

## FEES & CHARGES SCHEDULE AND CHARGING DIRECTORIES FROM 2023/24 ONWARDS

**Committee:** Planning and Licensing  
**Service Area:** Building Control

### Objectives/rationale of the fee/charge (e.g. Full cost recovery)

The primary objective of the charge is cost recovery. The level of charge also helps maintain the high level of service provision for the Borough.

### Proposed change in fee/charge from previous year (%)

The increase proposed is 4%. Gross charges have also been rounded up to the nearest pound.

### Justification for revised charge (compared to previous year)

The increase in charge is needed in order to work towards cost recovery.

### What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

The existing fees and charges are deemed average within the benchmarking exercise of other Essex local authorities. A poll of Essex authorities showed that the proposed increase of 4% is reasonable.

### If significant change in charge, what consultation was undertaken with the general public?

None

### Expected budgeted income

£306k budgeted across inspections and applications.

**PLANNING AND LICENSING  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2023**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2022-March 2023 Excl VAT	Inc VAT	April 2023-March 2024 Excl VAT	Inc VAT

**SERVICE AREA: BUILDING CONTROL**

**CHARGING AREA: NEW DWELLINGS NOT EXCEEDING 300m2**

<b>HO1</b>							
Houses Bungalows less than 4 storeys 1 plot Plan and Inspection	S	D	674.17	809.00	701.67	842.00	
Houses Bungalows less than 4 storeys 1 plot Building Notice	S	D	777.50	933.00	809.17	971.00	
Houses Bungalows less than 4 storeys 1 plot Regularisation	O	D	1,124.00	1,124.00	1,169.00	1,169.00	
<b>HO2</b>							
CON 29R including LLC1							
Houses Bungalows less than 4 storeys 2 plot Plan and Inspection	S	D	996.67	1,196.00	1,036.67	1,244.00	
Houses Bungalows less than 4 storeys 2 plot Building Notice	S	D	1,098.33	1,318.00	1,142.50	1,371.00	
Houses Bungalows less than 4 storeys 2 plot Regularisation	O	D	1,588.00	1,588.00	1,652.00	1,652.00	
<b>HO3</b>							
Houses Bungalows less than 4 storeys 3 plot Plan and Inspection	S	D	1,330.83	1,597.00	1,384.17	1,661.00	
Houses Bungalows less than 4 storeys 3 plot Building Notice	S	D	1,536.67	1,844.00	1,598.33	1,918.00	
Houses Bungalows less than 4 storeys 3 plot Regularisation	O	D	2,222.00	2,222.00	2,311.00	2,311.00	
<b>HO4</b>							
Houses Bungalows less than 4 storeys 4 plot Plan and Inspection	S	D	1,681.67	2,018.00	1,749.17	2,099.00	
Houses Bungalows less than 4 storeys 4 plot Building Notice	S	D	1,794.17	2,153.00	1,866.67	2,240.00	
Houses Bungalows less than 4 storeys 4 plot Regularisation	O	D	2,594.00	2,594.00	2,698.00	2,698.00	
