

Scheme for the Recovery of Building Regulation Charges and Associated Matters

2025 MODEL SCHEME

Date this Scheme came into effect: 6th August 2025

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SCHEME FOR THE RECOVERY OF BUILDING REGULATION CHARGES

(To be read in conjunction with THE BUILDING [LOCAL AUTHORITY CHARGES] REGULATIONS 2010)

Definitions

The following definitions apply to this Charging Scheme and should be read in conjunction with the other clauses and tables which constitute the Charging Scheme:

'building'

means any permanent or temporary building but not any other kind of structure or erection, and a reference to a building includes a reference to part of a building.

'building notice'

means a notice given in accordance with regulations 12(2)(a) and 13 of the Building Regulations 2010 (as amended).

'building work' means:

- (a) the erection or extension of a building;
- (b) the provision or extension of a controlled service or fitting in or in connection with a building;
- (c) the material alteration of a building, or a controlled service or fitting;
- (d) work required by building regulation 6 (requirements relating to material change of use);
- (e) the insertion of insulating material into the cavity wall of a building;
- (f) work involving the underpinning of a building;
- (g) work required by building regulation 23 (requirements relating to thermal elements);
- (h) work required by building regulation 22 (requirements relating to a change of energy status);
- (i) work required by building regulation 28 (consequential improvements to energy performance);

'chargeable function' means a function relating to the following –

- (a) the passing or rejection of plans of proposed building work which has been deposited with the council in accordance with section 16 of the Building Act 1984 (as amended).
- (b) the inspection of building work for which plans have been deposited with the council in accordance with the Building Regulation 2010 (as amended) and with section 16 of the Building Act 1984 (as amended)
- (c) the consideration of a building notice which has been given to the council in accordance with the Building Regulations 2010 (as amended)
- (d) the consideration of building work reverting to the council under the Building (Approved Inspectors etc.) Regulations 2010 (as amended)
- (e) the consideration of a regularisation application submitted to the council under regulation 18 of the Building Regulations 2010 (as amended).

'cost' does not include any professional fees paid to an architect, quantity surveyor or any other person.

'disabled person' means a person who is within any of the descriptions to whom Section 29(1) of the National Assistance Act 1948, as extended by virtue of Section 8(2) of the Mental Health

Act 1959, applied but disregarding the amendments made by paragraph 11 of Schedule 13 to the Children Act 1989. The words in section 8(2) of the Mental Health Act 1959 which extend the meaning of disabled person in section 29(1) of the National Assistance Act 1948, are prospectively repealed by the National Health Service and Community Care Act 1990, section 66(2), Schedule 10, as from a day to be appointed

‘dwelling’ includes a dwelling-house and a flat.

‘dwelling-house’ does not include a flat or a building containing a flat.

‘flat’ means a separate and self - contained premises constructed or adapted for use for residential purposes and forming part of a building from some other part of which it is divided horizontally.

‘floor area of a building or extension’ is the total floor area of all the storeys which comprise that building. It is calculated by reference to the finished internal faces of the walls enclosing the area, or, if at any point there is no enclosing wall, by reference to the outermost edge of the floor.

‘individually determined charge’ A charge that has been compiled using factors and details specific to the particular project, as outlined in Regulation 7 of the Building (Local Authority Charges) Regulations 2010

‘relevant person’ means:

- (a) in relation to a plan charge, inspection charge, reversion charge or building notice charge, the person who carries out the building work or on whose behalf the building work is carried out;
- (b) in relation to a regularisation charge, the owner of the building; and
- (c) in relation to chargeable advice, any person requesting advice for which a charge may be made pursuant to the definition of ‘chargeable advice’

‘risk based inspection’ an inspection of a stage of building work based on assessment of the risk of the breach of the Building Regulations if an inspection is not carried out of the work as defined in Regulation 16 of The Building Regulations 2010 as amended.

