

Pennine Lancashire



PENNINE LANCS BUILDING CONTROL COMMITTEE
Meeting
Burnley Town Hall
Tuesday, 31st October, 2017 @ 4.30 pm

AGENDA

Item No.	Issue	Notes	Page No.
1.	Welcome and Apologies	To welcome attendees to the meeting and receive any apologies for absence	
2.	Minutes	To approve as a correct record the Minutes of the last meeting held on 5 th September 2017 (enclosed)	5 - 6
3.	Additional Items of Business	To determine whether there are any additional items of business which, by reason of special circumstances, the Chair decides should be considered at the meeting as a matter of urgency.	
4.	Declarations of Interest	To receive any declarations of interest – if you declare an interest you should complete the appropriate form (available from the Committee Secretary) and, if necessary, seek advice on whether you can speak or vote on the item in question.	

5.	Exclusion of the Public	To determine which items, if any, the public are to be excluded from the meeting.	
6.	Public Question Time	To consider questions or statements received in writing from Members of the public by 4.00pm on the day before the meeting, on any issue within the remit of the Joint Committee	
7.	Questions by Non Executive Members	To consider questions or statements received in writing from Non-Executive Members by 4.00pm on the day before the meeting, on any issue within the remit of the Joint Committee	
8.	Budget and Income Monitoring	To provide the Joint Committee with Pennine Lancs. Building Control 2017/18 fee income monitoring information for the financial period April to September 2017/18 (report enclosed)	7 - 10
9.	Performance Monitoring	To provide the Joint Committee with performance monitoring information updated to include period August – September 2017 (report enclosed)	11 - 24
10.	Scale of Charges	To annually review the current 2017/18 published Scheme of Building Regulation charges in accordance with each Partner Authorities timetable for reviewing their respective Corporate Fees and Charges (report enclosed)	25 - 46
<u>Membership</u>		<u>Published</u>	

Pennine Lancs Building Control service is managed and controlled by Blackburn with Darwen and Burnley Borough Councils



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Councillor John Harbour
Councillor Mohammed Ishtiaq
(substitute -for information only)

Monday, 23 October 2017

Pennine Lancs Building Control service is managed and controlled by Blackburn with Darwen and Burnley Borough Councils



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**MINUTES OF THE
PENNINE LANCS BUILDING CONTROL COMMITTEE**
Meeting held at at Blackburn Town Hall
on Tuesday 5th September 2017

@ 4.30 pm

<i>NAME</i>	<i>TITLE</i>	<i>COUNCIL</i>
Councillor John Harbour	Deputy Leader and Executive Member for Housing and Environment	Burnley Borough Council
Councillor Phil Riley	Environment Executive Member for Regeneration	Blackburn Borough Council
Nick Bargh	Head of Pennine Lancashire Building Control	PLBC
Eric Dickinson	Democracy Officer	Burnley Borough Council

Item No.	Issue
7	Welcome and Apologies
	The Chair, Councillor John Harbour welcomed everyone to the meeting. Apologies were received from Mick Cartledge, Paul Gatrell and Ian Richardson.
8	Minutes
	Minutes of the last meeting held on 20 th June 2017 were approved as a correct record.
9	Budget and Income Monitoring
	<p>Purpose To provide the Joint Committee with Pennine Lancashire Building Control 2017/18 fee income monitoring information for the financial period April to July 2017</p> <p>Reason for decision To ensure that the Joint Committee is kept fully informed of Pennine Lancashire Building Control's budget position, income</p>

	<p>targets and performance.</p> <p>Decision That the Pennine Lancashire Building Control 2017/18 fee income monitoring information for the financial period April to July 2017 be noted</p>
10	Performance Monitoring
	<p>Purpose To provide the Joint Committee with updated performance monitoring information updated to include the period June – July 2017.</p> <p>Reason for decision To ensure that the Joint Committee is kept fully informed of Pennine Lancashire’s Building Control’s operational performance against the targets set out in the Business Plan and the Policy and Procedures Manual.</p> <p>Decision That the Pennine Lancashire Building Control performance monitoring data provided from June to July 2017 be noted.</p>
11	Date of Next Meeting
	<p>Decision It was agreed that the next meeting be held on Tuesday 31st October 2017 at Burnley Town Hall at 4.30 pm.</p>

REPORT TO PENNINE LANCASHIRE BUILDING CONTROL COMMITTEE



DATE	31st October 2017
PORTFOLIO	Pennine Lancashire Building Control
REPORT AUTHOR	Nick Bargh
TEL NO	01254 505024
EMAIL	nick.bargh@blackburn.gov.uk

Pennine Lancs. BC – Fee Income Monitoring 2017/18

PURPOSE

1. To provide the Joint Committee with Pennine Lancs. Building Control 2017/18 fee income monitoring information for the financial period April to September 2017/18.

RECOMMENDATION

2. That the Joint Committee notes the Pennine Lancs. Building Control 2017/18 fee income monitoring information for the financial period April to September 2017/18.

REASONS FOR RECOMMENDATION

3. To ensure the Joint Committee is kept fully informed of Pennine Lancashire Building Control's budget position, income targets and performance.

