



Wirral Council Building Control Services

Regeneration and Place Directorate

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STANDARD BUILDING CONTROL CHARGES

With effect 1st July 2020

CHARGES GUIDANCE NOTES

The Building (Local Authority Charges) Regulations 2010

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.

All Building Regulation applications, except Regularisation's, are subject to VAT at the current rate.

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

Where works have not started a submission may be made to us using a '**full plans**' or '**building notice**' application, unless the building is subject to the Regulatory Reform (Fire Safety) Order or is built over or adjacent to an existing sewer when a '**full plans**' application must be made.

- A '**full plans**' submission to include 'architectural' type drawing(s) containing a full building specification and generally the charge is paid in two parts. A **plan charge** is deposited with the application and a further **inspection charge** will be invoiced to the applicant after the first inspection of the work on site. The drawings will be approved when they show compliance with the requirements of the Building Regulations.
- A '**building notice**' application is a simplified process that may not require a drawing and the charge is paid in full when submitting the application. Any paperwork received will not be approved as building notices are only 'accepted'. As a full building specification will not usually be available, closer liaison on site is required when a building notice is used to help minimise the possibility of abortive work. In some cases, it may also be necessary for us to request additional information from you in order to substantiate your proposals.

Other application types are as follows

- A '**regularisation**' application is used if works have already been carried out on or after the 11th November 1985, without the necessary approval. The charge for this is equivalent to the Building Notice charge (excl VAT) plus 40% (Regularisation Surcharge) and it should be noted that this fee is not refundable once we have undertaken our first site inspection and you then decide not to proceed further with your application.

- A **'reversion application'** is intended to be used in respect of the Building Regulations 2010 where an Initial Notice from a Corporate Approved Inspector has ceased to be in force and the application is to revert back to the Local Authority. A fee will be calculated on submission of the application based on the information supplied and any evidenced Approved Inspector Inspection records, but this is without prejudice for Wirral Council to levy additional charges based on our hourly rate, should our time involved in the project exceed the standard fee applied at the time that the application was made.

The charges assume that the work does not involve innovative or high-risk construction techniques and that the duration of the work does not exceed 12 months. Any variation to this will require a separate quotation.

The charges assume that the design and building work is undertaken by a person or company that is competent to carry out the work. If they are subsequently found not to be competent then the owner may incur an additional supplementary charge.

Additional fee notes:

- **Multiple work reductions:** – When a single application involves multiple elements of works to be undertaken at the same time, consisting of an extension or loft conversion shown in Table B alongside other work elements shown in Table C, then the appropriate charge will be calculated as the full amount for the work element in Table B plus only 50% of the combined full plans charges for the work element in Table C. ***Please note the fixed fees for the Installation of heating appliance and Notifiable electrical work will not be included in this reduction and will be required to be paid at the full charge shown in addition to the charge from Table B.***
- **Estimated costs:** – an estimate showing the construction value of the proposed works that is accepted by the Authority of such reasonable amount as would be charged by a person in business to carry out such building work.
- **Fee exemption:** - where an existing dwelling that is, or is to be, occupied by a disabled person as a permanent residence, is to be altered, and where the whole of the building work is solely for the benefit of a disabled person, these charges may not apply. A Disability Declaration Form will need to be completed (available on request) and submitted with your application for consideration.
- **Floor area:** – When a single application involves multiple extensions, the charge will be based on the total combined floor areas from the higher charge category rather than the charge for each individual extension by type and floor area, on the understanding that all works will be undertaken at the same time.
- **Electrical work:** - Charges shown in these tables are for projects where Part P work will be self-certified by an electrician registered with a relevant Competent Persons Scheme. In situations where the building work includes notifiable electrical work and that work is not undertaken by a person registered with such a scheme, a supplementary individual determined charge will apply. This will be to cover the costs of the Council satisfying itself, as far as it can reasonably ascertain, that the electrical installation has been installed to an acceptable competent standard. This charge will be dependent on the nature of the works that has been undertaken and will be determined for you on request.
- **Archived application** - Should an inspection be requested against an application where more than 3 years have elapsed since the previous inspection, a supplementary charge of **£65.00 (inc vat)** will be payable before any further inspections are undertaken. This fee covers the reactivation of the application due to the works not being completed and notified to us within a reasonable period.

Individually determined charges (IDC): If the works you are carrying out are not listed in the following tables as a standard charge, the charge will need to be individually determined. If your building work is defined as requiring an individual assessment you should complete our BC Charges Enquiry Form,

obtainable from our website or on request. Once completed submit this form along with any electronic copies of plans you may have, to buildingcontrol@wirral.gov.uk. We will aim to contact you within 2 working days with our quotation for the services required.