Principles of this Scheme

The set charges or method of establishing the charge have been established in this scheme for the functions prescribed in the Building (Local Authority Charges) Regulations 2010 (referred to as the chargeable functions), namely:

- **A plan charge**, payable when plans of the building work are deposited with the Local Authority.
- **An inspection charge**, payable on demand after the authority carry out the first inspection in respect of which the charge is payable.

- **A building notice charge**, payable when the building notice is given to the authority.
- **A reversion charge**, payable for building work in relation to a building:-
 1. Which has been substantially completed before plans are first deposited with the Authority in accordance with Regulation 19(2) of the Registered Building Control Approvers Regulations, or
 2. In respect of which plans for further building work have been deposited with the Authority in accordance with the Regulation 19(2) of the Registered Building Control Approvers Regulations, or, on the first occasion on which those plans are or have been deposited.
- **A regularisation charge**, payable at the time of the application to the authority in accordance with Regulation 18 of the Building Regulations.

Chargeable advice

The authority can make a charge for giving advice in anticipation of the future exercise of their chargeable functions (i.e. before an application or notice is received for a particular case). This charge is payable on demand after the first hour of advice, and after the authority has given notice required by Regulation 7(7) of the Building (Local Authority) Charges Regulations 2010 (i.e. the charge has been confirmed in writing following an individual determination). This charge can be discounted from a subsequent application or notice received for the work in question.

- The above charges are payable by the relevant person (see page 3 for definition).
- Any charge which is payable to the authority may, in a particular case, and with the agreement of the authority, be paid by installments of such amounts payable on such dates as may be specified by the authority. If the applicant and an authority are agreeable, an inspection charge can be fully or partly paid in advance, at the same time as the plans charge.
- The charge for providing a chargeable function or chargeable advice is based on the principle of achieving full recovery. The charges will be calculated by using the Council officers' average hourly rate stated in the charging scheme, multiplied by the time taken to carry out the functions/advice, taking the following factors into account, as applicable, in estimating the time required by officers to carry out the function/advice:
 1. The existing use of a building, or the proposed use of the building after completion of the building work;
 2. The different kinds of building work described in regulation 3(1)(a) to (i) of the Building Regulations;
 3. The nature of the design of the building work and whether innovative or high risk construction techniques are to be used;
 4. The estimated duration of the building work and the anticipated number of inspections to be carried out;
 5. The Authority reserves the right to charge an hourly rate of £91 for inspections that are required over the agreed number at the application stage.
 6. Whether a person who intends to carry out part of the building work is a person mentioned in regulation 12(6) or 20 of the Building Regulations (i.e. related to competent person/self certification schemes)
 7. Whether in respect of the building work a notification will be made in accordance with Regulation 41 of the Building Regulations (i.e. where design details approved by Robust Details Ltd have been used);
 8. Whether an application or building notice is in respect of building work, which is substantially the same as building work in respect of which plans have previously been deposited or building works inspected by the same local authority;
 9. Whether chargeable advice has been given which is likely to result in less time being taken by a local authority to perform that function;

10. Whether it is necessary to engage and incur the costs of a consultant to provide specialist advice in relation to a particular aspect of the building work.

Principles of the scheme in respect of the erection of domestic buildings, garages, carports and extensions

- Where the charge relates to the erection of a dwelling the charge includes for the provision of a detached or attached domestic garage or carport providing it is constructed at the same time as the dwelling.

Exemption from charges

The authority has not fixed by means of its scheme, nor intends to recover a charge in relation to an existing dwelling which is, or is to be, occupied by a disabled person as a permanent residence; and where the whole of the building work in question is solely-

- (a) for the purpose of providing means of access for the disabled person by way of entrance or exit to or from the dwelling or any part of it, or
- (b) for the purpose of providing accommodation or facilities designed to secure the greater health, safety, welfare or convenience of the disabled person.

