



Wirral Council Building Control Services

Regeneration and Place Directorate

South Annexe

PO Box 290

Brighton Street

Wallasey

CH27 9FQ

tel: 0151 691 8454/8455

email: buildingcontrol@wirral.gov.uk

web: www.wirral.gov.uk/planning-and-building/building-control

MISCELLANEOUS CHARGES

With effect 1st July 2020

Local Government Act 2003

These notes are for guidance only and further details are available on our website or by contacting ourselves via one of the methods shown above.

Please note that no request will be considered valid until the correct charge and any requested documentation has been received.

These charges relate to the actual costs of providing the service and are intended to achieve full cost recovery, so that service users pay the full cost of service they receive.

Archived building regulation applications:

Despite the best efforts of our Building Control Surveyor's many homeowner's and builders fail to ensure that all building standards (set in the interests of the wider public good) have been complied with at completion or occupation of building work.

Except for minor non-compliances that are addressed on a conditional completion certificate, you have three months from the date of the inspection to correct any outstanding work and have it re-inspected and signed-off.

After three months, the case file is archived (unless the non-compliances are so serious that they warrant enforcement action) and a fee is payable to re-open it for the purposes of issuing a completion certificate.

Completion certificates:

If you are selling a property that had building work carried out, you will need building regulation approval documents and a completion certificate to prove that the work has been approved and inspected by a Building Control Body. Delays and additional costs are often caused where a Completion Certificate is not available.

Legal entitlement to a completion certificate is subject to conditions. In cases where charges are outstanding, we are not told building work has been completed/occupied, or outstanding building regulation work has not been addressed within the agreed timescale, a completion certificate may be withheld.

Individually determined charges (IDC):

If the service request you desire indicates that an individual determined charge may apply, please contact us to discuss further your requirements.

Request and payment.

1. Submit your request along with any supporting documentation if required to one of the following.
 - By email to buildingcontrol@wirral.gov.uk
 - In person or by post to the address above
 - By telephone
2. Once your request has been validated payment of the charge will be required. This can be done as follows.
 - Credit/debit card or cheque either in person, by telephone or by post using the contact details above. Any cheques should be made payable to Wirral Council.
 - You can also use our online payment facility where you can pay by credit/debit card at <https://www.wirral.gov.uk/make-payment>

The following table following sets out supplementary and other charges in respect of the building regulation and other discretionary services.



Certificate Number 16180
ISO 9001:2015

Table F - Building Control (other charges)

BUILDING REGULATIONS FUNCTION - MISCELLANEOUS CHARGES				
		Charge		
		Nett	Vat	Total
Pre-application site inspections	Hourly charge or part thereof	£54.17	£10.83	£65.00
Pre-submission consultancy advice by phone, email or in person specific to a future submission	Hourly charge or part thereof	£54.17	£10.83	£65.00
Process request to retrieve archived file, undertake research to reactivate application, further inspection(s) for the purposes of issuing a completion certificate in respect of a project, following a period of at least three years since last inspection of the work. (see note above)	Fixed Charge	£67.50	£13.50	£81.00
Issue copy of site inspection records after completion of works	Fixed Charge	£54.17	£10.83	£65.00
Issue copy of either a completion certificate, decision notice or an associated letter. (see note above)	Fixed Charge	£41.00	£0.00	£41.00
Administration charge in dealing with returned or "bounced" cheques	Fixed Charge	£41.00	£0.00	£41.00
Re-directing invoices due to the failure to provide the correct billing name/address on the application form	Fixed Charge	£27.00	£0.00	£27.00
Issue a letter of exemption from the provisions of the Building Regulations	Fixed Charge	£41.00	£0.00	£41.00
Letter confirming enforcement action will not be taken due to expiry of time limits.	Fixed Charge	£54.00	£0.00	£54.00
Additional photocopying charges of any additional correspondence required in relation to enquiries above. (per copy)	A4 Copy	£0.14	£0.00	£0.14
	A3 Copy	£0.26	£0.00	£0.26
	A2 Copy	£3.12	£0.00	£3.12
	A1 Copy	£4.12	£0.00	£4.12
Site History Search - Research, retrieval, and examination Of Building Regulation file/record to provide "search type" information from those records	First hour or part thereof	£54.00	£0.00	£54.00
	Each hour or part thereafter	£41.00	£0.00	£41.00
Administrative processing cost for refunding Building Regulation fees being subject to the status of the application and the advancement of the works.	Without BCS Input i.e. Plan appraisal	£54.00	£0.00	£54.00
	With BCS input i.e. Plan appraisal	IDC		

Highways Act 1980

		Charge		
		Nett	Vat	Total
Control of scaffolding and hoardings on public highways	Permit required for 1 - 7 days	£80.00	£0.00	£80.00
	Permit required for 7 days - 1 month	£135.00	£0.00	£135.00
	Permit required for 1 - 3 months	£215.00	£0.00	£215.00
	Permit required for 3 - 6 months	£270.00	£0.00	£270.00

Building Act 1984

			Charge		
			Nett	Vat	Total
Processing of a demolition notice and issuing a counter notice.	Response within 5 working days		£165.00	£0.00	£165.00
Dangerous structures where formal action is being taken under section 77 and 78 of the Building Act 1984.	During normal office working hours - 8.00am to 5.00pm	Initial call out and first hour or part thereof	£54.00	£0.00	£54.00
		Each hour or part thereafter	£54.00	£0.00	£54.00
	Any other time outside normal office working hours (includes Weekends and Bank Holidays)	Initial call out and first hour or part thereof	£108.00	£0.00	£108.00
		Each hour or part thereafter	£81.00	£0.00	£81.00