Milton Keynes City Council

Building Control Charges

SCHEME FOR THE RECOVERY OF BUILDING REGULATION CHARGES AND ASSOCIATED MATTERS

TO BE READ IN CONJUNCTION WITH THE BUILDING (LOCAL AUTHORITY CHARGES) REGULATIONS 2010

Date this Scheme came into effect: 1st August 2026

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 (as amended).

'Building Regulations' means 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 one or more of the following –

(a) A "Plan Charge" meaning:

i. the passing or rejection of plans which have been deposited with the local authority, in accordance with section 16 of the Act, before 1st October 2023, or

ii. the granting or rejection of an application for building control approval in relation to proposed building work in England made to the local authority in accordance with the Principal Regulations,

(b) An "Inspection Charge" meaning:

The inspection of buildings work for which-

i. plans have been deposited with the local authority, in accordance with section 16 of the Act, before 1st October 2023, or

ii. an application for building control approval has been granted in accordance with the Principal Regulations,

(c) A "Building Notice Charge" meaning:

i. the consideration of a building notice which has been given to the local authority in accordance with the Principal Regulations

(d) A "Reversion Charge" meaning:

i. the consideration of building work reverting to local authority control under the RBCA Regulations

(e) A "Regularisation Charge" meaning:

i. the consideration of an application under regulation 18 of the Principal Regulations and the inspection of any building work to which that application relates

'Chargeable Advice' means a charge in relation to a request for advice as regards any particular case where such a charge is made in anticipation of the future exercise of the chargeable functions in relation to that case

'Disabled person' means a person who has a disability within the meaning given by section 6 of the Equality Act 2010 (disability)

'**Dwelling**' includes a dwelling-house and a flat.

'**Dwelling-house'** does not include a flat or a building containing a flat.

'Estimated cost' means the amount accepted by the local authority as that which a person engaged in the business of carrying out building work would reasonably charge for carrying out the work in question, excluding value added tax and professional fees

'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.

'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 regulation 5(2).

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 when a project is transferred back to the local authority under regulation 22 of The Building (Registered Building Control Approvers etc.) (England) Regulations 2024
- **A regularisation charge,** payable at the time of the application to the authority in accordance with Regulation 18 of the Building Regulations.

The above charges are payable by the relevant person (see definitions).

Any charge which is payable to the authority may, in a particular case, and with the agreement of the authority, may be paid by instalments of such amounts payable on such dates as may be specified by the authority. If the applicant and 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)(a), 20(1) or 20A of the Building Regulations (i.e. related to competent person/self-certification/third party certification schemes);
8. Whether in respect of the building work a notification will be made in accordance with regulation 41(4) 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 domestic buildings, garages, carports and extensions:

- 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 providing it is <u>constructed at the same time as the dwelling.</u>

- 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.

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-

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
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-

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

the provision of extension of a room which is or will be used solely-

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 for the storage of medical equipment for the use of the disabled person, or 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-

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 for the provision of facilities designed to secure the greater health, safety, welfare or disabled persons.

Disabled persons – see definitions.

To qualify for a full or partial exemption of charges a supporting letter from an Occupational Therapist or GP to confirm the required building works are required to support the disabled person following an assessment of their individual needs, will be required at the time of the Building Regulation Application submission.

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) Regulations 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

Additional information may be required in relation to –

- The floor area of the building or extension
- The estimated duration of the building work and the anticipated number of inspections to be carried out.
- The use of competent persons or Robust Details Ltd.
- Any accreditations held by the builder or other member of the design team.
- The nature of the design of the building work and whether innovative or high-risk construction is to be used.
- 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 a 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 Local Authority will individually determine all charges, other than standard charges, taking into account factors identified within this scheme under The Building (Local Authority Charges) Regulations 2010 and Building Regulations 2010 as amended. Standard charges are detailed in the tables set out later in this document. In the tables, any reference to number of storeys includes each basement level as one-storey and floor areas are cumulative. If the building works are not listed as a standard charge, the charge will be individually determined in accordance with the principles and relevant factors contained within The Building (Local Authority Charges) Regulation 2010. 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 in the same way a standard charge was set 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 Building (Local Authority Charges) Regulation 2010.

