



## Appendix A

### The Building (Local Authority Charges) Regulations 2010

#### London Borough of Sutton Building Control Charging Schedule No.16

Date this Scheme came into effect: 01/04/2025

#### To be read in conjunction with The Building Regulations 2010 (as amended)

The Building (Local Authority Charges) Regulations 2010 authorise local authorities to set charges in respect of their Building Regulations service. Current charging policies and rates are set out in this Charges Scheme No 16 & Tables A to C. These will be applied to all applications received on or after 1st April 2025. Previous schemes / charges will apply where applications have been registered before this date. You are reminded that before you undertake any work to which the Regulations apply you should submit a Full Plans or Building Notice application to the local authority. It may also be necessary to obtain Planning Permission or other approvals in respect of your proposals and you should ensure that these are obtained before commencement of work.

## Charges

The Council are authorised to make the following charges:

- a) A **Plan** charge for the deciding of plans (Full Plans) calculated at 40% of the full charge;
- b) An **Inspection** charge for the inspection of building work (Full Plans) calculated at 60% of the full charge;
- c) A **Building Notice** charge for the consideration of a Building Notice (Building Notice - combined charge);
- d) A **Reversion** charge for the consideration of building work reverting to Local Authority control from Approved Inspectors;
- e) A **Regularisation** charge for the consideration of an application under Regulation 18 (unauthorised building work) & the inspection of building work. No refunds will be considered in respect of Regularisation applications;
- f) **Chargeable Advice** in relation to Building Regulation (pre-application) advice.

All charges under the scheme are payable when the application is submitted. Unless the required fee is paid, it cannot be accepted as a valid application.

## Charge exemptions

Charges are not payable where we are satisfied that proposed work is solely for the purpose of providing accommodation or facilities designed to provide means of access for disabled persons to or within a building, or for providing facilities designed to secure their greater health, safety, welfare or convenience including the adaptation or extension of existing accommodation to carry out medical treatment or store medical equipment or to provide sleeping accommodation for a 24 hour carer. Evidence will be required to substantiate the exemption of charges. This work must be carried out in relation to a building to which members of the public are admitted or is a dwelling occupied by a disabled person (refer to Reg. 4 of Charges Regulations). **“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(1), as extended by virtue of section 8(2) of the Mental Health Act 1959(2), applied but disregarding the amendments made by paragraph 11 of Schedule 13 to the Children Act 1989(3);**. It should be noted that in some cases only partial exemption may apply and some charge will be required. Please refer to Building Control before assuming exemption.

## Refunds and recharges

1. An administrative fee (£86.50) will be applied to a refund request where an application has been registered valid and no other action/processing undertaken.
2. The plan check fee will be applied to a refund request where submitted plans have been examined.
3. No refund will be considered where building works have commenced on site and a respective inspection carried out.
4. No refunds will be considered in respect of Reversion or Regularisation applications.
5. Application charges may be reviewed 3 years after deposit if building works have not started and/or had no valid inspection.
6. Applications will be placed in abeyance and subject to a resurrection charge (£170) if building works are not fully inspected / completed within 3 years of deposit.
7. An additional plan check charge and any necessary re-consultation charges (i.e. engineers) will be applied where an alternative scheme is submitted and requires a substantial recheck.
8. Additional inspection charges may be applied where the number of inspections exceeds that reasonable for the building works.
9. Additional charges may apply in respect of specialist consultants, optional requirements or cross boundary working.
10. A charge for a completion certificate will be applied where the premises are occupied before the building works have been satisfactorily checked.
11. Due to administrative costs no refunds will be offered for overpayments of £30 or less.
12. If you have any difficulties understanding, determining or calculating the charges please contact [building.control@sutton.gov.uk](mailto:building.control@sutton.gov.uk)

## Non-Payment of a Charge

Regulation 8(2) of the Building (Local Authority Charges) Regulations 2010, explains that plans are not treated as being deposited for the purposes of Section 16 of the Building Act or building notices given unless the Council has received the correct charge. In other words, relevant timescales do not start until the agreed payment has been made. The debt recovery team of the authority will also pursue any non-payment of a charge in such a manner as they think fit.

## Building Safety Regulator (BSR)

The London Borough of Sutton has calculated an hourly charge of £127.50 for all work referred to us by the BSR.