<b>HO5</b>							
Houses Bungalows less than 4 storeys 5 plot Plan and Inspection	S	D	2,028.33	2,434.00	2,110.00	2,532.00	
Houses Bungalows less than 4 storeys 5 plot Building Notice	S	D	2,130.00	2,556.00	2,215.83	2,659.00	
Houses Bungalows less than 4 storeys 5 plot Regularisation	O	D	3,079.00	3,079.00	3,203.00	3,203.00	
<b>FO1</b>							
Houses Bungalows less than 4 storeys 1 flat Plan and Inspection	S	D	674.17	809.00	701.67	842.00	
Houses Bungalows less than 4 storeys 1 flat Building Notice	S	D	777.50	933.00	809.17	971.00	
Houses Bungalows less than 4 storeys 1 flat Regularisation	O	D	1,124.00	1,124.00	1,169.00	1,169.00	
<b>FO2</b>							
Houses Bungalows less than 4 storeys 2 flat Plan and Inspection	S	D	996.67	1,196.00	1,036.67	1,244.00	
Houses Bungalows less than 4 storeys 2 flat Building Notice	S	D	1,098.33	1,318.00	1,142.50	1,371.00	
Houses Bungalows less than 4 storeys 2 flat Regularisation	O	D	1,588.00	1,588.00	1,652.00	1,652.00	
<b>FO3</b>							
Houses Bungalows less than 4 storeys 3 flat Plan and Inspection	S	D	1,330.83	1,597.00	1,384.17	1,661.00	
Houses Bungalows less than 4 storeys 3 flat Building Notice	S	D	1,536.67	1,844.00	1,598.33	1,918.00	
Houses Bungalows less than 4 storeys 3 flat Regularisation	O	D	2,222.00	2,222.00	2,311.00	2,311.00	
<b>FO4</b>							
Houses Bungalows less than 4 storeys 4 flat Plan and Inspection	S	D	1,681.67	2,018.00	1,749.17	2,099.00	
Houses Bungalows less than 4 storeys 4 flat Building Notice	S	D	1,794.17	2,153.00	1,866.67	2,240.00	
Houses Bungalows less than 4 storeys 4 flat Regularisation	O	D	2,594.00	2,594.00	2,698.00	2,698.00	
<b>FO5</b>							
Houses Bungalows less than 4 storeys 5 flat Plan and Inspection	S	D	2,028.33	2,434.00	2,110.00	2,532.00	
Houses Bungalows less than 4 storeys 5 flat Building Notice	S	D	2,130.00	2,556.00	2,215.83	2,659.00	
Houses Bungalows less than 4 storeys 5 flat Regularisation	O	D	3,079.00	3,079.00	3,203.00	3,203.00	
<b>CV01</b>							
Conversion to a Single Dwelling House Plan and Inspection	S	D	745.00	894.00	775.00	930.00	
Conversion to a Single Dwelling House Building Notice	S	D	819.17	983.00	852.50	1,023.00	
Conversion to a Single Dwelling House Regularisation	O	D	1,131.00	1,131.00	1,177.00	1,177.00	
<b>CV02</b>							
Conversion to a Single Flat Plan and Inspection	S	D	671.67	806.00	699.17	839.00	
Conversion to a Single Flat Building Notice	S	D	740.00	888.00	770.00	924.00	
Conversion to a Single Flat Regularisation	O	D	1,076.00	1,076.00	1,120.00	1,120.00	
<b>ED</b>							
Notifiable Electrical Work where a satisfactory certificate will not be issued by a Part P registered electrician.	S	D	360.83	433.00	375.83	451.00	

