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**NEWCASTLE CITY COUNCIL BUILDING CONTROL**

**BUILDING REGULATION CHARGES – GUIDANCE NOTE 3**

**NON-DOMESTIC NEW BUILD, EXTENSIONS AND ALTERATIONS**

With effect from 1st of April 2019

This information sheet provides a quick reference guide to finding the relevant charges for different types of building regulation application for non-domestic new build, extensions and alterations.

Full details are contained in Newcastle City Council’s *‘Scheme for the recovery of building regulation charges and associated matters’*. This is published on the council’s website and contains full details of the charges scheme and the provisions of The Building (Local Authority Charges) Regulations 2010.

**How to use the table to calculate your building regulation charge:**

**Full Plans Application -**

* The **Plan Charge** is a deposit fee payable at the time of submitting a Full Plans application with the local authority.
* The **Inspection Charge** is the balance payment for the cost of the service, required to be paid on demand, after the first inspection has been carried out, following commencement of the works. The invoice for this charge will be sent to the owner (applicant on application form), unless requested otherwise.
* Alternatively, the customer my wish to pay a combined plan charge and inspection charge at the time of depositing the application, in which case the **discounted charge** as indicatedwould be payable.

**Building Notice -**

* This charge is payable at the time of depositing a Building Notice with the local authority.

**Regularisation Charge -**

* This charge is payable at the time of depositing a Regularisation Application with the local authority.

Charges are subject to VAT with the exception of Regularisation Applications.

**Factors taken into account in determining the charge category:**

Depending upon the nature of the project, the following factors can be taken into account in determining the relevant charge category using the attached tables:

* + - **Floor Area -** The total internal floor area of all storeys of the building or extension of the building
    - **Estimated Cost of Building Work –** Accepted by the local authority as being a cost reasonably charged by a person in business to carry out such building work.
    - Charges may not apply in relation to an existing building to which the public are admitted and where the whole of the building work is for the purpose of providing means of access for disabled persons by way of entrance or exit to or from the building or any part of it; or for the provision of facilities designed to secure the greater health, safety, welfare or convenience of disabled persons. Due to the complexity of the regulations giving exemption please contact Building Control directly to seek further clarification where appropriate

**How to pay:**

We will contact you by email or telephone to take credit or debit card payment once we have received your application. If you wish to pay by cheque, payment should be made payable to Newcastle City Council.Please note that until such time as the relevant payment has been made, your application will not be treated as valid.

**Our standard charges have been set on the basis that:**

* The inspection framework and approved plans (where relevant) should provide the local authority with reasonable evidence that your completed project complies with minimum Building Regulation requirements.
* The purpose of the service provided by Local Authority Building Control is to check as far is reasonably practicable, that Building Regulation requirements are satisfied. It must be appreciated that site visits only constitute a spot inspection.
* The inspection framework and fee charged for dealing with the building regulation application assumes that persons employed by the applicant to undertake the design and building work are competent. If you require a more extensive supervisory service of building work, you are advised to employ a suitably qualified person to carry this out on your behalf.
* The building work does not consist of, or include, innovative or high risk construction techniques and/or the duration of the building work from commencement to completion does not exceed 12 months.

**Our standard charges do not cover building regulation applications for:**

* Building work in relation to more than one building
* Non -Domestic Extensions/ New Builds over 100m²
* All other building work to a Non-Domestic Building with an Estimated Cost over £100,000
* Multiple Extensions/ Alterations to a Non-Domestic building
* Building work consisting of installation of over 20 windows in a Non-Domestic Building
* Reversion Applications

In any of these circumstances, please contact Building Control to determine the relevant charges for these applications.

**Other charges/refunds:**

* If the basis on which the charge has been determined changes, the Local Authority may refund or request a supplementary charge. The Authority will provide a written statement setting out the basis and method of calculation for the refund/supplementary charge.
* To resolve an outstanding case and issue a Completion Certificatewhere the work has been completed or occupied for more than 3 years from the date of the last inspection and a subsequent request is made for a Completion Certificate a charge of £150.00 + VAT will be applicable**.**
* Refunds- A fee of £50.00 + VAT will be charged for the withdrawal of a Building Regulation application prior to plan assessment being carried out and/or site inspection being made. Any refund on a Building Regulation application withdrawn after the local authority have begun the plan assessment and/or site visit(s) undertaken, will be at the discretion of the Council and on an individually determined basis.