## Charge details

The standard charges within Tables A, B and C have been set by the authority on the basis that the building work does not consist of, or include, innovative or high risk construction techniques (details available from the authority) and/or the duration of the building work from commencement to completion does not exceed 12 months.

The charges have also been set on the basis that the design and building work is undertaken by a person or company that is competent to carry out the design and building work referred to in the standard charges tables that they are undertaking. If not, the work may incur supplementary charges.

If chargeable advice has been given in respect of any of the work detailed in these tables and this is likely to result in less time being taken by the authority then a reduction to the standard charge will be made.

- Table A - Domestic extensions
- Table B - Alterations to existing dwellings
- Table C - Other works based on estimated costs
- Appendix 1 - For all other works please complete a 'Quotation Request Form'

### Table A

- Where domestic electrical or gas installation works are NOT going through a competent persons scheme provider, an additional charge applies (refer to Table B).
- There is a 50% discount on Table B work undertaken at the same time as Table A work. Please ensure your application includes all building works including alterations under Table B.

Table A - Domestic extensions										
Category / Description	Full Plan Charges						Building Notice Charges			Regularisation (VAT exempt)
	Plan Charge			Inspection Charge			Charge	VAT	Total	Total
	Charge	VAT	Total	Charge	VAT	Total				
Single storey extension <b>under</b> 40sqm	408.00	81.60	£489.60	612.00	122.40	734.40	1,020.00	204.00	£1,224.00	£1,530.00
Single storey extension <b>over</b> 40sqm	480.00	96.00	£576.00	720.00	144.00	864.00	1,200.00	240.00	£1,440.00	£1,800.00
Loft conversion	353.00	70.60	£423.60	529.50	105.90	£635.40	882.50	176.50	£1,059.00	£1,323.50
Loft conversion including dormer extension	463.00	92.60	£555.60	694.50	138.90	£833.40	1,157.50	231.50	£1,389.00	£1,736.50
Outbuilding with sleeping accommodation <b>under</b> 40sqm	381.40	76.28	£457.68	572.10	114.42	£686.52	953.50	190.70	£1,144.20	£1,430.50

**For all other domestic extensions, or extensions to commercial properties please complete a 'Quotation Request Form', or for queries please contact [building.control@sutton.gov.uk](mailto:building.control@sutton.gov.uk).**

### Table B

- The discount charges are only applicable where building work from Table A is included in the application and the works are carried out at the same time.
- Table B charges are per dwelling unit and multiples should be used where work is carried out to more than one dwelling unit.
- Please ensure you submit the correct fee otherwise your application may not be valid.

<b>Table B - Alterations to existing dwellings</b>										
Use 'Discount Charge' if work includes an item in Table A or is a multiple of the same category in Table B										
Category / Description	Full Plan Charge			Discount Charge			Building Notice Charges			Regularisation (VAT exempt)
	Charge	VAT	Total	Charge	VAT	Total	Charge	VAT	Total	Total
Formation of a new bathroom, shower room / cloakroom	498.00	99.60	£597.60	249.00	49.80	£298.80	498.00	99.60	£597.60	£747.80
Conversion of a garage into a habitable room	520.00	104.00	£624.00	260.00	52.00	£312.00	520.00	104.00	£624.00	£780.00
Removal of a chimney breast	637.50	127.50	£765.00	318.00	63.60	£381.60	637.50	127.50	£765.00	£956.00
Addition of insulation to walls	238.00	47.60	£285.60	119.00	23.80	£142.80	238.00	47.60	£285.60	£357.00
Removal of load bearing wall	448.00	89.60	£537.60	224.00	44.80	£268.80	448.00	89.60	£537.60	£673.00

**For all other domestic alterations, or alterations to commercial properties please complete a 'Quotation Request Form', or for queries please contact [building.control@sutton.gov.uk](mailto:building.control@sutton.gov.uk).**

Table C

- Table C is designed to cover small domestic and commercial projects not available in Tables A and B.
- The total estimated cost means a reasonable estimate that would be charged by a professional builder to carry out the work. No allowance should therefore be made for own labour for example. The estimate should exclude VAT and any professional fee paid to an architect, engineer or surveyor etc.
- Table C does not include domestic extensions, please refer to Table A or complete a 'Quotation Request Form' .
- Table C does not include new build dwellings or conversions, please complete a 'Quotation Request Form'.