The council has not fixed by means of its scheme, nor intends to recover a charge for the purpose of providing accommodation or facilities designed to secure the greater health, safety, welfare or convenience of a disabled person in relation to an existing dwelling, which is, or is to be, occupied by that disabled person as a permanent residence where such work consists of-

- (a) the adaptation or extension of existing accommodation or an existing facility or the provision of alternative accommodation or an alternative facility where the existing accommodation or facility could not be used by the disabled person or could be used by the disabled person only with assistance; or
- (b) the provision or extension of a room which is or will be used solely-
 - (i) for the carrying out for the benefit of the disabled person of medical treatment which cannot reasonably be carried out in any other room in the dwelling, or
 - (ii) for the storage of medical equipment for the use of the disabled person, or
 - (iii) to provide sleeping accommodation for a carer where the disabled person requires 24-hour care.

The council has not fixed by means of its scheme, nor intends to recover a charge in relation to an existing building to which members of the public are admitted (whether on payment or otherwise); and where the whole of the building work in question is solely-

- (a) 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
- (b) for the provision of facilities designed to secure the greater health, safety, welfare or

convenience of disabled persons.

Note: '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, as extended by virtue of Section 8(2) of the Mental Health Act 1959, applied but disregarding the amendments made by paragraph 11 of Schedule 13 to the Children Act 1989. The words in section 8(2) of the Mental Health Act 1959 which extend the meaning of disabled person in section 29(1) of the National Assistance Act 1948, are prospectively repealed by the National Health Service and Community Care Act 1990, section 66(2), Schedule 10, as from a day to be appointed

Information required to determine charges

If the authority requires additional information to enable it to determine the correct charge the authority can request the information under the provisions of regulation 9 of The Building (Local Authority Charges) Regulation 2010.

The standard information required for all applications is detailed on the authority's Building Regulation application forms. This includes the existing and proposed use of the building and a description of the building work

Additional information may be required in relation to:

- The estimated duration of the building work and the anticipated number of inspections to be carried out.
- The use of competent persons or Robust Details Ltd.
- Any accreditations held by the builder or other member of the design team.
- The nature of the design of the building work and whether innovative or high risk construction is to be used.

Establishing the Charge

The authority has established standard charges using the principles contained within The Building (Local Authority Charges) Regulation 2010. Standard charges are detailed in the following tables. In the tables below any reference to number of storeys includes each basement level as one-storey and floor areas are cumulative.

If the building work is not listed as a standard charge, it will be individually determined in accordance with the principles and relevant factors contained within The Building (Local Authority Charges) Regulation 2010. If the authority consider it necessary to engage and incur the costs of a consultant to provide specialist advice or services in relation to a particular aspect of building work, those costs shall also be included in setting the charge.

When the charge is individually determined the authority shall calculate the charge in the same way a standard charge was set by using the average hourly rate of officers' time, multiplied by the estimated time taken to carry out their building regulation functions in relation to that

particular piece of building work and taking into account the applicable factors listed in regulation 7(5) of the charges regulations.

Individually determined charges will be confirmed in writing specifying the amount of the charge and the factors which have been taken into account in determining the charge.

The building regulation charges for the following types of building work will be individually determined and the authority will state which factors in regulation 7(5) of the charges regulations it has taken into account in establishing a standard or individually determined charge.

Building work in the tables below for which there is no standard charge will be individually determined. This includes:

A reversion charge.

Building work is in relation to more than one building.

Building work for which there is no standard charge in the tables below including -

An office or shop fit out

Building work consisting of the erection or conversion of 2 or more dwellings

Where more than one standard charge applies to the building work and, with the agreement of the relevant person, the authority will establish the charge by individually determining the charge.

Other matters relating to calculation of charges

- In calculating these charges, refunds or supplementary charges, an officer hourly rate of £91.00 has been used.
- Any charge payable to the authority shall be paid with an amount equal to any value added tax payable in respect of that charge with the exception of Regularisation Applications.

The authority accepts payment by instalment in respect of all building work where the total charge exceeds £2000. The authority on request will specify the amounts payable and dates on which installments are to be paid.