SUMMARY OF KEY POINTS

4. Appendix A – fee income monitoring indicates the continued good start to 2017/18 with a fee income return of £227k for the financial period April to September 2017/18, which is £14k greater than the £213k budget forecast for the same financial period in 2017/18, £25k greater than the £202k achieved for the same financial period in 2016/17 and £17k greater than the £210k achieved for the same financial period in 2015/2016.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

5. Based upon, and, to reflect the reported improved financial performance over the first six months of 2017/18, the revised income forecast has been maintained at £420k.

POLICY IMPLICATIONS

6. None.

DETAILS OF CONSULTATION

7. Simon Ross, Finance Unit - Blackburn with Darwen Borough Council
Stevan Snaith, Finance Unit - Burnley Borough Council
Paul Gatrell – Head of Housing and Development - Burnley Borough Council
Ian Richardson – Director Growth and Development - Blackburn with Darwen Borough Council;

BACKGROUND PAPERS

8. None.

FURTHER INFORMATION

PLEASE CONTACT: Nick Bargh

01254 - 505024

ALSO:

Pennine Lancashire Building Control - Fee Income Monitoring

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Original	Year 9	Latest
Month	Actual 2009/10	Actual 2010/11	Actual 2011/12	Actual 2012/13	Actual 2013/14	Actual 2014/15	Actual 2015/16	Actual 2016/17	Budget 2017/18	Actual 2017/18	Projection 2017/18
	£	£	£	£	£	£	£	£	£	£	£
April	-	43,761	25,167	35,942	32,063	52,141	47,504	40,089	42,093	33,302	33,302
May	-	26,944	32,788	41,820	53,489	32,008	35,793	31,262	32,825	48,747	48,747
June	-	75,398	43,747	29,022	38,116	25,250	44,026	27,764	29,152	49,826	49,826
Q1	-	146,103	101,702	106,784	123,668	109,399	127,323	99,115	104,071	131,875	131,875
July	-	57,857	41,189	35,790	38,521	38,470	31,703	36,663	38,496	35,670	35,670
August	-	33,892	36,498	45,017	41,946	30,435	27,951	32,235	33,847	29,551	29,551
September	20,001	79,656	32,362	27,630	27,727	30,283	22,611	34,370	36,088	29,875	29,875
Q2	20,001	171,405	110,049	108,437	108,194	99,188	82,265	103,268	108,431	95,096	95,096
October	75,300	33,794	32,557	52,466	40,420	28,608	37,751	47,438	49,810	-	48,194
November	21,288	44,056	25,101	24,713	29,880	35,208	41,803	29,972	31,471	-	30,450
December	62,483	22,112	18,869	23,301	20,256	23,513	25,616	23,327	24,493	-	23,699
Q3	159,071	99,962	76,527	100,480	90,556	87,329	105,170	100,737	105,774	-	102,343
January	48,457	24,388	28,490	43,950	38,056	22,870	26,947	24,843	26,085	-	25,239
February	27,790	51,987	29,498	34,292	29,964	25,907	28,934	31,499	33,074	-	32,001
March	58,373	42,864	29,911	32,114	26,290	49,938	40,800	32,921	34,565	-	33,446
Q4	134,620	119,239	87,899	110,356	94,310	98,715	96,681	89,263	93,724	-	90,686
Total	313,692	536,709	376,177	426,057	416,728	394,631	411,439	392,383	412,000	226,971	420,000
Financial Period											
April - September	-	203,960	211,751	215,221	231,862	208,587	209,588	202,383	212,502	226,971	226,971
October - March	313,692	332,749	164,426	210,836	184,866	186,044	201,851	190,000	199,498	-	193,029
Total	313,692	536,709	376,177	426,057	416,728	394,631	411,439	392,383	412,000	226,971	420,000
Income Projection											
April - September											226,971
October - March						186,044	201,851	190,000		Average	192,632
									(say)		419,603
											420,000

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REPORT TO PENNINE LANCASHIRE BUILDING CONTROL COMMITTEE



DATE	31 st October 2017
PORTFOLIO	Pennine Lancashire Building Control
REPORT AUTHOR	Nick Bargh
TEL NO	01254 505024
EMAIL	nick.bargh@blackburn.gov.uk

Performance Monitoring

PURPOSE

1. To provide the Joint Committee with performance monitoring information updated to include period August – September 2017.

RECOMMENDATION

2. That the Joint Committee notes the performance monitoring data provided.

REASONS FOR RECOMMENDATION

3. To ensure that the Joint Committee is kept fully informed of Pennine Lancashire's Building Control's operational performance against the targets set out in the Business Plan and the Policy and Procedures Manual.

SUMMARY OF KEY POINTS

4. Performance monitoring takes place on a continuous basis and the subsequent data is contained within Appendices 1-5.

Appendix 1 – records operational team performance.

Appendix 2 – highlights technical support team performance for August – September 2017. Task 1 has been recorded as a poor level of performance not aided by recent staff leave being taken and the servicing of our two PLBC office bases. Alteration of the PI target to 5 working days is a consideration.

Task 5 is still being recorded as poor, improvements in procedures may be realised

following implementation of the new ICT searches system which should encourage self-service. Furthermore, once the new PLBC ICT system is approved and fully operational a further self-service option will be available to users.

