



LINCS BUILDING  
CONSULTANCY

# Guidance Note on Building Control Charges



Building Act 1984, Building Regulations 2010  
Building (Local Authority Charges) Regulations 2010

## Guidance Note

Before you carry out work to which the Building Regulations apply you must give us either a Full Plans application (application form and one set of plans/details to an appropriate scale) or a Building Notice. Please note however, that with most commercial schemes such as those involving offices and shops, we are required to consult with the local fire authority; in such cases Building Notices cannot be used and the Full Plans must be given.

The amount we charge varies depending on the type of work you intend to carry out, the total amount which you pay will depend whether you give us Full Plans, Building Notice or Regularisation. You should be able to calculate the charges payable by reference to the Building Regulation Charge Sheet. In case of difficulty, please do not hesitate to contact us.

## Additional Charges

The level of charge has been calculated assuming the duration of the building work from commencement to completion does not exceed 12 months. The charges have also been set out on the basis that the design and building work is undertaken by a person or company that is competent to carry out the design and building work referred to in the standard charge tables. **If not, the work may incur supplementary charges.**

Please be aware that if the correct charge has not been submitted then the application will be treated as invalid. If you are acting as the agent you should ensure the person responsible for paying any inspection charge is made aware of their responsibility for this payment.

**Cheques should be made payable to  
East Lindsey District Council**

## Types of Application and Types of Charge

### Full Plans Applications

Charges are normally made in two stages the exception to this is for small works when all fees are combined. **A plan charge** is payable when you give us the application, this enables us to check the plans and hopefully approve them. Sometimes, because of insufficient information or the legal time limits we have for checking the plans, we have to reject them. However, if the required information is resubmitted, providing the plans are for substantially the same work, no further charge is usually required.

When the work commences and we have carried out our first inspection, an **inspection charge** normally becomes payable to cover the necessary inspections. If you want, you can include the inspection charge with your payment of the plan charge when you submit the application.

### Building Notices

The **building notice charge** is payable in full before work commences and at the same time as you submit the Building Notice. This payment covers all the administration and site inspections we consider necessary relating to the work described in the notice. **It is not permitted to use a Building Notice if any works involving new build or an extension that is over or within 3m of a sewer as shown on the relevant map of public sewers.**

### Regularisation applications

An application for a Regularisation Certificate is a procedure available to owners of unauthorised building work, which has been carried out on or after 11th November 1985. This is work which has been completed without a Building Regulation application ever having been made. The purpose is to enable people to apply to us retrospectively; asking for confirmation that the work complies with the Regulations in force at the time the work was carried out. The regularisation charge is payable in full at the time the application is made and is based on 150% of the net Full Plans Application charge for the work carried out. No VAT is payable on Regularisation charges, please contact Lincs Building Consultancy for the appropriate charge.

## Plans required for a Full Plans Application

Where the proposed work includes the erection of a new building, extension or internal alterations, the application should be accompanied by the following:

- a) One set of detailed construction drawings;
- b) A location plan to a scale of not less than 1:2500;
- c) A block plan to a scale of not less than 1:500 showing:
  - i) the size and position of the proposed works and the relationship to adjoining boundaries, together with the size, position and use of every building within those boundaries;
  - ii) the provision to be made for the drainage, both the foul and storm water for the building or extension;
- d) Where it is proposed to erect or extend a building over or within 3 metres of a public sewer, there will be precautions that need to be undertaken. (You may be required to enter into an Agreement with the Water Authority.)

## Information required for a Building Notice

Where the proposed work includes the erection of a new building or extension, the application should be accompanied by the following:

- a) A location plan to a scale of not less than 1:2500;
- b) A block plan to scale of not less than 1:500 showing:
  - i) the size and position of the proposed works and the relationship to adjoining boundaries, together with the size, position and use of every building within those boundaries;
  - ii) the provision to be made for the drainage, both the foul and storm water for the building or extension;
- c) Where it is proposed to erect or extend a building over or within 3 metres of a public sewer you must submit a Full Plans application as above.

**In case of difficulty in filling out your application, please do not hesitate to contact us on 0870 7551 696.**

Lincs Building Consultancy,  
Tedder Hall, Manby Park, Louth,  
Lincolnshire LN11 8UP

**Contact Details:** Tel: 0870 7551 696 or Email: [lbc@lincsbc.gov.uk](mailto:lbc@lincsbc.gov.uk)

## Reversions

When work starts under the supervision of a private sector building control body but reverts to Local Authority control before a satisfactory completion, a reversion charge is payable, this is equal to the building notice charge.

## Charge Amounts

Charges vary depending on the type of work to be carried out. Please note that for some projects, e.g. a domestic extension with **separate** internal alterations; you will need to refer to the appropriate descriptions on Table B to calculate the total charge payable. If in doubt contact Lincs Building Consultancy.

## VAT

H M Customs and Excise advise that VAT is payable on all charges for work where the Local Authority is not the only authorised provider of Building Control Services. Therefore VAT is payable in all cases except Regularisation charges.

## Exemption from charges

If you resubmit an application following a rejection and the work is the same or nearly the same no additional charge is required.

For certain work to provide access and facilities for the disabled in dwellings or where the public have access 'Disabled' is as defined in Section 29(1) of the National Assistance Act 1948. This generally means someone who has a physical or mental impairment, which has an effect on his or her ability to carry out normal day-to-day activities. It must be substantial, adverse and long-term.

## Expiry of Applications

The Full Plans Approval or Building Notice Submission will expire three years after it is given to LBC unless the work has been commenced before the expiry of the period.