Additional Charges

An additional charge is payable for any electrical work or the installation of a combustible appliance if the work is carried out by a company or an individual who is not a registered member of an organization operating a 'Competent Persons Scheme'. The amount of this additional charge is set out in Tables A, B and C below.

Reductions

Any reduced charges that will be made in relation to individually assessed charges when a notification is made in accordance with regulation 12(6) or 43(4) of the Principal Regulations, (i.e. competent person/ self-certification schemes or other defined non-notifiable work) are shown in the tables of standard charges and will also be considered in calculating individually determined charges.

The authority shall make a reduction in a standard or individually determined charge when chargeable advice has been given before receipt of an application or notice for proposed building work, where it is likely to result in less time being taken by the local authority to perform the chargeable function for that work.

When it is intended to carry out additional building work on a dwelling at the same time that any of the work is ongoing the charge will be individually determined, with the agreement of the applicant.

Where in accordance with Regulation 7(5)(i) of the charges regulations one application is in respect of two or more buildings or building works all of which are substantially the same as each other a 20% reduction in the standard plan charge will be made.

Where in accordance with Regulation 7(5)(j) of the charges regulations a Full Plans application is in respect of building work which is substantially the same as building work in respect of which plans have previously been deposited and rejected, a 100% reduction in the plan charge will be made for the first resubmission where the Council considers it appropriate. Thereafter all further resubmissions will be individually determined.

Refunds and supplementary charges

If the basis on which the charge has been set or determined changes, the authority will refund a proportionate amount of the original charge, or request a supplementary charge and provide a written statement setting out the basis of the refund/supplementary charge and also state how this has been calculated.

Where an application is submitted and the work will no longer proceed, the following will apply at the discretion of the Council:-

- Building Notice – an element of the fee will be retained which will be equal to the cost incurred by the authority, plus the cost of providing a refund. Please note that in this situation the application will be made invalid.
- Full Plans – where an application has been deposited and the application determined, there will not be any refund of the application charge. Any underpayment of an application charge will need to be paid to the authority.
- Full Plans – Where an application has been deposited, but not determined, a partial refund may be offered if it is economic for the authority to do so. The authority will retain an amount equal to the time incurred in processing the application, including any refund costs it would incur. Please note that in this situation the application will be made invalid.
- Full Plans – where work has commenced on site, but stops due to unforeseen circumstances, the authority will require payment of an inspection fee invoice based on the

actual number of inspections incurred.

A refund will not be offered where the key stages for inspection, as outlined in the local authority's inspection plan, have not been requested by the person carrying out the work.

Non-Payment of a Charge

Your attention is drawn to Regulation 8(2) of the Building (Local Authority Charges) Regulations 2010, which 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. Any non-payment of a charge will also be pursued by the debt recovery team of the authority.

Complaints about Charges

If you have a complaint about the level of charges you should initially raise your concern with the relevant officer. The council has a comprehensive complaint handling process. If your complaint is not satisfactorily responded to by the officer concerned, details of how to resolve your complaint are available on request and can be viewed on the council's web site.

Transitional Provisions

The Council's scheme for the recovery of charges dated 6th October 2019 continues to apply in relation to building work for which plans were first deposited, a building notice given, a reversion charge becoming payable, or a regularisation application is made, between 6th October 2019 and 6th August 2025 (inclusive)

STANDARD CHARGES

Standard charges include works of drainage in connection with the erection or extension of a building or buildings, even where those works are commenced in advance of the plans for the building(s) being deposited.

These standard charges have been set by the authority on the basis that the building work does not consist of, or include, innovative or high-risk Building (HRB) construction and/or the duration of the building work from commencement to completion does not exceed 12 months. The authority has the right to charge their hourly rate if the project exceeds 12 months.

The charges have been set on the basis that the design and building work is undertaken by a person(s) or company that is competent to carry out the relevant design and building work referred to in the standard charges tables. 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.

