

## Building control charges scheme: April 2022 Commercial buildings

### 1. Building regulation approval

1.1 **Building regulations applications.** Before carrying out building work to which the building regulations apply, you or your agent must deposit a **full plans** application together with the appropriate charge.

1.2 The charge payable is dependant upon the type of work to be carried out and can be calculated by reference to the following notes and charge tables. Payments made by cheque should be made payable to **Woking Borough Council**. If you have any difficulties, or the works being carried out are not detailed within the tables, please contact the building control service who will provide advice and/or an individually determined charge for your proposals.

1.3 Applications can be submitted either in hard copy or [online via the Planning Portal](#).

1.4 The proposed works may also require planning permission, guidance for which can be obtained separately from the council's planning services on 01483 743 841.

### 2. Charges are payable as follows:

2.1 **Full plans application.** Should you submit a Full Plans application, you will pay a **plan charge** at the time of submission of the application to cover their passing or rejection, assessment and decisions of deposited plans, with an **inspection charge** payable at the commencement of works/after we have made our first inspection. Where applicable, you will be sent an invoice for this charge.

2.2. **Regularisation: application/unauthorised works.** As the owner of unauthorised building work, should you apply for a regularisation certificate in respect of unauthorised building work, which was commenced on or after 11 November 1985; a regularisation charge is applicable. This charge is payable at the time of submission of the application, and covers the cost of assessing your application, and all site inspections. Applications should include one copy of all available details.

2.3 **VAT.** Is chargeable to all building regulation applications at the current rate applicable at the time of submitting the application, with the exception of regularisation applications.

2.4 For further information on making an application is [available on the council's website](#). Please note that the withdrawal or substantial amendment to an existing application may be subject to an administration charge.

### 3. Charges tables

3.1 **Table D: Non domestic extensions and new build.** Details the charges payable where works comprise of one or more extensions or new buildings then the floor area is the total internal floor areas of all storeys added together. Two or more extension floor areas may be added together to determine the relevant charge, providing the works are carried out simultaneously. The council reserve the right to make additional charges should this subsequently not be the case.

3.2 **Table E: Non domestic alterations to a single building.** Details the charges payable where works consist of domestic alterations.

3.3 **Estimated cost** – means, an estimate of all reasonable costs including both materials and labour that would be charged by a person in business, to carry out the work, excluding VAT.

Professional fees paid to an architect, engineer or surveyor etc., and land acquisition costs, are to be excluded from the estimated costs

3.4 **Individually determined charges.** Where your proposed building work does not fall within the tables A to C please contact, the building control team who will provide an individual determined quotation for the building control charge for your project. Please contact 01483 743 841 or email details of your proposal to [buildingcontrol@woking.gov.uk](mailto:buildingcontrol@woking.gov.uk)

### 4. Supplementary additional charges/discounts

4.1 **Competent designer and contractor.** The standard charges have been set on the basis that the design and building work is undertaken by a person or company that is experienced and competent to carry out the work. If not, the work may incur supplementary additional charges.

Additionally contractors who are repeating designs and processes, (specialising in a particular field), do require less supervision or re-inspection, to reflect this 25% a reduction in the standard charge will be made. The criteria we use in applying this reduction is evidence of five consecutive projects meeting the inspection framework without need for re-inspection

4.2 **Innovative or high risk construction techniques.** The charges have also been set on the basis that the building work does not consist of, or include, innovative or high risk construction techniques. If so, the work may incur supplementary additional charges.

4.3 **Construction time period.** If the duration of the building work from commencement to completion exceeds 12 months, the Council reserves the right to make supplementary additional charges.

4.4 **Chargeable advice discount.** 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, a reduction to the standard charge will be made.