**PLANNING AND LICENSING  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2023**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2022-March 2023 Excl VAT	Inc VAT	April 2023-March 2024 Excl VAT	Inc VAT

**SERVICE AREA: BUILDING CONTROL**

**CHARGING AREA: WORK TO A SINGLE DWELLING (NOT MORE THAN 3 STOREYS HIGH ABOVE GROUND LEVEL)**

<b>DW00</b>	Single Storey extension not exceeding 10 sq m Plan and Inspection Charge	S	D	307.50	369.00	320.00	384.00
	Single Storey extension not exceeding 10 sq m Building Notice	S	D	337.50	405.00	351.67	422.00
	Single Storey extension not exceeding 10 sq m Regularisation Charge	O	D	466.00	466.00	485.00	485.00
<b>DW01</b>	CON 29R including LLC1						
	Single Storey extension not exceeding 40 sq m Plan and Inspection Charge	S	D	579.17	695.00	602.50	723.00
	Single Storey extension not exceeding 40 sq m Building Notice	S	D	637.50	765.00	663.33	796.00
	Single Storey extension not exceeding 40 sq m Regularisation Charge	O	D	879.00	879.00	915.00	915.00
<b>DW02</b>	Single Storey extension not exceeding 100 sq m Plan and Inspection Charge	S	D	724.17	869.00	753.33	904.00
	Single Storey extension not exceeding 100 sq m Building Notice	S	D	795.83	955.00	828.33	994.00
	Single Storey extension not exceeding 100 sq m Regularisation Charge	O	D	1,099.00	1,099.00	1,143.00	1,143.00
<b>DW03</b>	Extension with some part 2 or 3 storeys in height and total floor not exceeding 40 sq m Plan and Inspection Charge	S	D	675.00	810.00	702.50	843.00
	Extension with some part 2 or 3 storeys in height and total floor not exceeding 40 sq m Building Notice	S	D	742.50	891.00	772.50	927.00
	Extension with some part 2 or 3 storeys in height and total floor not exceeding 40 sq m Regularisation Charge	O	D	1,024.00	1,024.00	1,065.00	1,065.00
<b>DW04</b>	Extension with some part 2 or 3 storeys in height and total floor not exceeding 100 sq m Plan and Inspection Charge	S	D	750.83	901.00	781.67	938.00
	Extension with some part 2 or 3 storeys in height and total floor not exceeding 100 sq m Building Notice	S	D	825.83	991.00	859.17	1,031.00
	Extension with some part 2 or 3 storeys in height and total floor not exceeding 100 sq m Regularisation Charge	O	D	1,139.00	1,139.00	1,185.00	1,185.00
<b>DW05</b>	Erection of non-exempt domestic extension comprising of garage, carport or store not exceeding 100 sq m Plan and Inspection Charge	S	D	370.00	444.00	385.00	462.00
	Erection of non-exempt domestic extension comprising of garage, carport or store not exceeding 100 sq m Building Notice	S	D	406.67	488.00	423.33	508.00
	Erection of non-exempt domestic extension comprising of garage, carport or store not exceeding 100 sq m Regularisation Charge	O	D	561.00	561.00	584.00	584.00
<b>DW06</b>	Erection of non-exempt detached non-habital domestic building not exceeding 100 sq m Plan and Inspection Charge	S	D	475.00	570.00	494.17	593.00
	Erection of non-exempt detached non-habital domestic building not exceeding 100 sq m Building Notice	S	D	522.50	627.00	544.17	653.00
	Erection of non-exempt detached non-habital domestic building not exceeding 100 sq m Regularisation Charge	O	D	721.00	721.00	750.00	750.00
<b>DW07</b>	First Floor & Second Floor loft conversion Plan and Inspection Charge	S	D	557.50	669.00	580.00	696.00
	First Floor & Second Floor loft conversion Building Notice	S	D	613.33	736.00	638.33	766.00
	First Floor & Second Floor loft conversion Regularisation Charge	O	D	846.00	846.00	880.00	880.00
<b>DW08</b>	Other Works Plan and Inspection Charge	S	D	331.67	398.00	345.00	414.00
	Other Works Building Notice	S	D	364.17	437.00	379.17	455.00
	Other Works Regularisation Charge	O	D	503.00	503.00	524.00	524.00
<b>DW09</b>	Re-roofing, installation of solar panels or photovoltaic cells Plan and Inspection Charge	S	D	203.33	244.00	211.67	254.00
	Re-roofing, installation of solar panels or photovoltaic cells Building Notice	S	D	223.33	268.00	232.50	279.00
	Re-roofing, installation of solar panels or photovoltaic cells Regularisation Charge	O	D	308.00	308.00	321.00	321.00
<b>DW10</b>	Replacement of windows, roof lights, roof windows or external glazed doors Plan and Inspection Charge	S	D	182.50	219.00	190.00	228.00
	Replacement of windows, roof lights, roof windows or external glazed doors Building Notice	S	D	200.83	241.00	209.17	251.00
	Replacement of windows, roof lights, roof windows or external glazed doors Regularisation Charge	O	D	276.00	276.00	288.00	288.00
<b>DW11</b>	Cost of work not exceeding £5,000 Plan and Inspection Charge	S	D	243.33	292.00	253.33	304.00
	Cost of work not exceeding £5,000 Building Notice	S	D	267.50	321.00	278.33	334.00
	Cost of work not exceeding £5,000 Regularisation Charge	O	D	369.00	369.00	384.00	384.00
<b>DW12</b>	Cost of work exceeding £5,000 but not exceeding £25,000 Plan and Inspection Charge	S	D	470.00	564.00	489.17	587.00
	Cost of work exceeding £5,000 but not exceeding £25,000 Building Notice	S	D	517.50	621.00	538.33	646.00
	Cost of work exceeding £5,000 but not exceeding £25,000 Regularisation Charge	O	D	714.00	714.00	743.00	743.00
<b>DW13</b>	Cost of work exceeding £25,000 but not exceeding £100,000 Plan and Inspection Charge	S	D	776.67	932.00	808.33	970.00
	Cost of work exceeding £25,000 but not exceeding £100,000 Building Notice	S	D	854.17	1,025.00	888.33	1,066.00
	Cost of work exceeding £25,000 but not exceeding £100,000 Regularisation Charge	O	D	1,179.00	1,179.00	1,227.00	1,227.00
<b>ED</b>	Notifiable electrical work where a satisfactory certificate will not be issued by a Part P registered electrician	S	D	360.83	433.00	375.83	451.00

