

Explanatory notes for new dwellings only up to 300m² and flats up to 3 storeys**Please Note**

This fee sheet relates to new dwellings only, including integral or attached garages. If you are carrying out any other work, eg detached garages, please ask for the appropriate fee sheet.

Full Plans application (and what it includes)

The plan fee must be paid at the same time the application is deposited with the Council. If this is not done, the application will not be valid.

The fee goes towards registering your application, checking it against the Building Regulations, liaison with other departments and external agencies, advising you of areas where there may be a non-compliance, help and assistance in meeting the national standards and issuing you with an Approval Notice.

Building Notices

The fee must be paid when the Notice is submitted to the Council.
(Building Notice Fee = Plan Fee + Inspection Fee)

Inspection Fee (and what it includes)

A fee will become payable after the first inspection has been undertaken. If the scheme involves more than one dwelling, arrangements may be made to raise invoices after each dwelling is commenced, if requested.

The fee includes carrying out inspection at the following stages: commencement, inspection of foundation excavations, prior to concreting the oversite, drains and testing them, DPC and completion. Other routine visits will be made, primarily at first floor level and at roof level.

When you need help and assistance, further calls will be willingly undertaken. A completion certificate will be sent to you at completion of the work.

Re-submission of a previously refused application

When you re-submit a previously refused application, there will be no additional plan fee to pay. However, if there are variations to the plan which requires further checking, an additional fee may be required. In this situation you are advised to contact the Building Control Section for further help and advice.

Discounts

Where there is repetitive work or the plans have a type approval certificate (eg LANTAC) or the type of dwelling is one which has been previously checked and approved by the Council, a discount of 30% of the Plan Charge Fee or 7.5% of the Building Notice Fee is available to reflect the reduced work to be carried out at plan checking stage.

Refunds and supplementary charges

If the basis on which the charge has been set or determined changes, the Council will refund 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. In the calculation of refunds/supplementary charges, no account shall be taken of the first hour of an officer's time.

Help

If you require any help regarding fees, please contact the Building Control Administration Section. They will be happy to be of assistance to you. The direct dial telephone number is: 01322343071.

Table 1 - Standard Charges for the Creation or Conversion to New Dwellings not exceeding 300m2 and Flats up to 3 storeys

Number of dwellings	Plan Charge		Inspection Charge (IC)		Building Notice Charge (BN)		Reduction to IC or BN Charge (incl VAT)	Regularisation Charge
	Nett	Total with VAT	Nett	Total with VAT	Nett	Total with VAT		
1	£293.92	£352.71	£685.82	£822.98	£979.74	£1,175.69	£108.00	£1,175.69
2	£372.19	£446.62	£868.43	£1,042.12	£1,240.62	£1,488.74	£216.00	£1,488.74
3	£450.45	£540.54	£1,051.05	£1,261.26	£1,501.50	£1,801.80	£324.00	£1,801.80
4	£568.71	£682.46	£1,327.00	£1,592.40	£1,895.71	£2,274.85	£432.00	£2,274.85
5	£676.98	£812.37	£1,579.62	£1,895.54	£2,256.59	£2,707.91	£540.00	£2,707.91
6	£775.24	£930.29	£1,808.90	£2,170.68	£2,584.14	£3,100.97	£648.00	£3,100.97
7	£866.11	£1,039.34	£2,020.93	£2,425.12	£2,887.05	£3,464.46	£756.00	£3,464.46
8	£934.81	£1,121.77	£2,181.23	£2,617.47	£3,116.04	£3,739.25	£864.00	£3,739.25
9	£1,114.82	£1,337.78	£2,601.24	£3,121.49	£3,716.06	£4,459.27	£972.00	£4,459.27
10	£1,209.60	£1,451.52	£2,822.41	£3,386.89	£4,032.01	£4,838.41	£1,080.00	£4,838.41

Reductions

Reductions will only apply where a competent person or a self-certification scheme is used (e.g. 'Robust details')

Please note: Building Notice Fee = Plan Fee + Inspection Fee

**Cheques should be made payable to Dartford Borough Council
The Council accepts most debit and credit cards**

Explanatory notes on fees for different types of applications other than new dwellings up to 300m² and flats up to 3 storeys

Where the Building Regulations apply to your work, you or your agent will need to submit either a Full Plans application for approval or a Building Notice.