### 5. Exemptions

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

5.2 Works to provide access and/or facilities for **disabled people** to buildings to which the public have access are exempt from charges. In these Regulations disabled person is defined as a person to whom Section 29(1) of the National Assistance Act 1948

### 6. Other

6.1 **The regularisation charge** is equivalent to the sum of the relevant net plan and inspection charges paid for full plan applications plus 50%. Please note: **VAT is not payable for regularisation applications.**

6.2 **Thermal element** means a wall, floor or roof which separates a heated part of the building from the external environment (including the ground) or from an unheated part of the building. 'Renovation' in relation to a thermal element means the provision of a new layer in the thermal element or the replacement of an existing layer, but excludes decorative finishes domestic extensions and new build up to 200 m<sup>2</sup> internal floor area.

**Note: Standard charges inclusive of VAT at 20%.**

**Table D: Charges for non-domestic extension and new build**

Category	Description	Plan charge	Inspection charge
<b>OR</b>	<b>Other residential (institution and other), including hospitals, hotels and boarding house Assembly and recreational use, including clubs, schools, halls</b>		
1	Floor area: not exceeding 10m <sup>2</sup>	£200	£592.09
2	Floor area: exceeding 10m <sup>2</sup> but not exceeding 40m <sup>2</sup>	£300	£758.14
3	Floor area: exceeding 40m <sup>2</sup> but not exceeding 100m <sup>2</sup>	£300	£822.90
4	Floor area: exceeding 100m <sup>2</sup> but not exceeding 200m <sup>2</sup>	£300	£1,284.22
<b>IS</b>	<b>Industrial and storage usage, including factories and warehouses</b>		
9	Floor area: not exceeding 10m <sup>2</sup>	£336.94	Included in plan charge
10	Floor area: exceeding 10m <sup>2</sup> but not exceeding 40m <sup>2</sup>	£200	£332.02
11	Floor area: exceeding 40m <sup>2</sup> but not exceeding 100m <sup>2</sup>	£200	£462.06
12	Floor area: exceeding 100m <sup>2</sup> but not exceeding 200m <sup>2</sup>	£200	£592.09
<b>A0</b>	<b>All other use classes, including offices and shops (commercial)</b>		
13	Floor area: not exceeding 10m <sup>2</sup>	£200	£391.13
14	Floor area: exceeding 10m <sup>2</sup> but not exceeding 40m <sup>2</sup>	£200	£592.09
15	Floor area: exceeding 40m <sup>2</sup> but not exceeding 100m <sup>2</sup>	£300	£693.10
16	Floor area: exceeding 100m <sup>2</sup> but not exceeding 200m <sup>2</sup>	£300	£882.27

**TABLE E: Charges for all other non domestic work alterations**

Category	Description	Plan charge	Inspection charge
1	Underpinning	Individually determined	
<b>WROD</b>	<b>Window replacement (non competent person's scheme).</b>		
2	Per installation: over 20 windows up to 50 windows	£266.01	Included in plan charge
	Per installation: up to 20 windows	£200	£332.02
<b>RTEO</b>	<b>Renovation of a thermal element</b>		
3	Estimated cost: up to £50,000	£331.04	Included in plan charge
	Estimated cost: over £50,000 to £100,000	£200	£196.07
	Estimated cost: over £100,000 to £250,000	£200	£332.02
<b>ASIC</b>	<b>Alterations not described elsewhere including structural alterations and installation of controlled fittings</b>		
4	Estimated cost: up to £5,000	£288.62	Included in plan charge
	Estimated cost: over £5,000 to £25,000	£200	£215.86
	Estimated cost: over £25,000 to £50,000	£200	£492.9
	Estimated cost: over £50,000 to £100,000	£300	£674.47
	Estimated cost: over £100,000 to £150,000	£300	£811.04
<b>MEZ 5</b>	Installation of a Mezzanine floor up to 500m <sup>2</sup>	£300	£601.25
<b>OFO</b>	<b>Office or shop fit out</b>		
6	Floor area: up to 500m <sup>2</sup>	£200	£358.63
	Floor area: 500m <sup>2</sup> to 1000m <sup>2</sup>	£200	£495.17
<b>cou 7</b>	Change of use of a building (charged in addition to the above works)	£253.58	Included in plan charge

Charges inclusive of VAT at 20%.