

## Standard Building Control Charges Effective from 6 April 2024

These tables and guidance notes are based on the Sevenoaks District Council's Building Control Charges scheme. The charges scheme is made under the Building (Local Authority Charges) Regulations 2010. The charges have been established to cover the cost of building control fee earning work in respect of commonly occurring building projects. The full scheme of charges can be viewed at Sevenoaks District Council offices by appointment only.

### Charges are payable for:

Before you build, extend, convert or make alterations to a property, you will probably need to submit a Building Regulation application to Sevenoaks Building Control. This will take the form of either a Full Plans application or a Building Notice submission. There is a charge payable for both methods as set out below. If the basis on which the charge has been determined significantly changes, Building Control may either provide a refund or request a supplementary charge in writing setting out the basis and detailing the method of calculation.

### Full Plans

If you submit a Full Plans application, the Plan Charge must accompany the plans to cover an assessment of the works and the passing or rejection of the plans. The Inspection Charge becomes due after our Building Surveyors first inspection of the works on site. An invoice will be sent to the applicant for the relevant amount and this covers all necessary site inspections by Building Control Surveyors including issuing a completion certificate.

### Building Notice

Where a Building Notice is submitted, the Building Notice Charge is payable at the time of submitting the Notice. The fee covers all the Building Control Surveyors' visits to the site once notified of commencement and the issuing of a completion certificate. Site visits are to ensure that the work conforms to Building Regulations. Supplementary information, ie floor plans, structural & thermal calculations, may be requested as necessary to confirm compliance with the Building Regulations 2010.

### Regularisation

If you have carried out building work without submitting a Full Plans application or a Building Notice, is a criminal offence. However you can apply for a Regularisation Certificate if the works were commenced on or after 11th November 1985. There is a fee to pay to cover the cost of assessing your application and all inspections, but no VAT is payable on this type of application.

### Individually Determined Charges

You can request a bespoke fee quote where:

- All or part of the project falls outside of the standard Charges in Tables A, B & C
- The categories do not reflect a reasonable charge

You can obtain an Individually Determined Charge by sending plans of your proposals by email to: [building.control@sevenoaks.gov.uk](mailto:building.control@sevenoaks.gov.uk) or by contacting us by telephone: 01732 227376.

### Building Notices and the Fire Safety Order

A Building Notice cannot be used for a 'designated building' which is a building subject to the Regulatory Reform (Fire Safety) Order 2005, i.e. non-domestic properties, common areas of flats and homes in multiple occupation, etc.

Continued overleaf

## Exemption from Charges

- a) *Existing Dwelling* - where the whole of the work is solely for the purpose of providing access for a disabled person to, from and within their residence, or for the purpose of providing facilities or accommodation, designed to secure the greater health, safety, welfare or convenience of the disabled person (subject to Regulation 4(2)) no charge shall be payable. Note: evidence of the person's disability or special needs may be required, ie, a letter from a medical practitioner or an occupational therapist.
- b) *Existing Building* - to which members of the public are admitted (e.g. public buildings, shops, banks, etc) where the whole of the work is solely for the purpose of providing access for disabled persons to, from and within the building, or for the provision of facilities designed to secure the greater health, safety, welfare or convenience of disabled persons no charge shall be payable.

## Service level

The inspection fee will cover all site inspections carried out during the construction phase including discussions and meetings with the builder, architect &/or the owner if required. Our Surveyors provide a next day inspection service and because we are local we will do our utmost to accommodate any reasonable requests for inspections at short notice in the event of problems on site. We offer a prompt, proactive, commercially aware service and we understand the pressure involved in delivering construction projects on time including the programming issues of major builds.

The stages the Surveyor will look at include:

- Foundations
- Damp proofing
- Drainage
- Beams, floor and roof structures
- Thermal insulation
- Completion

## VAT

VAT is charged at 20%

## Payment

Payment can be made on our website;  
[www.sevenoaks.gov.uk](http://www.sevenoaks.gov.uk).

Debit /Credit card payments are accepted by telephone; 01732 227376 and cheques should be made payable to "Sevenoaks District Council".