**Contact details:**

Building Control

Newcastle City Council

Civic Centre

Newcastle upon Tyne

NE1 8QH

Phone: 0191 278 2845

Email: [building.control@newcastle.gov.uk](mailto:building.control@newcastle.gov.uk)

[www.newcastle.gov.uk](http://www.newcastle.gov.uk)

#### **TABLE D**

#### **CERTAIN NON-DOMESTIC WORK - EXTENSIONS AND NEW BUILD**

**The inspection charge will be discounted by £50 if the inspection charge payment is paid at the same time as the plan charge deposit of the application.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Category of Work** | | **Other Residential**  **(Institution and Other)** | | | **Assembly and Recreational use** | | | **Industrial and Storage usage** | | | **All Other use Classes** | | |
| **Plan** **Charge** | **Inspection Charge** | **Regularisation charge**  **No VAT** | **Plan****Charge** | **Inspection Charge** | **Regularisation charge**  **No VAT** | **Plan****Charge** | **Inspection Charge** | **Regularisation charge**  **No VAT** | **Plan****Charge** | **Inspection Charge** | **Regularisation charge**  **No VAT** |
| 1) Floor area not exceeding 10m2 | Excl VAT | £200 | £350 | **£935** | £200 | £350 | **£935** | £200 | £320.00 | **£935** | £200 | £350 | **£935** |
| **Incl VAT** | **£240** | **£420** | **£240** | **£240** | **£240** | **£384.00** | **£240** | **£420** |
| 2) Floor area exceeding 10m2 but not exceeding 40m2 | Excl VAT | £200 | £500 | **£1190** | £200 | £288 | **£1350** | £200 | £445.00 | **£1190** | £200 | £595 | **£1350** |
| **Incl VAT** | **£240** | **£600** | **£240** | **£714** | **£240** | **£534.00** | **£240** | **£714** |
| 3) Floor area exceeding 40m2 but not exceeding 100m2 | Excl VAT | £200 | £1615 | **£1615** | £200 | £860 | **£1780** | £200 | £585.00 | **£1420** | £200 | £850 | **£1780** |
| **Incl VAT** | **£240** | **£1938** | **£240** | **£1032** | **£240** | **£702.00** | **£240** | **£1020** |

**TABLE E**

#### **ALL OTHER NON-DOMESTIC WORK – ALTERATIONS**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Category of Work** | **Basis of Charge**  **Estimate of Cost**  **£** | **Plan Charge** | | **Inspection Charge** | | **Discounted charge** **If Plan Charge and Inspection Charge paid together on submission of application** | | **Regularisation Charge** |
| Excl VAT | **Incl VAT** | Excl VAT | **Incl VAT** | Excl VAT | **Incl VAT** | **No VAT** |
| Alterations including: structural alterations; installation of controlled fittings; shop fronts; office/shop fit-outs; mezzanine floors; renovation of thermal elements; etc | 0 - 5,000 | £150 | **£180** | £200 | **£240** | £300 | **£360** | **£595** |
| 5,001 - 10,000 | £150 | **£180** | £250 | **£300** | £350 | **£420** | **£680** |
| 10,001 - 20,000 | £150 | **£180** | £300 | **£360** | £400 | **£480** | **£765** |
| 20,001- 100,000 | Add £2.50 for each £1,000 (or part thereof) over £20,001 up to £100,000 | **--** | Add £10 for each £1,000 (or part thereof) over £20,001 up to £100,000 | **--** | Add £10.50 for each £1,000 (or part thereof) over £20,001 up to £100,000 | **--** | **Add £20 for each £1,000 (or part thereof) over £20,001 up to £100,000** |

**Building Regulation Application charges for building work over £100,000 estimate of cost are individually determined.**

**Please contact the Building Control team and the charge will be confirmed in writing.**