Appendix 3 – indicates a summary of Building Regulations applications received and the continued trend of lower volumes of submissions has seen for the six month period of 2017/18 a figure of 393no. deposited applications which is lower than previous years (Q1 and Q2. 2015/16 – 525no; Q1 and Q2 2016/17 – 495no.).

Appendix 4 – highlights site commencements and for Q1. and Q2. 2017/18 period 445no. commencements of work were recorded highlighting the improved volumes in on-site activity bolstered in particular by good housing starts within each respective Partnership Borough. Looking at previous figures the current number is higher than past years (Q1 and Q2. 2015/16 – 420no; Q1 and Q2 2016/17 – 356no.).

Appendix 5 – contains data relating to private sector Approved Inspector (AI) activity within PLBC and the continued trend of an increase in deposited Initial Notices (IN) for 2107/18, particularly in the private domestic market, has seen 179no. IN deposited for the first six months period leading to a current AI market share noted at 32.6%. Previous like-for-like six month period data is as follows 2015/16 – 79no. IN's deposited; 2016/17 – 121no IN's deposited;

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

5. Again, as previously reported whilst a down-ward trend in number of deposited Building Regulation submissions continues, along with the increase in Approved Inspector activity, PLBC currently continues to see an improved financial performance over the first six months of 2017/18. This increase in revenue has allowed for the projected income forecast to be maintained at £420k.

POLICY IMPLICATIONS

6. None.

DETAILS OF CONSULTATION

7. Paul Gatrell - Head of Housing and Development - Burnley Borough Council;
Ian Richardson - Director of Growth and Development - Blackburn with Darwen Borough Council;

BACKGROUND PAPERS

8. None.

FURTHER INFORMATION

PLEASE CONTACT: Nick Bargh

01254 - 505024

ALSO:

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Performance Monitoring

Table 1. - Team performance (operational)			
August - September 2017			
		Target Met ✓	Target Not Met ✖
1.	Inspections requested before 10.00am will be visited on the same day.	✓	
2.	Plans deposited to be checked promptly, in all cases a check to be carried out and communication made with the applicant in less than 10 working days.	✓	
3.	Reports of dangerous structure to be attended to within the following time limits: i) Out of working hours – within one hour ii) During working hours – risk assessed as an emergency – within one hour iii) During working hours – risk assessed as a non-emergency same day	✓ ✓ ✓	
4.	Reports of non- domestic buildings open to access being attended to within the following time limits: i) Out of working hours – If risk assessed as an emergency within two hours, otherwise next day ii) During working hours – If risk assessed as emergency within two hours, otherwise same day	✓ ✓	

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PLBC Performance Monitoring

Review Period: August - September 2017

APPENDIX 2

Table 2 - Team Performance (Technical Support) Blackburn Office							
Ref	Task & Criteria	P.I. Target (working days)	Level of Performance <i>based on number of anomalies found in audit</i>			Comment of Level of Performance	Action Required
			Poor 5 or more	Good 2-4	Excellent 0-1		
1	BOOKING IN OF NEW APPLICATIONS To register all new applications onto the Database system within 3 working days from being received by PLBC.	3 days	✓			Met - 5/10 applications were input under the 3 days target. 5/10 were between 4-10 days.	No issues. This task is currently being done on average once a week, subject to staffing and workload. Consider altering PI target to 5 working days.
2	FORMAL DECISION To register all decisions onto the Database system within 3 working days from the plan checking surveyor signing off.	3 days			✓	Met - 8/9 applications processed within the desired times.	No Issues.
3	INVOICING To request an account no. from the Debtors team following Site Surveyor recording an application as commenced on the monthly Site Inspection register, not required payment if any, create & send out invoice, update database. Ensure transfers are placed on following month sheets.	Monthly			✓	Met - 10/10 applications approved within the desired times.	All invoicing from April17 to present is now up to date. New system appears to be working. This has been a huge piece of work. TSOs have worked extremely hard to get this back on track. However dealing with such backlogs takes time from performing other tasks i.e. Searches.
4	COMPLETIONS To carry out the Completion validation checks, if able complete and produce a Completion Certificate. Ensure queries are followed up and deferred onto next months sheets as necessary. Validation checks include: Final Inspection fee paid and Part P Electrical notification or paperwork received.	Monthly			✓	Met - 8/8 Completions had been correctly processed.	No Issues.
5	SEARCHES To process fee paying search lists 5 working days from receipt into PLBC to supplying the completed response proformas to the Land Charges team. A fee paying search maybe a Local Land Search from Solicitors or as a Con29 from private search companies. Search lists are received electronically into the PLBC teams generic email address: bc@penninelancsplace.org on almost a daily basis. This email address is checked each morning and afternoon. Requests made under the Freedom of Information or Environmental Information Regulations legislations are subject to their own legal timescales of 20 working days from receipt into the Council to response being given.	LA/Con29 5 days EIRs 20 days	✓			Met - 4/9 LA & Con29 searches were processed within the required 5 days. Met - 100% EIR applications are dealt with weekly, under 20 days target.	No specific issues. No further way of adjusting this. Staff are doing their best. ICT issues and staff leave can't be avoided. Perhaps the new Searches ICT system will streamline the procedure and possibly encourage private search companies to search on line, especially when PLBC have a public interface but that is some months away as approval for the new BC Northgate system is still pending.
6	DEMOLITION SECTION 80 To record Demolition Section 80 notices within 5 working days being received by PLBC. Recording consists of registering, issue a Section 81 notice and send out letters to statutory undertakers.	15 days			✓	Met - 1/1 processed on time.	No issues.

