

## FEES & CHARGES SCHEDULE AND CHARGING DIRECTORIES FROM 2024/25 ONWARDS

**Committee:** Clean and Green  
**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 7% and 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)?

Benchmarking with other Essex Building Control departments undertaken yearly.

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

No consultation undertaken.

### Expected budgeted income

Estimated to be approximately £240,000

**CLEAN AND GREEN  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2024**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2023-March 2024 Excl VAT	Inc VAT	April 2024-March 2025 Excl VAT	Inc VAT

**SERVICE AREA: BUILDING CONTROL**

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

**HO1**

Houses Bungalows less than 4 storeys 1 plot Plan and Inspection	S	D	701.67	842.00	750.83	901.00
Houses Bungalows less than 4 storeys 1 plot Building Notice	S	D	809.17	971.00	865.83	1,039.00
Houses Bungalows less than 4 storeys 1 plot Regularisation	O	D	1,169.00	1,169.00	1,251.00	1,251.00

**HO2 CON 29R including LLC1**

Houses Bungalows less than 4 storeys 2 plot Plan and Inspection	S	D	1,036.67	1,244.00	1,110.00	1,332.00
Houses Bungalows less than 4 storeys 2 plot Building Notice	S	D	1,142.50	1,371.00	1,222.50	1,467.00
Houses Bungalows less than 4 storeys 2 plot Regularisation	O	D	1,652.00	1,652.00	1,768.00	1,768.00

**HO3**

Houses Bungalows less than 4 storeys 3 plot Plan and Inspection	S	D	1,384.17	1,661.00	1,481.67	1,778.00
Houses Bungalows less than 4 storeys 3 plot Building Notice	S	D	1,598.33	1,918.00	1,710.83	2,053.00
Houses Bungalows less than 4 storeys 3 plot Regularisation	O	D	2,311.00	2,311.00	2,473.00	2,473.00

**HO4**

Houses Bungalows less than 4 storeys 4 plot Plan and Inspection	S	D	1,749.17	2,099.00	1,871.67	2,246.00
Houses Bungalows less than 4 storeys 4 plot Building Notice	S	D	1,866.67	2,240.00	1,997.50	2,397.00
Houses Bungalows less than 4 storeys 4 plot Regularisation	O	D	2,698.00	2,698.00	2,887.00	2,887.00

**HO5**

Houses Bungalows less than 4 storeys 5 plot Plan and Inspection	S	D	2,110.00	2,532.00	2,258.33	2,710.00
Houses Bungalows less than 4 storeys 5 plot Building Notice	S	D	2,215.83	2,659.00	2,371.67	2,846.00
Houses Bungalows less than 4 storeys 5 plot Regularisation	O	D	3,203.00	3,203.00	3,428.00	3,428.00

**FO1**

Houses Bungalows less than 4 storeys 1 flat Plan and Inspection	S	D	701.67	842.00	750.83	901.00
Houses Bungalows less than 4 storeys 1 flat Building Notice	S	D	809.17	971.00	865.83	1,039.00
Houses Bungalows less than 4 storeys 1 flat Regularisation	O	D	1,169.00	1,169.00	1,251.00	1,251.00

**FO2**

Houses Bungalows less than 4 storeys 2 flat Plan and Inspection	S	D	1,036.67	1,244.00	1,110.00	1,332.00
Houses Bungalows less than 4 storeys 2 flat Building Notice	S	D	1,142.50	1,371.00	1,222.50	1,467.00
Houses Bungalows less than 4 storeys 2 flat Regularisation	O	D	1,652.00	1,652.00	1,768.00	1,768.00

**FO3**

Houses Bungalows less than 4 storeys 3 flat Plan and Inspection	S	D	1,384.17	1,661.00	1,481.67	1,778.00
Houses Bungalows less than 4 storeys 3 flat Building Notice	S	D	1,598.33	1,918.00	1,710.83	2,053.00
Houses Bungalows less than 4 storeys 3 flat Regularisation	O	D	2,311.00	2,311.00	2,473.00	2,473.00

**FO4**

Houses Bungalows less than 4 storeys 4 flat Plan and Inspection	S	D	1,749.17	2,099.00	1,871.67	2,246.00
Houses Bungalows less than 4 storeys 4 flat Building Notice	S	D	1,866.67	2,240.00	1,997.50	2,397.00
Houses Bungalows less than 4 storeys 4 flat Regularisation	O	D	2,698.00	2,698.00	2,887.00	2,887.00

**FO5**

Houses Bungalows less than 4 storeys 5 flat Plan and Inspection	S	D	2,110.00	2,532.00	2,258.33	2,710.00
Houses Bungalows less than 4 storeys 5 flat Building Notice	S	D	2,215.83	2,659.00	2,371.67	2,846.00
Houses Bungalows less than 4 storeys 5 flat Regularisation	O	D	3,203.00	3,203.00	3,428.00	3,428.00