How to submit an application

1. Download or request a copy of our application form
2. Complete the form
3. Submit the form along with all supporting plans and documentation if required to one of the following.
 - Using the online portal at <https://buildingcontrol.planningportal.co.uk/>
 - By email to buildingcontrol@wirral.gov.uk
 - In person or by post to the address above
4. Complete payment of charges
 - Payment can be made by cheque/credit/debit card either in person, by telephone or by post using the contact details above. Any cheques should be made payable to Wirral Council.
 - We also have an online payment facility where you can pay by credit/debit card at <https://www.wirral.gov.uk/make-payment>

Alternatively, you may wish to use our telephone application service by ringing us on 0151-691-8454 and a member of the Technical Support team will guide you through the application process and take payment by credit or debit card.

Inspection service - Starting work.

A key thing to remember is that compliance with the regulations, standards and other legislation is the responsibility of the owner of the property. Whichever type of application you decide to submit, a building control surveyor will come out and inspect the work at various stages, giving advice and guidance to your builder and peace of mind for you. The stages they will need to see will usually be agreed in advance, but they will be to check that minimum standards have been achieved.

Completion of work

This is the key visit and its main purpose of this stage is to verify the work undertaken meets the various building regulations before occupation and put into use. Once the surveyor is satisfied with the work, they will issue you with a completion certificate, free of charge. This is an important document used by solicitors/personal search agents when you come to sell the property and by mortgage lenders and property insurers.



Certificate Number 16180
ISO 9001:2015

Table A - New dwellings - Creation or conversion - Low Rise (under 11m in height - maximum floor area of 300m²)									
Type of work	Full Plans						Building Notice Charge		
	Plan Charge			Inspection Charge			Nett	Vat	Total
	Nett	Vat	Total	Nett	Vat	Total			
Detached (Site and 1 st house type).	£234.17	£46.83	£281.00	£321.67	£64.33	£386.00	£583.33	£116.67	£700.00
Semi-Detached (Site and 1 st house type).	£234.17	£46.83	£281.00	£321.67	£64.33	£386.00	£583.33	£116.67	£700.00
Terraced (Site and 1 st house type).	£234.17	£46.83	£281.00	£321.67	£64.33	£386.00	£583.33	£116.67	£700.00
New purpose-built flats (Site/1st block/1 Flat type/Max 2 flats).	£287.50	£57.50	£345.00	£507.50	£101.50	£609.00	£835.00	£167.00	£1,002.00
Conversion to flats (Site/1st block/1 Flat type/Max 2 flats).	£189.17	£37.83	£227.00	£370.83	£74.17	£445.00	£587.50	£117.50	£705.00

Table B - Domestic extensions, other domestic buildings, and loft conversions to a single dwelling									
Type of work	Full Plans						Building Notice Charge		
	Plan Charge			Inspection Charge			Nett	Vat	Total
	Nett	Vat	Total	Nett	Vat	Total			
Single storey ground floor extension - floor area not exceeding 10m ² .	£140.00	£28.00	£168.00	£211.67	£42.33	£254.00	£370.00	£74.00	£444.00
Single storey ground floor extension - floor area exceeding 10m ² but not exceeding 40m ² .	£156.67	£31.33	£188.00	£320.00	£64.00	£384.00	£500.00	£100.00	£600.00
Single storey ground floor extension - floor area exceeding 40m ² but not exceeding 100m ² .	£194.17	£38.83	£233.00	£427.50	£85.50	£513.00	£653.33	£130.67	£784.00
Two storey extension - floor area not exceeding 10m ² .	£150.83	£30.17	£181.00	£290.00	£58.00	£348.00	£463.33	£92.67	£556.00
Two storey extension - floor area exceeding 10m ² but not exceeding 40m ² .	£172.50	£34.50	£207.00	£349.17	£69.83	£419.00	£547.50	£109.50	£657.00
Two storey extension - floor area exceeding 40m ² but not exceeding 100m ² .	£215.83	£43.17	£259.00	£466.67	£93.33	£560.00	£716.67	£143.33	£860.00
First floor extension - floor area not exceeding 10m ² .	£124.17	£24.83	£149.00	£194.17	£38.83	£233.00	£334.17	£66.83	£401.00
First floor extension - floor area exceeding 10m ² but not exceeding 40m ² .	£140.00	£28.00	£168.00	£244.17	£48.83	£293.00	£403.33	£80.67	£484.00
First floor extension - floor area exceeding 40m ² but not exceeding 100m ² .	£183.33	£36.67	£220.00	£294.17	£58.83	£353.00	£500.83	£100.17	£601.00
Basement extension - floor area not exceeding 40m ² .	£200.00	£40.00	£240.00	£320.00	£64.00	£384.00	£545.83	£109.17	£655.00
Loft conversion without dormers under 40m ² .	£194.17	£38.83	£233.00	£222.50	£44.50	£267.00	£437.50	£87.50	£525.00
Loft conversion with dormers and floor area under 40m ² .	£215.83	£43.17	£259.00	£222.50	£44.50	£267.00	£460.00	£92.00	£552.00
Detached non-habitable building with total floor less than 40m ² .	£135.00	£27.00	£162.00	£222.50	£44.50	£267.00	£375.00	£75.00	£450.00