NB. Due to the restrictions on extracting data from the existing Building Control database system, only manual audits are available and therefore a % sample of data is used from the Blackburn team in agreement with the Audit team for auditing of Technical Performance Monitoring.

Key: TSOs - Technical Support Officers

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Performance Monitoring

Table 3. - Summary of Building Regulation Applications Received
(includes regularisation & demolition applications)

<i>MONTH</i>	<i>2010/11</i>	<i>2011/12</i>	<i>2012/13</i>	<i>2013/14</i>	<i>2014/15</i>	<i>2015/16</i>	<i>2016/17</i>	<i>2017/18</i>
APR	110	68	94	93	112	90	73	58
MAY	98	89	97	93	74	79	81	75
JUN	124	103	74	77	77	116	72	62
JUL	100	124	76	102	78*	94	109	57
AUG	81	90	84	83	78	71	85	66
SEP	107	73	77	81	73	75	75	75
OCT	73	89	82	87	96	82	87	
NOV	84	64	59	85	62	78	67	
DEC	54	62	49	59	58	64	63	
JAN	80	64	74	103	67	77	59	
FEB	94	70	76	98	78	81	68	
MAR	135	77	80	106	109	97	94	
TOTAL	1140	973	922	1067	962	1004	933	393

*Typo, reported as 58 on Tues 9th Sept 14

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Performance Monitoring

Table 4. - Summary of Site Commencements

	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
APR	99	61	51	67	83	109	72	65
MAY	55	78	102	87	39	70	34	61
JUN	160	158	84	70	79	71	67	78
JUL	118	112	82	74	58*	54	59	107
AUG	96	79	101	57	85	62	78	55
SEP	104	74	38	76	50	54	46	79
OCT	82	88	129	116	63	91	55	
NOV	70	96	66	66	63	67	72	
DEC	65	48	48	43	40	52	34	
JAN	49	72	71	56	46	209**	43	
FEB	71	62	58	80	66	27	81	
MAR	87	49	71	54	42	102	47	
TOTAL	1,056	977	901	846	714	968	688	445

*Typo, reported as 78 on Tues 9th Sept 14

**Jan16 Plot adjustment on housing sites at Burnley Borough Council. & update system for future monitoring..

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Performance Monitoring

*Table 5. - Summary of Schemes Notified as being
Subject to Private Sector Building Control*

	Notifications received										
	<i>(excludes solar panel, regularisation & demolition applications)</i>										
	2010/ 11	2011/ 12	2012/ 13	2013/ 14	2014/ 15	2015 / 16		2016 / 17		2017 / 18	
						Number of Initial Notices	Market Share % of Applications	Number of Initial Notices	Market Share % of Applications	Number of Initial Notices	Market Share % of Applications
APR	15	7	11	6	20	14	14.89%	21	23.60%	24	31.17%
MAY	2	5	10	5	20	16	18.82%	17	18.52%	26	27.37%
JUN	8	3	6	10	12	19	14.62%	17	20.48%	34	35.79%
JUL	7	11	5	14	14	10	10.42%	28	21.87%	36	39.56%
AUG	14	8	10	11	21	13	17.33%	21	21.21%	35	35.71%
SEP*	22	7	8	11	15	7	9.86%	17	20.00%	24	25.81%
OCT	10	13	20	21	15	13	14.40%	21	20.59%		
NOV	5	12	15	10	6	9	11.39%	20	24.10%		
DEC	4	5	4	12	8	14	18.67%	16	22.22%		
JAN	5	3	10	4	16	12	14.29%	13	20.00%		
FEB	9	9	11	12	6	23	22.55%	31	31.63%		
MAR	7	10	11	21	8	22	19.47%	27	22.88%		
TOTAL	108 <i>8.94%</i>	92 <i>8.89%</i>	121 <i>11.60%</i>	137 <i>12.08%</i>	161 <i>12.08%</i>	172	15.72%	249	22.35%	179	32.60%

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REPORT TO PENNINE LANCASHIRE BUILDING CONTROL COMMITTEE



DATE	31st October 2017
PORTFOLIO	Pennine Lancashire Building Control
REPORT AUTHOR	Nick Bargh
TEL NO	01254 505024
EMAIL	nick.bargh@blackburn.gov.uk

Building Regulation Charges – 2018/19

PURPOSE

1. To annually review the current 2017/18 published Scheme of Building Regulation charges in accordance with each Partner Authorities timetable for reviewing their respective Corporate Fees and Charges.

RECOMMENDATION

2. That the Joint Committee adopts the Scheme of Building Regulation Charges set out in Appendix A, with an effective commencement date of 1st January 2018.