The charges set out in this scheme are exclusive of VAT at the current rate with the exception of the REGULARISATION CHARGE, which is not subject to VAT.

Plan and Inspection Charges

The plan charge and inspection charge are listed in the following tables.

Building Notice Charge

Where building work is of a relatively minor nature the Building Notice charge is the same as the total plan and inspection charge. In relation to more complex work the time to carry out the building regulation function is higher and the resultant additional costs of using the Building Notice procedure results in the higher charge as detailed in the following tables.

Reversion Charge

These charges will be individually determined

Regularisation Charge

The charge is listed in the following tables.

These charges have been set on the basis that the design and building work is undertaken by a person(s) or company that is competent to carry out the relevant design and building work referred to in the standard charge's tables. If not, the work may incur supplementary charges

Standard Charges

Full Plan Applications

CATEGORY	DESCRIPTION	(£) PLAN CHARGE	(£) INSPECTION CHARGE	TOTAL COST WITH VAT	NUMBER OF INSPECTIONS (Up to)
FP1	Loft Conversions	£250.00	£546.00	£955.20	6
FP2	Internal Alterations - Structural	£250.00	£182.00	£518.40	2
FP3	Internal Alterations- Larger works	£250.00	£273.00	£627.60	3
FP4	Single-Storey Extension	£250.00	£455.00	£846.00	5
FP5	Two-Storey Extension	£250.00	£546.00	£955.20	6
FP6	Add internal alterations as extra onto original scope	£250.00	£182.00	£518.40	2
FP7	Roof Replacement	£250.00	£182.00	£518.40	2
FP8	Windows and Doors Per installation	£250.00	£91.00	£409.20	1
FP9	Single New Dwelling	£250.00	£455.00	£846.00	5
FP10	Multiple dwellings – Up to 2 plots	£250.00	£546.00	£955.20	6
FP11	Dwellings - more than 2 plots	On Application	On Application	On Application	On Application

*An additional charge is for work when the relevant building work, or part thereof, has not been carried out by a person referred to in regulation 7(5) (g) or (h) of the Building (Local Authority Charges) Regulations 2010 applies. It is additional to the inspection charge, building notice charge or regularisation charge.

*When it is intended to carry out additional building work on a dwelling at the same time that any of the work is ongoing the charge will be individually determined, with the agreement of the applicant.

Full Plan Applications

CATEGORY	DESCRIPTION	(£) PLAN CHARGE	(£) INSPECTION CHARGE	TOTAL COST WITH VAT	NUMBER OF INSPECTIONS (Up to)
FP12	House of Multiple Occupancy – up to 6 people	£250.00	£364.00	£736.80	4
FP13	Change of Use	On Application	On Application	On Application	On Application
FP14	All Electrical works including Building Notices, not covered by Part P	N/A	£250.25	£330	1
FP15	Underpinning	£250.00	£273.00	£627.60	3
FP16	Garages and Carports	£250.00	£273.00	£627.60	2
FP17	Commercial Works + HMO more than 6 people	On Application	On Application	On Application	On Application

*An additional charge is for work when the relevant building work, or part thereof, has not been carried out by a person referred to in regulation 7(5) (g) or (h) of the Building (Local Authority Charges) Regulations 2010 applies. It is additional to the inspection charge, building notice charge or regularisation charge.

*When it is intended to carry out additional building work on a dwelling at the same time that any of the work is ongoing the charge will be individually determined, with the agreement of the applicant.