Further guidance, application forms and advice can be obtained from:

Sevenoaks Building Control  
Sevenoaks District Council,  
Council Offices,  
Argyle Road, Sevenoaks, TN13 1HG

e: [building.control@sevenoaks.gov.uk](mailto:building.control@sevenoaks.gov.uk)

t: 01732 227376

w: <http://www.sevenoaks.gov.uk/buildingcontrol>

**Table 0 – Additional Charges**

<b>A</b>	Copy of Notices and Certificates if they are already available on the Council's website.	£ 60.00
<b>B</b>	Per hour a charge may be made after the first hour, where an application is commenced and inspections carried out, and a request to inspect the site is not received for more than 2 years from the date of the last inspection.	£81 ph dependent on the complexity of the project and the date the application was submitted.
<b>C</b>	Request to make an amendment to the Full Plans application or Building Notice description of works for a valid application	£ 60.00
<b>D</b>	Request to make amendments to the details of the Full Plans application or the Building Notice, requiring changes to, and re-issuing of, invoices due to changes in proposed work, or changes in the named persons on the application	Minimum charge of £60.00 dependent on the complexity of the changes requested.
<b>E</b>	Research and providing copies of previously submitted information that is not in digital format. Copies only available where copyright and professional privacy do not apply.	First hour £0.00 after that charge of £60.00 per hour or part thereof will be payable

## Standard Charges

### Table A – New dwellings

Limited to dwelling units less than 300m<sup>2</sup> floor area

Code	Bungalows or Houses less than 3 storeys		Full Plans		Building Notice Charge*	Regularisation Charge*
			Plan Charge	Inspection Charge*		
H01	New Build and conversions:- 1 Unit	Net	280.00	565.00	855.00	NO VAT
		VAT	56.00	113.00	171.00	
		<b>Total</b>	<b>336.00</b>	<b>678.00</b>	<b>1,026.00</b>	<b>1,282.00</b>
H02	New Build and Conversions:- 2 Units	Net	350.00	930.00	1,280.00	NO VAT
		VAT	70.00	186.00	256.00	
		<b>Total</b>	<b>420.00</b>	<b>1,116.00</b>	<b>1,536.00</b>	<b>1,919.00</b>
H03	New Build and Conversions:- 3 Units	Net	420.00	1,220.00	1,640.00	NO VAT
		VAT	84.00	244.00	328.00	
		<b>Total</b>	<b>504.00</b>	<b>1,464.00</b>	<b>1,968.00</b>	<b>2,459.00</b>
H04	New Build and Conversions:- 4 Units	Net	488.75	1,505.00	1,993.75	NO VAT
		VAT	97.75	301.00	398.75	
		<b>Total</b>	<b>586.50</b>	<b>1,806.00</b>	<b>2,392.50</b>	<b>2,991.00</b>
H05	New Build and Conversions:- 5 Units	Net	558.75	1,651.25	2,208.75	NO VAT
		VAT	111.75	330.25	441.75	
		<b>Total</b>	<b>670.50</b>	<b>1,981.50</b>	<b>2,650.50</b>	<b>3,314.00</b>
Flats Less than 300m <sup>2</sup>						
F01	New Build and Conversions: 1 Flat	Net	150.00	408.75	558.75	NO VAT
		VAT	30.00	81.75	111.75	
		<b>Total</b>	<b>180.00</b>	<b>490.50</b>	<b>670.50</b>	<b>839.00</b>
F02	New Build and Conversions: 2 Flats	Net	280.00	408.75	688.75	NO VAT
		VAT	56.00	81.75	137.75	
		<b>Total</b>	<b>336.00</b>	<b>490.50</b>	<b>826.50</b>	<b>1,032.00</b>
F03	New Build and Conversions: 3 Flats	Net	350.00	576.25	925.00	NO VAT
		VAT	70.00	115.25	185.00	
		<b>Total</b>	<b>420.00</b>	<b>691.50</b>	<b>1,110.00</b>	<b>1,387.00</b>
F04	New Build and Conversions: 4 Flats	Net	420.00	446.25	1,133.75	NO VAT
		VAT	84.00	89.25	226.75	
		<b>Total</b>	<b>504.00</b>	<b>535.50</b>	<b>1,360.50</b>	<b>1,701.00</b>
F05	New Build and Conversions: 5 Flats	Net	488.75	976.25	1,465.00	NO VAT
		VAT	97.75	195.25	272.50	
		<b>Total</b>	<b>586.50</b>	<b>1,171.50</b>	<b>1,758.00</b>	<b>2,197.00</b>

Please contact the Building Control office if your application is for more than 5 new units, for a personalised quote. Please contact the Building Control office if your application is for more than 5 new dwelling units created by the conversion of an existing building for a personalised quote.

t: 01732 227376

e.: [building.control@sevenoaks.gov.uk](mailto:building.control@sevenoaks.gov.uk)