REASONS FOR RECOMMENDATION

3. To meet the Joint Committee's statutory responsibility under the Scheme of Building Regulation charges.

SUMMARY OF KEY POINTS

4. Major points of note contained within Appendix A proposed fee charge schedules are;
 - A generic increase of 3% has been factored into all the charging schedules;
 - Existing customers who are currently active and are signed up to the Local Authority Building Control Partnership Scheme will have their charges individually assessed;

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

5. Local Authorities elsewhere within Lancashire to review or have recently reviewed their own Building Regulation charges include Chorley, South Ribble and Ribble Valley Borough Councils.

The proposed 3% increase in 2018/19 Building Regulation charges is in line with the Governments recently announced inflation figures for September 2017 i.e. 3% CPI (Consumer Price Index) and 3.9% RPI (Retail Price Index)

The proposed increase in 2018/19 Building Regulation Charges is expected to potentially generate a further £15k Fee earning income resulting in an Original Budget 2018/19 figure of £450k.

The Fee income is calculated as follows:

	£'000
Original budget 2017/18	412
Revised budget 2017/18	420
Draft budget 2018/19	440
<u>Original budget 2018/19</u>	
Revised budget 2017/18	420 – as above
Additional Fee work in Non-Fee work	<u>15</u> – based on new IT system and consequential reduction
	435
3% increase (say)	<u>15</u>
	450

The above forecast Fee earning income figures will be incorporated into the PLBC 2018/19 budget report to be submitted to the next Joint Committee scheduled for 23rd January 2018.

POLICY IMPLICATIONS

6. None.

DETAILS OF CONSULTATION

7. Simon Ross, Finance Unit - Blackburn with Darwen Borough Council
Stevan Snaith, Finance Unit - Burnley Borough Council
Paul Gatrell - Head of Housing and Development - Burnley Borough Council
Ian Richardson – Director Growth and Development – Blackburn with Darwen Borough Council

BACKGROUND PAPERS

8. None.

FURTHER INFORMATION

PLEASE CONTACT: Nick Bargh

01254 - 505024

ALSO:



Scheme for the Recovery of Building Regulation Charges and Associated Matters

For

Pennine Lancashire Building Control

**(Pennine Lancashire Building Control service is managed and controlled by Blackburn
with Darwen and Burnley Borough Councils)**

**To Be Read In Conjunction With
The Building [Local Authority Charges] Regulations 2010**

Date this Scheme came into effect: 1st January 2018

Scheme for the Recovery of Building Regulation Charges

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.

'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 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
- (d) the consideration of building work reverting to the council under the Building (Approved Inspectors etc.) Regulations 2010
- (e) the consideration of a regularisation application submitted to the council under regulation 18 of the Building Regulations 2010.

'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 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

'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 an assessment of the risk of 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 20(2)(a)(i) of the Approved Inspectors Regulations, or

2. In respect of which plans for further building work have been deposited with the Authority in accordance with Regulation 20(3) of the Approved Inspectors Regulations, 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 21 of the Building Regulations.

Chargeable advice, Local Authorities 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), which is payable after the first hour of advice, on demand 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 will be discounted from a subsequent application or notice received for the work in question where the Building Control Manager considers it applicable.

- 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 up front with the plans charge.
- The charge for providing a chargeable function or chargeable advice is based on the principle of achieving full cost 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 floor area of the building or extension;
 4. The nature of the design of the building work and whether innovative or high risk construction techniques are to be used;
 5. The estimated duration of the building work and the anticipated number of inspections to be carried out;
 6. The estimated cost of the building work;
 7. 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);

8. 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);
9. Whether an application or building notice is in respect of two or more buildings or building works all of which are substantially the same as each other;
10. 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;
11. Whether chargeable advice has been given which is likely to result in less time being taken by a local authority to perform that function;
12. 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 buildings, garages, carports and extensions

- Where the charge relates to the erection of a building(s), dwelling(s), garage(s), or carport(s) the charge will be in line with the appended tables based on either a standard charge or an individually determined charge whichever is applicable.
- Where the charge relates to an erection of a dwelling the charge includes for the provision of a detached or attached domestic garage or carport provided it is constructed at the same time as the dwelling.
- Where any building work comprises or includes the erection of one or more extensions to a building, the charge will be in line with the appended tables based on either a standard charge or an individually determined charge whichever is applicable.
- Where any building work comprises or includes alterations as well as extension(s) to a building, the charge will be in line with the appended tables based on either a standard charge or an individually determined charge, whichever is applicable.
- Where any building work comprises or includes the erection of more than one extension to a building, the total floor areas of all such extensions shall be aggregated to determine the relevant charge payable, providing that the building work for all aggregated extensions is carried out at the same time.

Principles of the scheme in respect of the alteration of a building, or controlled service or fitting, and the change of use of existing buildings

Where any building work comprises such work the charge will be in line with the appended tables based on either a standard charge or an individually determined charge whichever is applicable.

Principle of the scheme in respect of the Regularisation of building work

- Where there is a request to regularise any building work, the fee will be individually determined subject to a minimum charge of 150% of the net charge associated with the scope of work(s) executed.

Principle of the scheme in respect of the reversion of building work to the local authority

- Where work is reverted to the local authority, the fee will be individually determined, taking into account risk based inspections.

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 that 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 of 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 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.