**CV01**

Conversion to a Single Dwelling House Plan and Inspection	S	D	775.00	930.00	830.00	996.00
Conversion to a Single Dwelling House Building Notice	S	D	852.50	1,023.00	912.50	1,095.00
Conversion to a Single Dwelling House Regularisation	O	D	1,177.00	1,177.00	1,260.00	1,260.00

**CV02**

Conversion to a Single Flat Plan and Inspection	S	D	699.17	839.00	748.33	898.00
Conversion to a Single Flat Building Notice	S	D	770.00	924.00	824.17	989.00
Conversion to a Single Flat Regularisation	O	D	1,120.00	1,120.00	1,199.00	1,199.00

**ED**

Notifiable Electrical Work where a satisfactory certificate will not be issued by a Part P registered electrician.	S	D	375.83	451.00	402.50	483.00
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**CLEAN AND GREEN**  
**FEES & CHARGES SCHEDULE FROM 1 APRIL 2024**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2023-March 2024	April 2024-March 2025	April 2023-March 2024	April 2024-March 2025
			Excl VAT	Inc VAT	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	320.00	384.00	342.50	411.00	
Single Storey extension not exceeding 10 sq m Building Notice	S	D	351.67	422.00	376.67	452.00	
Single Storey extension not exceeding 10 sq m Regularisation Charge	O	D	485.00	485.00	519.00	519.00	
<b>DW01</b>							
CON 29R including LLC1							
Single Storey extension not exceeding 40 sq m Plan and Inspection Charge	S	D	602.50	723.00	645.00	774.00	
Single Storey extension not exceeding 40 sq m Building Notice	S	D	663.33	796.00	710.00	852.00	
Single Storey extension not exceeding 40 sq m Regularisation Charge	O	D	915.00	915.00	980.00	980.00	
<b>DW02</b>							
Single Storey extension not exceeding 100 sq m Plan and Inspection Charge	S	D	753.33	904.00	806.67	968.00	
Single Storey extension not exceeding 100 sq m Building Notice	S	D	828.33	994.00	886.67	1,064.00	
Single Storey extension not exceeding 100 sq m Regularisation Charge	O	D	1,143.00	1,143.00	1,224.00	1,224.00	
<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	702.50	843.00	752.50	903.00	
Extension with some part 2 or 3 storeys in height and total floor not exceeding 40 sq m Building Notice	S	D	772.50	927.00	826.67	992.00	
Extension with some part 2 or 3 storeys in height and total floor not exceeding 40 sq m Regularisation Charge	O	D	1,065.00	1,065.00	1,140.00	1,140.00	
<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	781.67	938.00	1,004.00	1,004.00	
Extension with some part 2 or 3 storeys in height and total floor not exceeding 100 sq m Building Notice	S	D	859.17	1,031.00	920.00	1,104.00	
Extension with some part 2 or 3 storeys in height and total floor not exceeding 100 sq m Regularisation Charge	O	D	1,185.00	1,185.00	1,268.00	1,268.00	
<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	385.00	462.00	412.50	495.00	
Erection of non-exempt domestic extension comprising of garage, carport or store not exceeding 100 sq m Building Notice	S	D	423.33	508.00	453.33	544.00	
Erection of non-exempt domestic extension comprising of garage, carport or store not exceeding 100 sq m Regularisation Charge	O	D	584.00	584.00	625.00	625.00	
<b>DW06</b>							
Erection of non-exempt detached non-habital domestic building not exceeding 100 sq m Plan and Inspection Charge	S	D	494.17	593.00	529.17	635.00	
Erection of non-exempt detached non-habital domestic building not exceeding 100 sq m Building Notice	S	D	544.17	653.00	582.50	699.00	
Erection of non-exempt detached non-habital domestic building not exceeding 100 sq m Regularisation Charge	O	D	750.00	750.00	803.00	803.00	
<b>DW07</b>							
First Floor & Second Floor loft conversion Plan and Inspection Charge	S	D	580.00	696.00	620.83	745.00	
First Floor & Second Floor loft conversion Building Notice	S	D	638.33	766.00	683.33	820.00	
First Floor & Second Floor loft conversion Regularisation Charge	O	D	880.00	880.00	942.00	942.00	
<b>DW08</b>							
Other Works Plan and Inspection Charge	S	D	345.00	414.00	369.17	443.00	
Other Works Building Notice	S	D	379.17	455.00	405.83	487.00	
Other Works Regularisation Charge	O	D	524.00	524.00	561.00	561.00	
<b>DW09</b>							
Re-roofing, installation of solar panels or photovoltaic cells Plan and Inspection Charge	S	D	211.67	254.00	226.67	272.00	
Re-roofing, installation of solar panels or photovoltaic cells Building Notice	S	D	232.50	279.00	249.17	299.00	
Re-roofing, installation of solar panels or photovoltaic cells Regularisation Charge	O	D	321.00	321.00	344.00	344.00	
<b>DW10</b>							
Replacement of windows, roof lights, roof windows or external glazed doors Plan and Inspection Charge	S	D	190.00	228.00	203.33	244.00	
Replacement of windows, roof lights, roof windows or external glazed doors Building Notice	S	D	209.17	251.00	224.17	269.00	
Replacement of windows, roof lights, roof windows or external glazed doors Regularisation Charge	O	D	288.00	288.00	309.00	309.00	
<b>DW11</b>							
Cost of work not exceeding £5,000 Plan and Inspection Charge	S	D	253.33	304.00	271.67	326.00	
Cost of work not exceeding £5,000 Building Notice	S	D	278.33	334.00	298.33	358.00	
Cost of work not exceeding £5,000 Regularisation Charge	O	D	384.00	384.00	411.00	411.00	
<b>DW12</b>							
Cost of work exceeding £5,000 but not exceeding £25,000 Plan and Inspection Charge	S	D	489.17	587.00	524.17	629.00	
Cost of work exceeding £5,000 but not exceeding £25,000 Building Notice	S	D	538.33	646.00	576.67	692.00	
Cost of work exceeding £5,000 but not exceeding £25,000 Regularisation Charge	O	D	743.00	743.00	796.00	796.00	
<b>DW13</b>							
Cost of work exceeding £25,000 but not exceeding £100,000 Plan and Inspection Charge	S	D	808.33	970.00	865.00	1,038.00	
Cost of work exceeding £25,000 but not exceeding £100,000 Building Notice	S	D	888.33	1,066.00	950.83	1,141.00	
Cost of work exceeding £25,000 but not exceeding £100,000 Regularisation Charge	O	D	1,227.00	1,227.00	1,313.00	1,313.00	
<b>ED</b>							
Notifiable electrical work where a satisfactory certificate will not be issued by a Part P registered electrician	S	D	375.83	451.00	402.50	483.00	