## StandardCharges

**Table B – Extensions to a single dwelling**

Limited to work not more than 3 storeys above ground level

Code	Extensions & Conversions		Full Plans		Building Notice Charge*	Regularisation Charge*
			Plan Charge	Inspection Charge*		
D01	Extensions to a single dwelling – Limited to work not more 3 storeys above ground level. Single storey extension with a floor area less than 10 <sup>2</sup>	Net	140.00	350.00	488.75	NO VAT
		VAT	28.00	70.00	97.75	
		<b>Total</b>	<b>168.00</b>	<b>420.00</b>	<b>586.50</b>	<b>734.00</b>
D02	Extensions to a single dwelling – Limited to work not more 3 storeys above ground level. Single storey extension with a floor area less than 10 <sup>2</sup> & 40m <sup>2</sup>	Net	210.00	488.75	698.75	NO VAT
		VAT	42.00	97.75	139.75	
		<b>Total</b>	<b>252.00</b>	<b>586.50</b>	<b>838.50</b>	<b>1,049.00</b>
D03	Extensions to a single dwelling – Limited to work not more 3 storeys above ground level. Single storey extension with a floor area less than 40m <sup>2</sup> & 100m <sup>2</sup>	Net	280.00	558.75	838.75	NO VAT
		VAT	56.00	111.75	167.75	
		<b>Total</b>	<b>336.00</b>	<b>670.50</b>	<b>1,006.50</b>	<b>1,258.00</b>
D04	Extensions to a single dwelling - Multi-storey extension (i.e. some part 2 or 3 storeys in height) & floor area not exceeding 40m <sup>2</sup>	Net	280.00	558.75	838.75	NO VAT
		VAT	56.00	111.75	167.75	
		<b>Total</b>	<b>336.00</b>	<b>670.50</b>	<b>1,006.50</b>	<b>1,258.00</b>
D05	Extensions to a single dwelling - Multi-storey extension (i.e. some part 2 or 3 storeys in height) & floor area between 40 <sup>2</sup> & 100 <sup>2</sup>	Net	280.00	628.75	908.75	NO VAT
		VAT	56.00	125.75	181.75	
		<b>Total</b>	<b>336.00</b>	<b>754.50</b>	<b>1,090.50</b>	<b>1,363.00</b>
D20	Extension to a single dwelling Multi-storey extension (ie some part 2 or 3 storeys in height) floor area 100m <sup>2</sup> & 150m <sup>2</sup>	Net	350.00	773.75	1,123.75	NO VAT
		VAT	70.00	154.75	224.75	
		<b>Total</b>	<b>420.00</b>	<b>928.50</b>	<b>1,348.50</b>	<b>1,686.00</b>
D06	Extension comprising SOLELY a garage, carport or store with a floor area less than 60m <sup>2</sup>	Net	140.00	350.00	488.75	NO VAT
		VAT	28.00	70.00	97.75	
		<b>Total</b>	<b>168.00</b>	<b>420.00</b>	<b>586.50</b>	<b>734.00</b>
D07	Works to a single dwelling - Detached non-habitable domestic building with a floor area less than 60m <sup>2</sup>	Net	140.00	350.00	488.75	NO VAT
		VAT	26.00	70.00	97.75	
		<b>Total</b>	<b>156.00</b>	<b>420.00</b>	<b>586.50</b>	<b>734.00</b>
D07A	Detached habitable domestic building with a floor area less than 60m <sup>2</sup>	Net	242.50	483.75	725.00	NO VAT
		VAT	48.50	96.75	145.00	
		<b>Total</b>	<b>291.00</b>	<b>580.50</b>	<b>870.00</b>	<b>1,089.00</b>
<b>Conversions</b>						
D08	Conversion to a single dwelling - Loft conversion with a floor area less than 40m <sup>2</sup>	Net	280.00	558.75	838.75	NO VAT
		VAT	56.00	111.75	167.75	
		<b>Total</b>	<b>336.00</b>	<b>670.50</b>	<b>1,006.50</b>	<b>1,258.50</b>
D09	Conversion to a single dwelling - Loft conversion with a floor area between 40m <sup>2</sup> & 100 <sup>2</sup>	Net	288.33	628.75	908.75	NO VAT
		VAT	57.67	125.75	181.75	
		<b>Total</b>	<b>346.00</b>	<b>754.50</b>	<b>1,090.50</b>	<b>1,362.00</b>
D10	Conversion to a single dwelling - Conversion of a garage to a habitable room	Net	140.00	258.75	398.75	NO VAT
		VAT	28.00	51.75	79.75	
		<b>Total</b>	<b>168.00</b>	<b>310.50</b>	<b>478.50</b>	<b>597.00</b>