Any or all of the following information may be taken into account when determining the relevant charge –

- The floor area of the building or extension
- The estimated duration of the building work and the sequence of construction.
- The use of competent persons or Robust Details Ltd.
- The relevant skills of the builder or other members of the design team.
- The nature of the design of the building work and whether innovative or high-risk construction is to be used.
- Local ground conditions, or evidence of contaminated land/radon/ground gas issues
- The estimated cost of the building work. If this is used as one of the factors in establishing a charge the 'estimate' is required to be such reasonable amount as would be charged by a person in business to carry out such building work (excluding the amount of any value added tax chargeable).

Establishing the Charge

The authority has established standard charges using the principles contained within the Building (Local Authority Charges) Regulations 2010 as amended. 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 that you are undertaking is not listed as a standard charge within the appended tables it will be individually determined taking into account factors identified within this scheme under the Building (Local Authority Charges) Regulations 2010 and Building Regulation 2010 as amended.

If the authority considers 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 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 key factors that have been taken into account in determining the charge.

Other matters relating to calculation of charges

- In calculating these charges, refunds or supplementary charges, an average officer hourly rate of £59.00 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.
- Charges are not payable for the first hour when calculating an advice charge.
- The authority accepts payment by instalment in respect of all building work where the total charge exceeds £10000. The authority on request will specify the amounts payable and dates on which installments are to be paid.

Reductions

Reduced charges may be made in relation to both standard and/ or individually assessed charges when work, or the relevant part of the work, has been, or intends to be carried out by a person mentioned in regulation 12(6) or 43(4) of the Principal Regulations in respect of that part of the work, (*i.e. competent person/self-certification schemes or other defined non-notifiable work*).

The authority may make a reduction in an individually determined charge when chargeable advice has been given before receipt of an application or notice for proposed building work, which the Building Control Manager considers likely to result in less time being taken by the local authority to perform the chargeable function for that work.

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 additional charges

If the basis on which either the standard and/ or 'individually determined' charge has been set or determined alters, the local authority will refund a proportionate amount of the original charge, or request an additional charge and provide a written statement setting out the basis of the refund/additional charge and also state how this has been calculated. In the calculation of refunds/additional charges no account shall be taken of the first hour of an officer's time.

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 actually number of inspections incurred.
- **Regularisation** – Where work does not proceed, then there will be a partial refund of any amounts paid to the authority taking into account the time incurred by the authority, and any refund costs it would incur. Please note that in this situation the application will be made invalid.

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. The debt recovery team of the authority will also pursue any non-payment of a charge

Complaints about Charges

If you have a complaint about the determination of any charge you should initially write or e-mail your concern to the Councils web site www.penninelancsplace.org/buildingcontrol. Your complaint should set out clearly the issues of concern.

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 is available on request and can be viewed on the council's web site: www.blackburn.gov.uk and www.burnley.gov.uk

Transitional Provisions

The Council's scheme for the recovery of charges in force up to (and including) the 3rd May 2011 Rev. 3rd November 2014 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, before the 4th May 2011.

Standard Charges

Standard charges includes 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 construction techniques (details available from the authority) and/or the duration of the building work from commencement to completion does not exceed 24 months.

The charges have also been set 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 charges tables, that they are undertaking. 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.

Plan and Inspection Charges

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

Building Notice Charge

Charges for Building Notices are as set out in the tables, which are part of these charges.

Reversion Charge

These charges will be individually determined.

Regularisation Charge

These charges will be individually determined subject to a minimum charge of 150% of the net charge associated with the scope of building work(s) executed.

It should be noted that the level of charges mentioned in this paragraph only applies to current applications, for an application to be current the work must commence within a period of time not exceeding three years from the date the application was deposited.

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TABLE A - STANDARD CHARGES FOR NEW HOUSING

No of Dwellings	Plan Charge	Vat	Total	Inspect Charge	Vat	Total	Building Notice Charge	Vat	Total
1	192.50	38.50	231.00	507.50	101.50	609.00	839.17	167.83	1,007.00
2	263.33	52.67	316.00	701.67	140.33	842.00	1,156.67	231.33	1,388.00
3	346.67	69.33	416.00	891.67	178.33	1,070.00	1,483.33	296.67	1,780.00
4	429.17	85.83	515.00	1029.17	205.83	1,235.00	1,750.00	350.00	2,100.00
5	519.17	103.83	623.00	1139.17	227.83	1,367.00	1,989.17	397.83	2,387.00

Note: ¹ For 5 or more dwellings or if the floor area of a dwelling exceeds 300m² or flats over three storeys, the charge will be individually determined.

² All the above charges are on the basis that any controlled electrical work is carried out by a person who is a member of a registered Competent Person Scheme, if this is not the case an additional charge will apply based upon a basic inspection charge per dwelling of £197.00 including VAT (account will be given to repetitive work and a discount may be applied).

³ The amount of the plan charge is based on the number of dwellings contained in the application.

⁴ The inspection charge is based on the total units in the project.

⁵ Unless otherwise agreed, schemes exceeding one year in duration may be subject to an additional charge.

⁶ For larger building projects the Council may agree to fees being paid by instalments. Please contact your local Pennine Lancashire Building Control office for further details.

