

Explanatory Notes

1. Before you build, extend or convert, you or your agent (i.e. Architect, Builder, Developer etc.) must advise your local authority **either** by submitting Full Plans **or** through a Building Notice (Building notices can only be used for domestic building works). The advantages and disadvantages of each type of application are summarised below:

1.1 Full Plans applications require detailed drawings showing how the work will comply with the Building Regulations. The local authority will examine them and normally advise you of any necessary changes required to meet the Building Regulations. Building Control Surveyors inspect the work at various stages during construction.

- Advantage: the Approval is your assurance that if your contractor builds to the Approved drawings, the work on site will comply and your costings will be more accurate.
- Disadvantage: although you can start work within 48 hours of submitting the application, it is advisable to wait for your Approval (up to 8 weeks).

1.2 Building Notice applications do not require detailed drawings.

- Advantage: you may start work 48 hours after submitting.
- Disadvantage: your builder must be fully aware of all the Building Regulations that apply to the work otherwise unexpected costs can be (and often are) incurred.

For more information see the 'Building Regulations Explanatory Booklet' on www.planningportal.gov.uk.

2. If you submit a satisfactory Building Notice, work can start two days later. Building Control Surveyors will visit the site at regular intervals to ensure work conforms to Building Regulations.

3. **Charges are payable as follows:**

3.1 If you submit a Full Plans application you will pay a **Plan Charge**⁶ which is payable when the application is given to the local authority. You will be sent an invoice, once works have commenced on site, for the **Inspection Charge**, to cover **any inspections** of work under that application (once you have had an initial site visit, the inspection charge will be invoiced and is **NOT refundable** if you discontinue the works).

3.2 If you submit a Building Notice you will pay a **Building Notice Charge**¹ which is payable when the notice is given to the local authority. This is a once and for all payment irrespective of the number of visits made by the building Control Surveyor.

Note: once you have had an initial site visit, the Building Notice Charge cannot be refunded.

3.3 If you apply for a Regularisation Certificate in respect of unauthorised building work, you will pay a **Regularisation charge**² to cover the cost of assessing your application and all inspections.

3.4(a) Domestic Electrical work – If you do **not** intend to use a member of a Part P "Competent Person" scheme to carry out the electrical works associated with your application (electrical works that require a Building Regulation Application), we can arrange to have the electrical work inspected and tested by our qualified electrical sub-contractor. You will need to make this decision when you submit your application and pay the cost of this either as part of the **Inspection Charge** once works have commenced on site OR as part of the **Building Notice Charge** when you submit the application. In either case please refer to the separate Fee Schedule for **works INCLUDING the option for LDC electrical testing**.

3.4(b) Charges for testing electrics for new dwellings up to 300m² will be charged as for "**Electrical only**" rates.

3.5 Cheques are to be made payable to 'Lewes District Council'.

3.6 Extensions with a total floor area exceeding 60m² are calculated under Schedule 3.

4. Whether you choose to deposit Full Plans or give a Building Notice the total charge payable is the same.
5. Full Plans submissions, Building Notices and applications for Regularisation Certificates submitted to the local authority must be accompanied by the appropriate charge, otherwise the application or notice is deemed as not being submitted and work should not commence. All other charges payable, where applicable, will be charged following the first inspection of the work to which the application relates.
6. When the proposed work comprises one or more types of work to a building, the floor areas may be aggregated for extensions. If the fees are on different schedules they can be added together to work out the charges payable.
7. In certain cases the local authority may agree to charges being paid by instalments. Consult your building control office for details.

8. Where plans have been either approved or rejected no further charge is payable on resubmission for substantially the same work.

9. Some submissions do not require a charge. These are:

9.1 Insertion of insulating material into an existing cavity wall, providing the installation is certified to an approved standard and the work is carried out by an approved installer.

9.2 Installation of an approved unvented hot water system where the work is carried out by an approved operative or is part of a larger project.

9.3 Work to provide access and facilities for disabled persons³ in dwellings and buildings to which the public have access.

10. The amount of charges payable depends on the type of work, the number of dwellings in a building and 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 calculating the charges please consult your local authority Building Control office.

11. These notes are for guidance only and do not substitute for a Statutory Instrument which contains the full statement of the law.

