



BOSTON BOROUGH COUNCIL

Building Control Services

Guidance Notes on Building Regulation Charges with effect from 01 December 2023



1. This document is a simplified guide to the Boston Borough Council Building Control Charges scheme and the Building (Local Authority Charges) Regulations 2010 (Statutory Instrument 2010 No. 404). Please refer to these documents directly should further details or clarification be required.
2. Before you build, extend, alter or convert a building, you or your agent (ie Architect, Builder, Developer, etc) must either deposit an application for Building Control Approval with Full Plans or submit a Building Notice Application.
3. If you submit an application for Building Control Approval with Full Plans the local authority will examine them and normally advise you of any necessary amendments/additional information required to demonstrate compliance with the Building Regulations. **The advantage of obtaining an application for Building Control Approval with Full Plans is that you and/or your builder have the benefit of working to an approved set of drawings/details.**

Where plans are rejected because of insufficient information or the 5 week (legal) time limit or longer period as agreed for checking plans, so far as the resubmitted information is for substantially the same work, no further charge is usually required.

4. If you submit a Building Notice application you and/or your builder do not have the benefit of approved plans to work to. **Consequently with a Building Notice there is a danger that you may undertake abortive work.**

The Building Notice application method cannot be used where works include:

- a) the erection or extension of buildings within 3 metres of a sewer shown on the relevant map of public services.
 - b) works to commercial buildings.
 - c) erection of a building fronting onto a private street.
5. Where an application for Building Control Approval with Full Plans is deposited the fees payable are broken down into a plan charge (which is payable on deposit of the application) and following commencement of work, an inspection charge which is a charge for subsequent site inspections.

Generally the inspection charge has been calculated to cover the inspections required from commencement to completion. This is based on the rate of £57.33 per hour. However, we reserve the right to make supplementary charges where a disproportionate amount of inspections are required.

The inspection charge has been calculated assuming maximum project duration of 12 months. Where the project duration exceeds 12 months and appears to the authority to be disproportionately protracted, we reserve the right to make supplementary charges.

6. All inspection charges on an application for Building Control Approval with Full Plans are payable after the first inspection has been carried out on site, and an invoice for this will be sent to the applicant named on the application form. If this invoice is to be paid by another person, written confirmation will be required from that person stating that they will be responsible for the payment of the account. **If an invoice needs to be reissued there is an additional charge of £50.**

7. Where a Building Notice application is submitted a single charge is payable. This charge must be submitted with the Building Notice Application for the application to be deposited.
8. Generally the charges have been calculated on the basis that the design and building work is undertaken by a person or company that is competent to do so and the building work done not consist of, or include innovative or high risk construction techniques. If this is not the case we reserve the right to make supplementary charges.
9. There is a mechanism to make a retrospective application for works that have been carried out without the benefit of formal approval on or after 11 November 1985, ie unauthorised work. This is called a Regularisation Certificate Application. Charges for regularisation certificate applications are based on the net full plans charge plus 50% (with no VAT added).
10. Some works, provided they are carried out **solely** for the benefit of a disabled person are very often exempt from all fees. In these regulations 'disabled person' is as defined in Section 29 (1) of the National Assistance Act. If you believe that your works may be exempt, please contact us on Tel: 01205 314295 or buildingcontrol@boston.gov.uk
11. Where estimated cost in Tables B & D is used the estimated cost need not include professional fees paid to an Architect, Quantity Surveyor or other similar person or any value added tax in relation to this work to which the estimate relates. The estimate should be reasonable for the work involved and it should be based upon a professional builder undertaking all of the work and supplying all the necessary materials, fittings, etc. **Estimates based on DIY work are not acceptable.**
12. **Where the Borough Council considers an estimate to be unreasonably low, we will ask you to provide justification for the figures used, and this may delay the acceptance of your application.**
13. These charges are applicable for Building Control applications submitted to Boston Borough Council. If you are submitting to a different local authority please check with them their level of charges, as they may be different.
14. If your work is not covered by any of the descriptions given in Tables A to D, please contact us on Tel: 01205 314295, or e-mail buildingcontrol@boston.gov.uk for an individually determined charge.
15. **Applications cannot be registered unless accompanied by the appropriate charge together with the information and details referred to on the reverse of the application form.**

An application for Building Control Approval with Full Plans and Building Notice applications will expire 3 years after the submission date unless works have commenced, and commencement has been notified to the Council before this time.

16. Card payments can be made by contacting us on 01205 314295. If you would like to pay by BACS, please contact us for our bank details.
17. **A non-returnable minimum charge of £50 will be made to recover administration costs where an application is withdrawn before work commences or before the plans are checked. An application may not be withdrawn once the plans have been checked, or works commenced.**