TABLE B - STANDARD CHARGES FOR CERTAIN SMALL BUILDINGS, EXTENSIONS AND ALTERATIONS

Proposal	Plan Fee	VAT	Total	Insp. Fee	VAT	Total	Building Notice Charge	VAT	Total
CATEGORY 1.									
<u>Extensions to dwellings</u>									
Extension(s):- Internal floor area not exceeding 6m²	331.67	66.33	398.00	Inc.	Inc.	Inc.	397.50	79.50	477.00
Internal floor area over 6m² But not exceeding 40m²	145.83	29.17	175.00	290.00	58.00	348.00	522.50	104.50	627.00
Internal floor are over 40m² but not exceeding 60m²	145.83	29.17	175.00	423.33	84.67	508.00	682.50	136.50	819.00
Internal floor are over 60m² but not exceeding 80m²	145.83	29.17	175.00	596.67	119.33	716.00	890.00	178.00	1,068.00
CATEGORY 2.									
<u>Garages and Carports</u>									
<i>Erection or extension of a detached or attached building or an extension to a dwelling:</i>									
which consists of a garage, carport, or both, having a floor area not exceeding 40m² in total and is intended to be used in common with an existing building.	232.50	46.50	279.00	Inc.	Inc.	Inc.	279.17	55.83	335.00
Where the garage extension exceeds a floor area of 40m² but does not exceed 60m²	331.67	66.33	398.00	Inc.	Inc.	Inc.	397.50	79.50	477.00
CATEGORY 3.									
<u>Garage Conversions</u>									
The conversion, in part or full, of an attached domestic garage to an existing dwelling into a habitable room.	225.83	45.17	271.00	Inc.	Inc.	Inc.	271.67	54.33	326.00
CATEGORY 4.									
<u>Loft Conversions and Dormers</u>									
<i>Formation of a room(s) in an existing roof space, including means of access thereto. Fees for lofts greater than 40m² are to be based on the cost of work, subject to an agreed minimum plan charge.</i>									
Without a dormer but not exceeding 40m² in floor area*	331.67	66.33	398.00	Inc.	Inc.	Inc.	397.50	79.50	477.00
With a dormer but not exceeding 40m² in floor area*	145.83	29.17	175.00	290.00	58.00	348.00	522.50	104.50	627.00

Note: ¹ Floor area is the area measured at a height of 2 metres above floor level.

² All the above charges are on the basis that any controlled electrical work is carried out by a person who is a member of a registered Competent Person Scheme, if this is not the case an additional charge will apply.

³ Unless otherwise agreed, schemes exceeding one year in duration may be subject to an additional charge.

⁴ If the internal floor area, of an extension to dwelling, exceeds 80m² Table E will apply (subject to a minimum plan charge equal to a minimum build cost of £50,001)

⁵ Loft Conversions greater than 40m² will be based on the cost of the work and Table E will apply, subject to an agreed minimum plan charge.

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TABLE C - STANDARD CHARGES FOR DOMESTIC ALTERATIONS

Proposal	Plan Fee	VAT	Total	Insp. Fee	VAT	Total	Building Notice Charge	VAT	Total
1. Installation of replacement windows and doors* in a dwelling where the number of windows / doors does not exceed 20.	89.17	17.83	107.00	Inc.	Inc.	Inc.	89.17	17.83	107.00
2. Controlled Electrical work* to a single dwelling (not carried out in conjunction with work being undertaken that falls within Table B)	169.17	33.83	203.00	Inc.	Inc.	Inc.	169.17	33.83	203.00
3. Renovation of a thermal element to a dwelling house or flat (including cavity wall insulation)	110.83	22.17	133.00	Inc.	Inc.	Inc.	110.83	22.17	133.00
4. Heating Appliance Installation* Where work relates to installation of a multi fuel heating appliance including associated flue liner/ chimney and hearth to which Part J applies, and to a single dwelling by a person not registered under a Government scheme, the following charges will be applied:	225.83	45.17	271.00	Inc.	Inc.	Inc.	225.83	45.17	271.00
5. Removal or partial removal of chimney breast(s) within a dwelling	190.00	38.00	228.00	Inc.	Inc.	Inc.	190.00	38.00	228.00
6. Removal of wall and insertion of one or two steel beams upto a maximum span of four metres	190.00	38.00	228.00	Inc.	Inc.	Inc.	190.00	38.00	228.00

Note: ¹*Not carried out and registered under by a Competent Person Scheme.

² Unless otherwise agreed, schemes exceeding one year in duration may be subject to an additional charge.

TABLE D - OTHER NON-DOMESTIC WORK: EXTENSIONS AND NEW BUILD & THERMAL IMPROVEMENTS

Category of Work	Proposal	Plan Fee	VAT	Total	Insp. Fee	VAT	Total	Building Notice Charge	VAT	Total
1	Extension(s):- Internal floor area not exceeding 6m²	331.67	66.33	398.00	Inc.	Inc.	Inc.	n/a	n/a	n/a
2	Internal floor area over 6m² But not exceeding 40m²	145.83	29.17	175.00	290.00	58.00	348.00	n/a	n/a	n/a
3	Internal floor are over 40m² but not exceeding 80m²	145.83	29.17	175.00	423.00	84.67	508.00	n/a	n/a	n/a
4	Renovation of thermal element - cost up to £20,000*	175.00	35.00	210.00	Inc	Inc.	Inc.	n/a	n/a	n/a
5	Replacement of non-domestic windows*, where the number of windows does not exceeding 20.	125.00	25.83	155.00	Inc	Inc.	Inc.	n/a	n/a	n/a

Note: ¹ *Where cost exceeds £20,000 the charge is individually determined.