<b>Table C - Other works based on estimated costs</b>										
Estimated cost of work	Full Plan Charges						Building Notice Charges			Regularisation (VAT exempt)
	Plan Charge			Inspection Charge			Charge	VAT	Total	Total
	Charge	VAT	Total	Charge	VAT	Total				
£2,000 or Less	346.00	69.20	£415.20	N/A			346.00	69.20	£415.20	£520.00
£2,001 - £5,000	476.00	95.20	£571.20	N/A			476.00	95.20	£571.20	£715.00
£5,001 - £10,000	242.40	48.48	£290.88	363.60	72.72	£436.32	606.00	121.20	£727.20	£910.00
£10,001 - £20,000	294.80	58.96	£353.76	442.20	88.44	£530.64	737.00	147.40	£884.40	£1,105.00
£20,001 - £30,000	346.80	69.36	£416.16	520.20	104.04	£624.24	867.00	173.40	£1,040.40	£1,300.00
£30,001 - £40,000	398.80	79.76	£478.56	598.20	119.64	£717.84	997.00	199.40	£1,196.40	£1,495.00
£40,001 - £50,000	450.80	90.16	£540.96	676.20	135.24	£811.44	1,127.00	225.40	£1,352.40	£1,690.00

**For all other works above £50,001 please complete a 'Quotation Request Form', or for queries please contact [building.control@sutton.gov.uk](mailto:building.control@sutton.gov.uk).**

## Appendix 1

Individual assessment of Building Regulation charges, on a project by project basis, will be made when projects fall outside of "standard" charge limits. Individually assessed charges are to be determined following submission of full plans, inspections, building notices, reversion applications, and regularisation applications as applicable or, alternatively, on submission of sufficient detail to assess the charge. In general, you should supply sufficient detail and plans for Building Control to assess the charge. The charges determined will be specified and confirmed in writing taking into account the factors listed below;

- the existing use of a building, or the proposed use of the building after completion of the building work;
- the different kinds of building work described in regulation 3(1)(a) to (i) of the Building Regulations 2010 (as amended).
- the floor area of the building or extension(s);
- the estimated duration of the building work and the anticipated number of inspections to be carried out;
- the estimated cost of the controllable building work;
- the nature of the design of the building work and whether innovative or less conventional construction techniques are to be used; and
- whether the person who intends to carry out part of the building work is a person named in a self-certification scheme or list of exemptions under schedule 3 of the Building Regulations 2010 (as amended); or is carrying out the descriptions of work where no building notice or deposit of full plans is required under schedule 4 of the Building Regulations 2010 (as amended) both as mentioned in building regulation 12(6), or is a person who is registered by the British Institute of Non-destructive Testing under regulation 43 of the Building Regulations 2010 (as amended);

- whether in respect of the building work a notification has been made that design details approved by Robust Details Limited are to be used as outlined in regulation 41 of the Building Regulations 2010 (as amended);
- whether an application or building notice is in respect of two or more buildings, building works are substantially the same as each other and in close proximity;
- whether an application or building notice is in respect of building work which is virtually identical to building work in respect of which plans have previously been deposited or building works inspected by the London Borough of Brent
- whether chargeable advice has been given which is likely to result in less time being taken by the London Borough of Brent to perform the chargeable function;
- whether it is necessary to engage and to incur the costs of a consultant to provide specialist advice or services in relation to a particular aspect of the building work;
- the location, duration of the project and anticipated input required by Building Control.

Costs will be assessed taking account of an £86.50 hourly rate.

**Notes:** Where the London Borough of Sutton has determined a Building Regulation charge and the actual amount of work required of the Council is more than that which was originally anticipated and for which payment has been made, the London Borough of Sutton may raise a supplementary charge in respect of any additional work carried out. The request for any supplementary charge will be accompanied by a statement setting out the reason for the assessment and the calculation of the supplementary charge necessary. Where the amount of work required of the Council is significantly less than that which was estimated, payment of Building Regulation charges has been made in full and a completion or regularisation certificate issued, the Council will refund in legitimate cases, upon request, an amount equal to the charge attributable to the work that they agree was not required. In either case, one hour of an officer's time will be disregarded.

**Link to Quotation Request Form**

Written quotations will be sent by email where possible. We aim to provide quotations within 2 working days of our office receiving the request.

Signed



Spencer Palmer  
Strategic Director of Environment, Housing, and Neighbourhoods

Dated 24 March 2025