**PLANNING AND LICENSING  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2023**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2022-March 2023		April 2023-March 2024	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

**SERVICE AREA: BUILDING CONTROL**

**CHARGING AREA: ALL OTHER NON-DOMESTIC WORK (NOT MORE THAN 3 STOREYS ABOVE GROUND LEVEL)**

**Extensions and New Builds**

**ND01**

Single Storey extension not exceeding 40 sq m Plan and Inspection Charge	S	D	572.50	687.00	595.83	715.00
Single Storey extension not exceeding 40 sq m Regularisation Charge	O	D	879.00	879.00	915.00	915.00
CON 29R including LLC1						

**ND02**

Single Storey extension not exceeding 100 sq m Plan and Inspection Charge	S	D	654.17	785.00	680.83	817.00
Single Storey extension not exceeding 100 sq m Regularisation Charge	O	D	992.00	992.00	1,032.00	1,032.00

**ND03**

Extension with some part 2 or 3 storeys in height and total floor not exceeding 40 sq m Plan and Inspection Charge	S	D	715.00	858.00	744.17	893.00
Extension with some part 2 or 3 storeys in height and total floor not exceeding 40 sq m Regularisation Charge	O	D	1,083.00	1,083.00	1,127.00	1,127.00

**ND04**

Extension with some part 2 or 3 storeys in height and total floor not exceeding 100 sq m Plan and Inspection Charge	S	D	776.67	932.00	808.33	970.00
Extension with some part 2 or 3 storeys in height and total floor not exceeding 100 sq m Regularisation Charge	O	D	1,175.00	1,175.00	1,222.00	1,222.00

**Alterations**

**ND05**

Cost of work not exceeding £5,000 Plan and Inspection Charge	S	D	307.50	369.00	320.00	384.00
Cost of work exceeding £5,000 but not exceeding £25,000 Regularisation Charge	O	D	460.00	460.00	479.00	479.00
Replacement of windows, roof lights, roof windows or external glazed doors Plan and Inspection Charge	S	D	266.67	320.00	277.50	333.00
Replacement of windows, roof lights, roof windows or external glazed doors Regularisation Charge	O	D	389.00	389.00	405.00	405.00
Renewable energy systems not exceeding £20,000 Planning and Inspection Charge	S	D	286.67	344.00	298.33	358.00
Renewable energy systems not exceeding £20,000 Regularisation Charge	O	D	409.00	409.00	426.00	426.00
Installation of new shop front and work not exceeding £5,000 Plan and Inspection Charge	S	D	286.67	344.00	298.33	358.00
Installation of new shop front and work not exceeding £5,000 Regularisation Charge	O	D	409.00	409.00	426.00	426.00

**ND06**

Cost of work exceeding £5,000 but not exceeding £25,000 Plan and Inspection Charge	S	D	470.00	564.00	489.17	587.00
Cost of work exceeding £5,000 but not exceeding £25,000 Regularisation Charge	O	D	716.00	716.00	745.00	745.00
Replacement of windows, rooflights, roof windows or external glazed doors (exceeding 20 units) Plan and Inspection Charge	S	D	369.17	443.00	384.17	461.00
Replacement of windows, rooflights, roof windows or external glazed doors (exceeding 20 units) Regularisation Charge	O	D	572.00	572.00	595.00	595.00
Installation of raised storage platform not exceeding 250 sqm within an existing building Plan and Inspection Charge	S	D	450.00	540.00	468.33	562.00
Installation of raised storage platform not exceeding 250 sqm within an existing building Regularisation Charge	O	D	634.00	634.00	660.00	660.00

**ND07**

Cost of work exceeding £25,000 and not exceeding £100,000 Plan and Inspection Charge	S	D	817.50	981.00	850.83	1,021.00
Cost of work exceeding £25,000 and not exceeding £100,000 Regularisation Charge	O	D	1,246.00	1,246.00	1,296.00	1,296.00
Fit out of building up to 100 sq m Plan and Inspection Charge	S	D	552.50	663.00	575.00	690.00
Fit out of building up to 100 sq m Regularisation Charge	O	D	767.00	767.00	798.00	798.00