agree to payment by instalments. Consult your Local Authority Building Control Office for details.

Charges may be paid in the following ways:

Online: by debit card using the Council's

Online Payment Facility via the website at www.oadby-wigston.gov.uk

Telephone: by debit or credit card – please contact Leicester (0116) 257 2657.

Post: by cheque (please make payable to 'Oadby & Wigston Borough Council').

In Person: by cash or cheque at the Council Offices during normal opening hours.

3. Brief explanation of the tables of charges:-

Table A:

Charge for the creation of, or conversion to, new housing. This is applicable where the proposal includes the construction of a new dwelling, or the conversion of an existing building into dwellings. All charges for this type of work shall be individually determined by the Authority.

Table B:

Charge for extensions and other work to single domestic buildings. Where work comprises of more than one domestic extension the total internal floor areas of all extensions on all storeys shown on the submission may be added together to determine the relevant charge (provided that the building work for all the extensions is carried out at the same time). If the extension/s exceed 100m² or is more than 3 storeys, then the charge shall be individually determined by the Authority. Total estimated cost means an estimate accepted by the Authority of a reasonable cost that would be charged by a person in business to carry out the work shown or described in the submission, excluding VAT and any professional fees paid to an architect, engineer or surveyor, and also excluding any land acquisition.

Table C:

Charge for all non-domestic building work. Total estimated cost means an estimate accepted by the Authority of a reasonable cost that would be charged by a person in business to carry out the work shown or described in the submission, excluding VAT and any professional fees paid to an architect, engineer or surveyor, and also excluding any land acquisition.

4. Statutory Exemptions or Reductions in Charges.

- a. Works to provide access and/or facilities for the exclusive use of disabled people in existing dwellings, and works to provide access or facilities for buildings to which the public have access are exempt from charges. In these regulations a 'disabled person' means a person who is within the descriptions of persons to whom section 29(1) of the National Assistance Act 1948 applies, as extended by virtue of Section 8(2) of the Mental Health Act 1959, but disregarding the amendments made by paragraph 11 of Schedule 13 to the Children Act 1989.
- b. Where an application or Building Notice is submitted that is substantially the same building work for which plans have previously been deposited and/or rejected, a 50% reduction in the plan charge will be made by the Authority where considered appropriate.
- c. Where the proposal comprises of work to which Table A applies, the charge may be reduced where more than one unit or plot of the same design is to be constructed on the same site. A further reduction may also be applicable where the sequencing of building works on a site containing multiple plots or units permits the Authority to carry out inspections to more than one unit or plot as a part of the same site visit.
- d. Where it is intended to carry out building work on a dwelling to which categories 3 – 9 of Table B applies, and at the same time undertake work to which category 17 of Table B relates, then the charge for the additional work shall be reduced by 25% where the estimated cost of the work is £5,000 or less.
- e. Insertion of insulating material into an existing cavity wall is exempt from charges, providing that the installation is certified to an approved standard and the work is carried out by an approved installer.
- f. Installation of ancillary appliances, such as an approved un-vented hot water system is exempt from charges, providing that the installation is carried out by a person registered with an appropriate competent person's scheme.
- g. Where the renovation of more than one thermal element is to be carried out within the same property at the same time, a reduction of 50% is applicable to the charges associated with each element subsequent to the first.
- h. A reduction of 50% is applicable to the charges associated with underpinning if this work is carried out at the same time as the construction of an extension to the same dwelling.
- i. Other works as detailed in Schedule 2 to the Building Regulations 2010.

5. Individually Determined Charges

All building work for which no pre-fixed charge appears within Tables A, B or C shall be individually determined by the Authority. Such charges will be calculated taking account of information such as:

- the type of building work
- the floor area of the building or extension
- the number of storeys
- the complexity of the design
- the estimated cost of the work
- the use of competent persons or Robust Details
- the estimated duration of the project.

6. Additional Charges

The Authority may make a charge for giving advice in anticipation of receiving a Full Plans application or Building Notice. No charge shall be made for the first hour of advice, and any charge that is made will be confirmed in writing by the Authority. Should such a charge be made, it will be discounted from a subsequent application or notice for the work in question where the Authority consider it appropriate.

Each charge, whether pre-fixed or individually determined has been made on the basis that the Authority will carry out a specified number of site visits, which will be detailed in the Inspection Schedule. Should extra visits be necessary, then the Authority will make an additional charge to cover the cost of the extra visits.

If it has been indicated to the Authority that a part of the building works is to be carried out by a registered competent person (such as an electrician registered with a Part P competent person self-certification scheme) and this later proves not to be the case, the Authority may make an additional charge.

Unless agreed otherwise by the Authority, schemes exceeding one year in duration may be subject to an additional charge.

7. Other

VAT is payable on all charges apart from the Regularisation Charge.

These notes are for guidance only and do not substitute for the Authority's published Scheme for the Recovery of Building Regulation Charges and Associated Matters, or Statutory Instrument 2010 No. 404, which contains a full statement of the law.

The charges shown in the attached tables may be changed without notice.