² Unless otherwise agreed, schemes exceeding one year in duration may be subject to an additional charge.

³ Floor area is the area measured at a height of 2 metres above floor level.

⁴ If the internal floor area exceeds 80m² Table E will apply (subject to a minimum plan charge equal to a minimum build cost of £50,001).

⁵ Category 5 does not include replacement doors due to Part B – Fire safety implications.

TABLE E -

STANDARD CHARGES FOR ALL OTHER WORK NOT IN TABLES A, B, C & D
(excludes individually determined charges)

Estimated Cost					Building Notice Charge					
From	To	Plan Fee	VAT	Total	Insp. Fee	VAT	Total	Building Notice Charge	VAT	Total
0	2,000	190.00	38.00	228.00	Inc.	Inc.	Inc.	226.67	45.33	272.00
2,001	5,000	225.83	45.17	271.00	Inc.	Inc.	Inc.	271.67	54.33	326.00
5,001	7,000	243.33	48.67	292.00	Inc.	Inc.	Inc.	290.83	58.17	349.00
7,001	10,000	256.67	51.33	308.00	Inc.	Inc.	Inc.	308.33	61.67	370.00
10,001	20,000	82.50	16.50	99.00	256.67	51.33	308.00	407.50	81.50	489.00
20,001	30,000	97.50	19.50	117.00	341.67	68.33	410.00	526.67	105.33	632.00
30,001	40,000	123.33	24.67	148.00	399.17	79.83	479.00	625.83	125.17	751.00
40,001	50,000	155.00	31.00	186.00	462.50	92.50	555.00	738.33	147.67	886.00
50,001	75,000	190.00	38.00	228.00	569.17	113.83	683.00	909.17	181.83	1,091.00
75,001	100,000	243.33	48.67	292.00	726.67	145.33	872.00	1,163.33	232.67	1,396.00

Note: ¹ *Where cost exceeds £100,000 the charge is individually determined.

² Unless otherwise agreed, schemes exceeding one year in duration may be subject to an additional charge.

³ In respect of domestic work the above charges are on the basis that any controlled electrical work is carried out by a person who is a member of a registered Competent Person Scheme, if this is not the case an additional charge will apply, see Table C.

TABLE F -
DEMOLITION CHARGE
(excludes individually determined charges)

Category of Work	Proposal	VAT Exempt Total
1	Application to demolish existing property under Section 80 of the Building Act 1984 & issuing the counter notice under Section 81 of the Building Act 1984.	£192.00

**TABLE G -
OTHER CHARGES**

Category of Work	Proposal	Plan Fee	VAT	Total
1	Copy of Completion certificates	22.50	4.50	27.00
2	Copy Decision Notices	22.50	4.50	27.00
3	Re-opening of Archived applications that have been dormant for 2 years or more – charge per hour subject to a minimum charge of £77.00.	64.17	12.83	77.00
4	Withdrawal of an application and any associated changes – charge per hour subject to a minimum charge of £77.00.	64.17	12.83	77.00
5	Building Regulation Confirmation letter – charge per hour subject to a minimum charge of £77.00.	64.17	12.83	77.00
6	Supply of non-standard data and information, including responding to Solicitor's enquiries – charge per hour subject to a minimum charge of £77.00.	64.17	12.83	77.00

SCALE OF CHARGES NOTES:

- 1 Where a '**Full Plans**' application is made, in most cases a plan charge is payable at the time of application and an invoice for the inspection charge will be sent following the first inspection on site.
- 2 For a '**Regularisation**' application (related to unauthorised work) fees are individually determined but will be subject to a minimum of 150% of the associated net charge(s). No VAT is payable on a Regularisation Charge.
- 3 Charges in **Table E** are based upon an estimated cost, which means a reasonable estimate (excluding vat) that would be charged for carrying out all the work, by a professional contractor. No reductions are made for DIY proposals.
- 4 When it is intended to carry out **additional work** on a dwelling at the same time as any work in **Table B**, then the charge for this additional work may be discounted by 50%, subject to a maximum estimated cost of £10,000
- 5 When it is intended to carry out **more than one extension** to a dwelling, the areas of the extensions may be aggregated in determining a total internal floor area to which the fee may then be applied. Please note however, the area of loft conversions or garage conversions may not be aggregated to an extension but a 50% discount can be applied.
- 6 For work that is an **electrical** installation only, such as rewiring, use **Table C**. All other installation work should be included in the overall charges.
- 7 For a "**Reversion**" application fees are individually determined. Please contact your local Pennine Lancashire Building Control office for further details.

- ⁸ For applications that are due to **start on site immediately**, both Plan Fee and Inspection Fee are payable when submitting the application. Please be advised that if you commence works prior to receiving Building Regulations approval, you do so at your own risk.
- ⁹ For current and active Local Authority Building Control Partnership customers fees will be individually determined.

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