Schedule 1: Charges for new domestic buildings⁴
(up to 300m² per dwelling and no more than 3 storeys)

Number of dwellings	Plan Charge			Inspection Charge		
	Fee £	V.A.T. (15%) £	Gross Charge £	Fee £	V.A.T. (15%) £	Gross Charge £
1	217.39	32.61	250.00	304.35	45.65	350.00
2	304.35	45.65	350.00	434.78	65.22	500.00
3	391.30	58.70	450.00	652.17	97.83	750.00
4	478.26	71.74	550.00	782.61	117.39	900.00
5	565.22	84.78	650.00	956.52	143.48	1100.00
6	608.70	91.30	700.01	1043.48	156.52	1200.00
7	652.17	97.83	750.00	1217.39	182.61	1400.00
8	673.91	101.09	775.00	1434.78	215.22	1650.00
9	695.65	104.35	800.00	1608.70	241.31	1850.01
10	702.17	105.33	807.50	1826.09	273.91	2100.00
11	708.70	106.31	815.01	2000.00	300.00	2300.00
12	715.22	107.28	822.50	2173.91	326.09	2500.00
13	721.74	108.26	830.00	2347.83	352.17	2700.00
14	728.26	109.24	837.50	2521.74	378.26	2900.00
15	734.78	110.22	845.00	2695.65	404.35	3100.00
16	741.30	111.20	852.50	2869.57	430.44	3300.01
17	747.83	112.17	860.00	3043.48	456.52	3500.00
18	754.35	113.15	867.50	3217.39	482.61	3700.00
19	760.87	114.13	875.00	3391.30	508.70	3900.00
20	767.40	115.11	882.51	3565.22	534.78	4100.00
	For each dwelling from 21-30 add £6.52 plus V.A.T. For each dwelling in excess of 30 add £5.79 plus V.A.T.			For each dwelling from 21-30 add £104.38 plus V.A.T. For each dwelling in excess of 30 add £85.72 plus V.A.T.		

Schedule 2: Charges for certain small buildings and extensions

Type of work	Plan Charge			Inspection Charge			Building Notice		
	Fee £	(15%) V.A.T. £	Gross Charge £	Fee £	(15%) V.A.T. £	Gross Charge £	Fee £	(15%) V.A.T. £	Gross Charge £
(1) Erection of a detached building which consists of a garage or carport, or both, having a floor area not exceeding 40m ² in total and intended to be used in common with an existing building, and which is not an exempt building.	152.17	22.83	175.00	Incl. in plan	Incl. in plan	Incl. in plan	152.17	22.83	175.00
(2) Any extension of a dwelling where the total floor area of the extension does not exceed 10m ² , including means of access & work in connection with that extension.	282.61	42.39	325.00	Incl. in plan	Incl. in plan	Incl. in plan	282.61	42.39	325.00
(3) Any extension of a dwelling where the total floor area of the extension exceeds 10m ² but does not exceed 40m ² , including means of access & work in connection with that extension.	117.39	17.61	135.00	304.35	45.65	350.00	421.74	63.26	485.00
(4) Any extension of a dwelling where the total floor area of the extension exceeds 40m ² but does not exceed 60m ² , including means of access & work in connection with that extension.	130.43	19.56	149.99	391.30	58.70	450.00	521.73	78.26	599.99

Schedule 3: Charges for other work⁶

(Including but not limited to: double glazing, loft conversions, structural work, internal and external alterations to existing buildings, garages over 40 sqm, extensions over 60 sqm, creations of new dwellings in existing buildings, new dwellings over 300 sqm and more than 3 storeys high and all commercial work.)

Estimated Cost of Work ⁷ £	Plan Charge			Inspection Charge			Building Notice		
	Fee £	(15%) V.A.T. ⁸ £	Gross Charge £	Fee £	(15%) V.A.T. ⁸ £	Gross Charge £	Fee £	(15%) V.A.T. ⁸ £	Gross Charge £
0-2,000	130.43	19.56	149.99	-	-	-	130.43	19.56	149.99
2,001-5,000	204.35	30.65	235.00	-	-	-	204.35	30.65	235.00
5,001-6,000	53.80	8.07	61.87	161.42	24.21	185.63	215.22	32.28	247.50
6,001-7,000	56.52	8.48	65.00	169.57	25.44	195.01	226.09	33.91	260.00
7,001-8,000	59.23	8.88	68.11	177.72	26.66	204.38	236.95	35.54	272.49