Erection of an attached garage, carport or covered way up to 40m².	£135.00	£27.00	£162.00	£222.50	£44.50	£267.00	£375.00	£75.00	£450.00
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Table C - Domestic alterations and other works to a single dwelling									
Type of work	Full Plans						Building Notice Charge		
	Plan Charge			Inspection Charge			Nett	Vat	Total
	Nett	Vat	Total	Nett	Vat	Total			
Other works with a construction value up to £1,000.	£103.33	£20.67	£124.00	Paid with Plan Charge			£109.17	£21.83	£131.00
Other works with a construction value between £1,001 and £5,000.	£140.83	£28.17	£169.00				£147.50	£29.50	£177.00
Other works with a construction value between £5,001 and £10,000.	£196.67	£39.33	£236.00				£206.67	£41.33	£248.00
Other works with a construction value between £10,001 and £20,000.	£113.33	£22.67	£136.00	£177.50	£35.50	£213.00	£305.00	£61.00	£366.00
Conversion - Existing attached garage into a habitable room(s).	£108.33	£21.67	£130.00	£177.50	£35.50	£213.00	£299.17	£59.83	£359.00
Conversion - Existing attached exempt conservatory into habitable use.	£108.33	£21.67	£130.00	£177.50	£35.50	£213.00	£299.17	£59.83	£359.00
Conversion - Existing residential property back to a single dwelling (no structural alts).	£196.67	£39.33	£236.00	Paid with Plan Charge			£206.67	£41.33	£248.00
Replacement windows - Per installation up to 10 units	£113.33	£22.67	£136.00				£119.17	£23.83	£143.00
Replacement windows - Per installation > 10 units	£158.33	£31.67	£190.00				£166.67	£33.33	£200.00
Underpinning of existing foundations for every 5m run or part	£54.17	£10.83	£65.00	£222.50	£44.50	£267.00	£290.00	£58.00	£348.00
Renovation of thermal element - construction value up to £5,000	£158.33	£31.67	£190.00	Paid with Plan Charge			£166.67	£33.33	£200.00
Installation of a heating appliance (Boiler, woodburning, oil, coal, or gas fires) or Renewable energy source (e.g. solar panel, ground source heat pump etc) not under CPS scheme.	£185.83	£37.17	£223.00				£195.00	£39.00	£234.00
Notifiable electrical installation undertaken by a non-Part P - Qualified electrician. (Supplementary charge to undertake competency check).	£26.67	£5.33	£32.00				£26.67	£5.33	£32.00

Table D – Non-domestic new build and extensions									
Type of work	Full Plans						Building Notice Charge		
	Plan Charge			Inspection Charge			Nett	Vat	Total
	Nett	Vat	Total	Nett	Vat	Total			
Floor area not exceeding 10m ² .	£178.33	£35.67	£214.00	£298.33	£59.67	£358.00	£500.00	£100.00	£600.00
Floor area exceeding 10m ² but not exceeding 40m ² .	£210.83	£42.17	£253.00	£378.33	£75.67	£454.00	£618.33	£123.67	£742.00
Table E – Non-domestic alterations and other works									
Type of work	Full Plans						Building Notice Charge		
	Plan Charge			Inspection Charge			Nett	Vat	Total
	Nett	Vat	Total	Nett	Vat	Total			
Replacement windows - Per installation up to 10 units.	£95.00	£19.00	£114.00	Paid with Plan Charge	£100.00	£20.00	£120.00		
Replacement windows - Per installation > 10 units	£140.00	£28.00	£168.00		£146.67	£29.33	£176.00		
Other works with a construction value up to £5,000.	£140.00	£28.00	£168.00		£146.67	£29.33	£176.00		
Other works with a construction value between £5,001 and £10,000.	£170.00	£34.00	£204.00		£178.33	£35.67	£214.00		
Other works with a construction value between £10,001 and £15,000.	£280.00	£56.00	£336.00		£294.17	£58.83	£353.00		
Other works with a construction value between £15,001 and £20,000.	£340.00	£68.00	£408.00		£356.67	£71.33	£428.00		
Renovation of thermal element - construction value up to £5,000.	£145.00	£29.00	£174.00		£152.50	£30.50	£183.00		
Renovation of thermal element - construction value £5,001 up to £50,000.	£195.00	£39.00	£234.00		£205.00	£41.00	£246.00		
Renovation of thermal element - construction value £50,001 up to £100,000.	£295.00	£59.00	£354.00		£310.00	£62.00	£372.00		