Building Notices

CATEGORY	DESCRIPTION	(£) PLAN CHARGE	(£) INSPECTION CHARGE	TOTAL COST WITH VAT	NUMBER OF INSPECTIONS (Up to)
BN1	Loft Conversions	£0	£819.00	£982.80	8
BN2	Internal Alterations - Structural	£0	£455.00	£546.00	3
BN3	Internal Alterations- Larger works	£0	£546.00	£655.20	4
BN4	Single-Storey Extension	£0	£728.00	£873.00	7
BN5	Two-Storey Extension	£0	£819.00	£982.80	8
BN6	Add internal alterations as extra onto original scope	£0	£432.00	£518.40	3
BN7	Roof Replacement	£0	£455.00	£546.00	3
BN8	Windows and Doors Per installation	£0	£364.00	£436.80	1
BN9	Single New Dwelling	£0	£728.00	£873.60	7

*An additional charge is for work when the relevant building work, or part thereof, has not been carried out by a person referred to in regulation 7(5) (g) or (h) of the Building (Local Authority Charges) Regulations 2010 applies. It is additional to the inspection charge, building notice charge or regularisation charge.

*When it is intended to carry out additional building work on a dwelling at the same time that any of the work is ongoing the charge will be individually determined, with the agreement of the applicant.

Building Notices

CATEGORY	DESCRIPTION	(£) PLAN CHARGE	(£) INSPECTION CHARGE	TOTAL COST WITH VAT	INSPECTION NUMBERS (Up to)
BN10	House of Multiple Occupancy – up to 6 people	£0	£637.00	£764.40	6
BN11	Domestic Change of Use	On Application	On Application	On Application	On Application
BN12	Underpinning	£0	£523.25	£627.90	Up to 6
BN13	Garages and Carports	£0	£523.25	£627.90	3
BN14	Commercial Works	On Application	On Application	On Application	On Application

*An additional charge is for work when the relevant building work, or part thereof, has not been carried out by a person referred to in regulation 7(5) (g) or (h) of the Building (Local Authority Charges) Regulations 2010 applies. It is additional to the inspection charge, building notice charge or regularisation charge.

*When it is intended to carry out additional building work on a dwelling at the same time that any of the work is ongoing the charge will be individually determined, with the agreement of the applicant.

Regularisation Applications

CATEGORY	DESCRIPTION	(£) PLAN CHARGE	(£) INSPECTION CHARGE	NUMBER OF INSPECTIONS (Up to)
RG1	Loft Conversions	£0	£819.00	6
RG2	Internal Alterations - Structural	£0	£455.00	2
RG3	Internal Alterations- Larger works	£0	£546.00	3
RG4	Single-Storey Extension	£0	£728.00	5
RG5	Two-Storey Extension	£0	£819.00	2
RG6	Add internal alterations as extra onto original scope	£0	£432.00	2
RG7	Roof Replacement	£0	£455.00	1
RG8	Windows and Doors Per installation, up to 10 units	£0	£364.00	1
RG9	Single New Dwelling	£0	£728.00	6

*An additional charge is for work when the relevant building work, or part thereof, has not been carried out by a person referred to in regulation 7(5) (g) or (h) of the Building (Local Authority Charges) Regulations 2010 applies. It is additional to the inspection charge, building notice charge or regularisation charge.

*When it is intended to carry out additional building work on a dwelling at the same time that any of the work is ongoing the charge will be individually determined, with the agreement of the applicant.

Regularisation Applications

CATEGORY	DESCRIPTION	(£) PLAN CHARGE	(£) INSPECTION CHARGE	NUMBER OF INSPECTIONS (Up to)
RG10	Multiple dwellings – Up to 2 plots	On Application	On Application	On Application
RG11	House of Multiple Occupancy – up to 6 people	£0	£637.00	6
RG12	Change of Use	£0	On Application	On Application
RG15	Underpinning	£0	£523.25	Up to 6
RG16	Garages and Carports	£0	£523.25	3
RG17	Commercial Works	On Application	On Application	On Application

*An additional charge is for work when the relevant building work, or part thereof, has not been carried out by a person referred to in regulation 7(5) (g) or (h) of the Building (Local Authority Charges) Regulations 2010 applies. It is additional to the inspection charge, building notice charge or regularisation charge.

*When it is intended to carry out additional building work on a dwelling at the same time that any of the work is ongoing the charge will be individually determined, with the agreement of the applicant

Bolton Council