8,001-9,000	61.96	9.29	71.25	185.87	27.88	213.75	247.83	37.17	285.00
9,001-10,000	64.68	9.70	74.38	194.02	29.10	223.12	258.70	38.81	297.51
10,001-11,000	67.39	10.11	77.50	202.17	30.33	232.50	269.56	40.43	309.99
11,001-12,000	70.10	10.52	80.62	210.33	31.55	241.88	280.43	42.06	322.49
12,001-13,000	72.83	10.92	83.75	218.48	32.77	251.25	291.31	43.70	335.01
13,001-14,000	75.55	11.33	86.88	226.63	33.99	260.62	302.18	45.33	347.51
14,001-15,000	78.26	11.74	90.00	234.78	35.22	270.00	313.04	46.96	360.00
15,001-16,000	80.97	12.15	93.12	242.94	36.44	279.38	323.91	48.59	372.50
16,001-17,000	83.70	12.56	96.26	251.09	37.66	288.75	334.79	50.22	385.01
17,001-18,000	86.42	12.96	99.38	259.24	38.89	298.13	345.66	51.85	397.51
18,001-19,000	89.13	13.37	102.50	267.39	40.11	307.50	356.52	53.48	410.00
19,001-20,000	91.84	13.78	105.62	275.55	41.33	316.88	367.39	55.11	422.50
20,001-100,000	Add £2.44 plus V.A.T. for each £1000 (or part thereof) over £20,000 up to £100,000			Add £7.34 plus V.A.T. for each £1,000 (or part thereof) over £20,000 up to £100,000			Add £9.78 plus V.A.T. for each £1,000 (or part thereof) over £20,000 up to £100,000		
100,000	287.04	43.06	330.10	862.75	129.41	992.16	1,149.79	172.47	1,322.26
100,000-1m	Add £1.02 plus V.A.T. for each £1,000 (or part thereof) over £100,000 up to £1m			Add £3.03 plus V.A.T. for each £1,000 (or part thereof) over £100,000 up to £1m			Add 4.05 plus V.A.T. for each £1,000 (or part thereof) over £100,000 up to £1m		
Over 1m	Please contact Building Control directly to discuss fees.								

Electrical Testing Fees

Fee Schedule 1 (Electrical Only)	Basic Fee (Per Dwelling)	Fee Plus V.A.T. (15%)
Installation (up to 2 circuits)	£99.75	£114.71
Installation (3 to 6 circuits)	£99.75	£114.71
Installation (7 to 15 circuits)	£126.00	£144.90
Installation (Over 15 circuits)	£152.25	£175.09
Fee Schedule 2		
2(2) Extn. Under 10m2	£99.75 (Up to 6 circuits)	£114.71
2(3) Extn. 10m2 up to 40m2	£99.75 (Up to 6 circuits)	£114.71
2(4) Extn. 40m2 up to 60m2	£126.00 (7 to 12 circuits)	£144.90
Fee Schedule 3		
Up to £5000	£99.75	£114.71
£5001 - £15000	£99.75	£114.71
£15001 - £50,000	£126.00	£144.90
£50001 - £100,000	£152.25	£175.09

Footnotes

1. **Building Notice Charge** shall be an amount equal to the aggregate of the plan charge and the inspection charge shown in the gross columns. Charges in connection with Building Notices must be made at the time of deposit.
2. **Regularisation Charge** is the fee payable when an application is made to the local authority for a Regularisation Certificate in respect of unauthorised building work, commenced on or after 11 November 1985, and is **120%** of the total Building Notice charge, or the Plan charge and Inspection charge combined. **This fee is not subject to V.A.T.**
3. **Disabled person** means a person who is within any of the descriptions of persons to whom section 29 of the National Assistance Act 1948 (a) applies.
4. **Dwellings in excess of 300m² in floor area to be calculated on estimated cost in accordance with Schedule 3.**
5. Detached garages and carports having an internal floor area not exceeding 30m² are "exempt buildings" providing in the case of a garage over 15m² it is sited not less than one metre from all boundaries or alternatively it is constructed substantially of non-combustible materials. Extensions comprising a carport must be open on at least two sides.
6. Full plans submissions for work costing less than £5,000 must be accompanied by the total charge at the time of deposit. The plan charge for work costing more than £5,000 is 25% of the total charge. This must be deposited with Full Plans submissions. The inspection charge is 75% of the total charge and an invoice for the appropriate amount will be sent after the first inspection of work has been made.
7. The total estimated cost is an estimate, accepted by the local authority, of such **reasonable amount as would be charged by a person in business for carrying out the proposed work** but does not include V.A.T. and professional fees paid to an Architect, Quantity Surveyor or any other person. Where the charge is based on total estimated cost of the work a reasonable estimate will be required, which must be deposited with the application.
8. **Loft conversions** should be calculated on estimated cost in accordance with Schedule 3. **The minimum accepted estimated cost for a loft conversion starts at £20,000.**
9. All fees are subject to V.A.T. at the standard rate with the exception of regularisation submissions (see Note 2).