Full Plans Application

If you submit a Full Plans application, we will examine your plans and details as quickly as possible and, if necessary advise you of any changes required to meet the requirements of the Building Regulations. A plan fee is payable with your application. You will be invoiced for the inspection fee (as applicable) following the first inspection by the Building Control Surveyor.

Building Notice

If you submit a valid Building Notice, work can commence after two working days. The fee payable covers our services to you and should be submitted with the Building Notice.

Regularisation Applications

A Regularisation application may be submitted when seeking retrospective approval for work that has been substantially completed. A fee of 120% of the Building Notice fee must be paid when the application is submitted. No VAT is payable.

Electrical work as part of extensions or alterations to dwellings

Applications involving electrical work shall be accompanied by a completed Statement of Intent indicating whether the work will be carried out by an electrician registered under a Competent Persons Scheme. A separate application is required for electrical work carried out by electricians not registered under a Competent Persons Scheme. The fee payable is based on the estimated cost of work (see Table 3).

Refunds and supplementary charges

If the basis on which the charge has been set or determined changes, the Council will refund 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. In the calculation of refunds/supplementary charges, no account shall be taken of the first hour of an officer's time.

Cheques

Cheques should be made payable to Dartford Borough Council. The Council accepts most debit and credit cards and has the ability to accept payments over the phone.

Table 2 – Standard Charges for:- Domestic extensions and alterations, rooms in the roof and detached garages and carports up to 60m²

Type of work	Plan Fee		Inspection Charge(IC)		Building Notice Charge (BN)		Reduction to IC or BN Charge (incl VAT)	Regularisation Charge No VAT
	Net fee	Total fee inc VAT	Net fee	Total fee inc VAT	Net fee	Total fee inc VAT		
1 Erection or extension of an attached or detached building which consists solely of a garage or carport or both having a floor area not exceeding 60m ² in total	£149.57	£179.48	£349.00	£418.80	£498.57	£598.28	£108.00	£598.28
2 Extension of a dwelling (including loft conversion) with total floor area of which does not exceed 10m ²	£176.53	£211.83	£411.90	£494.28	£588.42	£706.11	£108.00	£706.11
3 Extension of a dwelling (including loft conversion) the total floor area of which exceeds 10m ² , but does not exceed 40m ²	£195.66	£234.79	£456.54	£547.84	£652.19	£782.63	£108.00	£782.63
4 Extension of a dwelling (including loft conversion) the total floor area of which exceeds 40m ² but does not exceed 60m ²	£199.14	£238.96	£464.65	£557.58	£663.79	£796.55	£108.00	£796.55
5 Conversion of a garage into a habitable room(s)	£103.48	£124.18	£241.46	£289.75	£344.94	£413.93	£108.00	£413.93
6 Removal of a load bearing wall to create a 'through room' in a domestic dwelling.	£68.70	£82.44	£160.29	£192.35	£228.99	£274.79	N/A	£274.79
7 Removal of a Chimney stack(or part thereof) in a domestic dwelling.	£68.70	£82.44	£160.29	£192.35	£228.99	£274.79	N/A	£274.79
8 Installation of up to 5 windows	£44.35	£53.22	£103.48	£124.18	£147.83	£177.40	N/A	£177.40
9 Replacement or renewal of a thermal element	£44.35	£53.22	£103.48	£124.18	£147.83	£177.40	N/A	£177.40

Guidance Notes for Table 2

Full Plans Submission

The appropriate plan fee should accompany your application when the plans are deposited with the Council. The plan fee covers the cost of processing and checking your proposals for compliance with the Building Regulations.

Inspection Fee

Where an inspection fee is payable, the Council will invoice you following the first inspection by a Building Control Surveyor. The inspection fee is one payment that covers all the inspections made of the building work during the course of construction.

Building Notice

The appropriate fee should accompany the Building Notice when it is deposited with the Council.

Dwelling Extensions and Rooms in the Roof Space

Where the total or the aggregation of the floor area of one or more extensions exceeds 60m², the charge should be calculated by reference to Table 3. (You are advised to consult us when carrying out different types of work to the same property as this may result in additional fees)

Measuring Floor Areas

Floor areas are based on the internal faces of the enclosing walls/outermost edge of floor.