**CLEAN AND GREEN  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2024**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			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	595.83	715.00	638.33	766.00
Single Storey extension not exceeding 40 sq m Regularisation Charge CON 29R including LLC1	O	D	915.00	915.00	980.00	980.00

**ND02**

Single Storey extension not exceeding 100 sq m Plan and Inspection Charge	S	D	680.83	817.00	729.17	875.00
Single Storey extension not exceeding 100 sq m Regularisation Charge	O	D	1,032.00	1,032.00	1,105.00	1,105.00

**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	744.17	893.00	796.67	956.00
Extension with some part 2 or 3 storeys in height and total floor not exceeding 40 sq m Regularisation Charge	O	D	1,127.00	1,127.00	1,206.00	1,206.00

**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	808.33	970.00	865.00	1,038.00
Extension with some part 2 or 3 storeys in height and total floor not exceeding 100 sq m Regularisation Charge	O	D	1,222.00	1,222.00	1,308.00	1,308.00

**Alterations**

**ND05**

Cost of work not exceeding £5,000 Plan and Inspection Charge	S	D	320.00	384.00	342.50	411.00
Cost of work exceeding £5,000 but not exceeding £25,000 Regularisation Charge	O	D	479.00	479.00	513.00	513.00
Replacement of windows, roof lights, roof windows or external glazed doors Plan and Inspection Charge	S	D	277.50	333.00	297.50	357.00
Replacement of windows, roof lights, roof windows or external glazed doors Regularisation Charge	O	D	405.00	405.00	434.00	434.00
Renewable energy systems not exceeding £20,000 Planning and Inspection Charge	S	D	298.33	358.00	320.00	384.00
Renewable energy systems not exceeding £20,000 Regularisation Charge	O	D	426.00	426.00	456.00	456.00
Installation of new shop front and work not exceeding £5,000 Plan and Inspection Charge	S	D	298.33	358.00	320.00	384.00
Installation of new shop front and work not exceeding £5,000 Regularisation Charge	O	D	426.00	426.00	456.00	456.00

**ND06**

Cost of work exceeding £5,000 but not exceeding £25,000 Plan and Inspection Charge	S	D	489.17	587.00	524.17	629.00
Cost of work exceeding £5,000 but not exceeding £25,000 Regularisation Charge	O	D	745.00	745.00	798.00	798.00
Replacment of windows, rooflights, roof windows or external glazed doors (exceeding 20 units) Plan and Inspection Charge	S	D	384.17	461.00	411.67	494.00
Replacment of windows, rooflights, roof windows or external glazed doors (exceeding 20 units) Regularisation Charge	O	D	595.00	595.00	637.00	637.00
Installation of raised storage platform not exceeding 250 sqm within an existing building Plan and Inspection Charge	S	D	468.33	562.00	501.67	602.00
Installation of raised storage platform not exceeding 250 sqm within an existing building Regularisation Charge	O	D	660.00	660.00	707.00	707.00

**ND07**

Cost of work exceeding £25,000 and not exceeding £100,000 Plan and Inspection Charge	S	D	850.83	1,021.00	910.83	1,093.00
Cost of work exceeding £25,000 and not exceeding £100,000 Regularisation Charge	O	D	1,296.00	1,296.00	1,387.00	1,387.00
Fit out of building up to 100 sq m Plan and Inspection Charge	S	D	575.00	690.00	615.83	739.00
Fit out of building up to 100 sq m Regularisation Charge	O	D	798.00	798.00	854.00	854.00