**Multiple work reductions:**

- a) Where one or more extensions, and a loft conversion or a garage conversion is proposed and the works are carried out concurrently, the individual fees should be combined and reduced by 30%.
  - b) Where domestic alterations up to £15,000 are to be carried out at the same time as work described in codes D01 – D07, or in code D20 above, the charge payable in Table C can be reduced by 30%.
- Where Standard Charges are not applicable, please email [building.control@sevenoaks.gov.uk](mailto:building.control@sevenoaks.gov.uk), or telephone 01732 227376.

## Standard Charges

**Table C – Alterations to a single dwelling and all other non-domestic work**

Limited to work not more than 3 storeys above ground level

Code	Alterations		Full Plans		Building Notice Charge*	Regularisation Charge*
			Plan Charge	Inspection Charge*		
D11	Alterations to a single dwelling and all other non – domestic work - Renovation of a thermal element ie recovering a roof or recladding walls where the work is not more than 3 storey above ground level	Net VAT Total	210.00 42.00 252.00	NOT APPLICABLE 0.00	210.00 42.00 252.00	NO VAT  315.00
D12	Alterations to a single dwelling and all other non – domestic work - Replacement of windows, roof windows, or external glazed doors where the work is not more than 3 storey above ground level	Net VAT Total	210.00 42.00 252.00	NOT APPLICABLE 0.00	210.00 42.00 252.00	NO VAT  315.00
D14	Alterations to a single dwelling and all other non – domestic work - where the work is not more than 3 storey above ground level Cost of work between <b>£0,000 &amp; £5,000</b>	Net VAT Total	296.25 59.25 355.50	NOT APPLICABLE 0.00	296.25 59.25 355.50	NO VAT  444.00
D15	Alterations to a single dwelling and all other non – domestic work - where the work is not more than 3 storey above ground level Cost of work between <b>£5,001 &amp; £15,000</b>	Net VAT Total	175.00 35.00 210.00	296.25 59.25 355.50	471.25 94.25 565.50	NO VAT  705.00
D16	Alterations to a single dwelling and all other non – domestic work - where the work is not more than 3 storey above ground level Cost of work between <b>£15,001 &amp; £25,000</b>	Net VAT Total	198.75 39.75 238.50	392.50 78.50 471.00	591.25 118.25 709.50	NO VAT  886.50
D17	Alterations to a single dwelling and all other non – domestic work - where the work is not more than 3 storey above ground level Cost of work between <b>£25,001 &amp; £50,000</b>	Net VAT Total	315.00 63.00 378.00	635.00 127.00 762.00	948.75 189.75 1,138.50	NO VAT  1,423.50
D18	Alterations to a single dwelling and all other non – domestic work - where the work is not more than 3 storey above ground level Cost of work between <b>£50,001 &amp; 100,000</b>	Net VAT Total	391.25 78.25 469.50	768.75 153.75 922.50	1,160.00 232.00 1,392.00	NO VAT  1,738.50
D21	Alterations to a single dwelling and all other non – domestic work - where the work is not more than 3 storey above ground level Cost of work between <b>£100,001 &amp; £200,000</b>	Net VAT Total	483.75 96.75 580.50	913.75 182.75 1,096.50	1,397.50 279.50 1,677.00	NO VAT  2,097.00
Competent Persons Schemes (in addition to the above, where applicable)						
D19	Where a satisfactory competent Persons certificate will not be Issued, eg. Part P, GASAFE, HETAS, OFTEC	Net VAT Total	312.50 62.50 375.00	This charge relates to the first fix pre- plaster inspection and final testing on completion. For a Regularisation Certificate full testing and appraisal will be carried out.		

### Estimated Cost of Works:

The estimated cost of work used to determine the charge in Table C should be a reasonable estimate that would be charged by a professional builder to carry out such work (excluding the amount of any VAT).

### Competent Persons Schemes:

The Charges marked with an \* have been reduced to reflect where controlled electrical and heating installations are be certified by an installer registered with one of the Governments Competent Persons Schemes. If a certified installer is not subsequently employed or Competent persons certification is not received, the charge in Table C, code D19, will be required for each unit. This is to enable checks and tests on the work to be made by our nominated contractor to establish that the work meets with the requirements of the Building Regulations 2010.