Estimated Cost of Works

The estimated cost of the work is that which would be charged by a person in business to carry out the work but excludes the amount of any VAT. The estimated cost of works is only that work which is controlled under the Building Act 1984.

Extension of a Dwelling

Where an extension to a dwelling, the total floor area exceeds 60m², the sum of the plan charge and the inspection charge must not be less than :- **£796.55** (including VAT)

Reductions

Reductions will apply where a competent person is used or a self-certification scheme applies (e.g. Robust details)

Refunds and supplementary charges

If the basis on which the charge has been set or determined changes, the Council will refund 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. In the calculation of refunds/supplementary charges, no account shall be taken of the first hour of an officer's time.

Table 3: Standard Charges for Other work

Value of work based on estimated cost	Plan Fee		Inspection Fee		Building Notice Fee		Regularisation Charge
	Net fee	Inc VAT	Net fee	Inc VAT	Net fee	Inc VAT	No VAT
Up to £2,000	£68.70	£82.44	£160.29	£192.35	£228.99	£274.79	£274.79
Between £2,001 & £5,000	£81.22	£97.46	£189.51	£227.42	£270.73	£324.88	£324.88
Between £5,001 & £10,000	£100.84	£121.01	£235.29	£282.35	£336.13	£403.35	£403.35
Between £10,001 & £20,000	£118.65	£142.38	£276.84	£332.21	£395.49	£474.59	£474.59
Between £20,001 & £30,000	£173.92	£208.70	£411.61	£493.93	£585.53	£702.63	£702.63
Between £30,001 & £40,000	£226.09	£271.31	£523.87	£628.65	£749.97	£899.96	£899.96
Between £40,001 & £70,000	£231.89	£278.27	£538.48	£646.18	£770.37	£924.45	£924.45
Between £70,001 & £100,000	£257.98	£309.58	£611.53	£733.83	£869.51	£1,043.41	£1,043.41

Where the estimated cost of the works exceeds £100,000 please contact the Building Control office

Guidance Notes for Table 3

Estimated Cost of Works

The estimated cost of the work is that which would be charged by a person in business to carry out the work but excludes the amount of any VAT. The estimated cost of works is only that work which is controlled under the Building Act 1984.

Extension of a Dwelling

Where an extension to a dwelling, the total floor area exceeds 60m², the sum of the plan charge and the inspection charge must not be less than :- **£796.55** (including VAT)

Works in Excess of £100,000

For fees for work in excess of £100,000, please contact us for an Individually Determined Charge (IDC).

Electrical installation works

Where notifiable electrical work is carried out by persons not registered under a 'Competent persons' registration scheme, the fees are based on the estimated cost of the work.

Reductions

Reductions will apply where a competent person is used or a self-certification scheme applies (e.g. Robust details)

Our Building Control Service

- 1) We have a wealth of experience and local knowledge which allows us to advise you on a number of issues, such as, site conditions, constructional details, means of escape in case of fire, prior to submitting plans. In addition, we provide 'online' information and technical guidance on our website at: www.dartford.gov.uk/buildingcontrol/
- 2) If required, a Building Control Surveyor can visit your property or offices should you wish to discuss a proposal prior to submitting your plans.
- 3) We provide assistance with any technical problems either during the preparation of your plans or construction on site. Building Control Surveyors are available for advice during working hours before 10.30 a.m. and after 4.00 p.m.
- 4) We liaise with other Council sections, enabling us to advise you should you require approvals, other than the Building Regulations. In addition, we also liaise with other organisations, such as, Kent Fire Brigade, Water Service companies and the Environment Agency.
- 5) We promote the LABC 'New Home Warranty' and LANTAC type approval schemes. Information on all LABC schemes is available from us or LABC Services, 3Rd Floor, 66 South Lambeth Road, London, SW8 1RL. Telephone: 0844 561 6136 or 020 7091 6860. Website: www.labc.uk.com
- 6) For help and guidance relating to access and facilities for people with disabilities and other technical queries, log onto our website: www.dartford.gov.uk/buildingcontrol/

We are committed to providing our customers with an excellent service and welcome your comments on any aspect of the service you receive.

Contact information

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