



## LONDON BOROUGH OF LEWISHAM

The Building ( Local Authority Charges ) Regulations 2010  
BUILDING REGULATIONS CHARGING SCHEME No. 2:2015

### Guidance Notes on Fees

**Effective from 1 June 2015 VAT @ 20%**

Building Control Services  
4th Floor Laurence House  
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London SE6 4RU

**Tel :** 020 8314 8233  
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These notes are for guidance only and are not a substitute for Statutory Instrument 2010 No. 404 which contains the full statement of the law.

#### Explanatory Notes

1. Before you build, extend or convert a property, you or your agent (i.e. Architect, Builder, Developer etc.) should submit an application under Building Regulations.
2. You may submit a Building Notice or Full Plans application, whichever you choose to make, the total fee payable is the same.
3. The appropriate fee must accompany Full Plans, Building Notices and Regularisation applications otherwise, the application is deemed as not being submitted and work should not commence. For Full Plans applications, all Inspection fees become payable when work commences on site.
4. If you submit a Full Plans application we will examine the technical drawings and issue a decision under the Building Regulations. Building Control Officers inspect the work at various stages during construction.
5. Should you submit a Full Plans application for approval, you will pay the Plan Fee to cover the passing or rejection of plans deposited and an Inspection Fee to cover the inspection of work to which the plans relate.
6. Should you submit a Building Notice application you will pay a Building Notice fee which is payable when the notice is given. This is a once and for all payment to cover planned number of inspections made by the Building Control Officer.
7. Work can start on site two days after the submission of a valid Building Notice application. Building Control Officers will visit the site on request, to confirm that works are in compliance with the Building Regulations. Please book inspections at least one day in advance.
8. Where plans have been either approved or rejected, no further Plan Fee is payable on resubmission for substantially the same work, if the plans are re-submitted within 2 months. After this period we reserve the right to charge a further fee.
9. Should you apply for a Regularisation Certificate in respect of unauthorised building work, you will pay a Regularisation Fee to cover the cost of assessing your application and inspections.

**NOTE :** *Regularisation can only be obtained for unauthorised building works commenced after 1<sup>st</sup> November 1985.*

**Some works do not require a fee. These are:**

10. 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.



11. Installation of an approved unvented hot water system where the work is carried out by an approved installer.
12. Work to provide access and facilities solely for disabled persons in dwellings and buildings to which the public has access. ( See 'Note' below )

**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(a) applied, as extended by virtue of Section 8 ( 2 ) of the Mental Health Act 1959(b), applied but disregarding the amendments made by paragraph 11 of Schedule 13 to the Children Act 1989(c); and

"dwelling" includes a dwelling-house and a flat; and "dwelling-house" and "flat" have the same meanings as in the Principal Regulations(d).

### **How to calculate the appropriate fee for the proposed works**

- I. If you have any difficulties calculating the fees, please contact this office on 020 8314 8233.
- II. With the exception of the Regularisation Fee, all local authority fees are subject to V.A.T. at the appropriate rate.
- III. The fee payable depends on the type of work to be undertaken. To calculate the fees, reference should be made to the schedules as follows :

**Schedule 1) – Small domestic works** - Small garages, carports and certain alterations and extensions. (The fee is charged per item of work)

*Detached garages and carports having an internal floor area not exceeding 30m<sup>2</sup> are "exempt buildings" providing in the case of a garage 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.*

**Schedule 2) –** Work other than that described in Schedule 1. (The fee is based on the cost of works)

*Full Plans applications for work costing less than £2,000 must be accompanied by the TOTAL fee at the time of the deposit. For work costing more than £2,000 the Plan Fee ONLY must be deposited with the Full Plans application. An invoice for the Inspection Fee will be sent when work commences.*

**NOTE :** *The total estimated cost is an estimate accepted by this 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 fee is based on total estimated cost of the work a reasonable estimate will be required which must be declared with the application.*

*In cases where this Authority considers an estimate to be unreasonable or where no estimate or fee is supplied, the Authority is authorised to treat plans as if they had not been deposited. Where there is a dispute as to the reasonableness of an estimate then the matter will be resolved legally.*

### **Fees can be paid by :**

- **Cheque** ( made payable to London Borough of Lewisham )
- **Credit or Debit card** either by visiting the Business Centre in Laurence House or by telephoning 020 8314 8233