Individually determined charges, as detailed below, will be confirmed in writing specifying the amount of the charge and the 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 officer **hourly rate of £85.00** excluding VAT has been used.
- **Any charge payable to the authority shall be paid with an amount equal to any value added tax (VAT) payable in respect of that charge at the prevailing rate where applicable.**
- 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 £2500.** The authority, on request, will specify the amounts payable and dates on which instalments are to be paid
- Charges for LABC Partner Authority Scheme projects handled through the LABC Partnering Scheme agreement, and registered with LABC, will be negotiated individually between this Authority and other local authorities. Fees and costs will vary according to the scale and complexity of the project, category of work, and whether this authority is in the Plan Checking Authority role or the Inspecting Authority role. Negotiations will follow the current LABC published guidelines.

Reductions

Reduced charges are shown in the tables of standard charges and reduced charges will also be made in relation to 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 6(a), 20(1) or 20A of the Principal Regulations in respect of that part of the work, (i.e. competent person/self-certification schemes/third party certification schemes or other defined non-notifiable work).

The authority may make a reduction in a standard or 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.

When it is intended to carry out additional building work on a dwelling at the same time that any of the work to which Table B relates, then the charge for this additional work shall be reduced by 25%, unless otherwise stipulated in Table C. Alternatively, the charge may be individually determined, with the agreement of the applicant.

At that discretion of the Building Control Manager where in accordance with Regulation 7(5)(i) of the charges regulations one 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 a 25% reduction in the standard plan / building notice and inspection) charge will be made.

Refunds and supplementary charges

Refunds: In exceptional circumstance a refund may be given minus a standard administration charge of **£107 plus VAT** plus the time spent on the application charged at £85 plus VAT an hour.

Where a project will not proceed, on discretion and exceptional circumstances, an element of the fee may be refunded. Where a full plans application has been determined, no plan charge fee will be refunded.

Note: these applications will be marked as 'Withdrawn' and cease to be of effect.

Supplementary charges: If the details of the application have changed further than when the application was submitted, and/or greater time spent on inspections an additional charge of **£85 plus VAT** will be charged for the anticipated additional input.

Abortive costs: A fee **charge of £50** will be made per inspection that has been requested, booked and attended by a Registered Building Inspector but which is abortive.

Elapsed applications: Where an inspection is requested against an application where more than 3 years have elapsed since the previous inspection, an additional charge of **£212 plus VAT** where applicable will apply. Further charges maybe charged at published hourly rate plus VAT if the works have not completed or additional inspections are required to achieve compliance with Building Regulations. In certain circumstances an additional charge for a Completion Certificate will be made if this was not part of the original fee charge

Dangerous structures: Call out to dangerous structures may be charged at an hourly rate of £85.00 Monday to Friday 08.30 to 17.00, outside of standards hours may be charged at £127.50 from 17.00 to 08.30 Monday to Friday, all Saturday, Sunday and bank holidays. Call outs attended outside of office hours will incur a £200 initial call fee. Any external costs from contractors engaged to assist the building control team will be recharged at cost.

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 and the Authority reserve the right to withhold a completion certificate where the full charge payable has not been received.

Complaints about Charges

If you have a complaint about the level of charges you should initially raise your concern with the relevant officer. 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.milton-keynes.gov.uk/complaints

STANDARD CHARGES

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 12 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.

Plan and Inspection Charges:

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

Building Notice Charge:

Where building work is of a relatively minor nature with an estimate cost of work under £5k the Building Notice charge is the same as the total plan and inspection charge. In relation to more complex work the time to carry out the building regulation function is higher and the resultant additional costs of using the Building Notice procedure results in the higher charge as detailed in the following tables.

Reversion Charge/Regularisation charge:

Reversion and Regularisation applications incur additional costs to Full plans and building notice applications. Some standard incidences are detailed in charges tables. All other charges are individually determined.

Individually determined charge:

For any work not identified on the tables of standard charges, including buildings over 11m of height the charge will be individually determined.

TABLE A

STANDARD CHARGES FOR THE CREATION TO NEW DWELLING (£)				
Number of dwellings	**Full Plans**		**Building Notice**	**Regularisation & Reversion charge** (Not Vatable)
	Plan Charge	**Inspection Charge**		
1	307	800	1218	Individually Determined

The charge for dwelling with total floor area up to $200m^2$ includes an attached or detached single storey garage up to $30m^2$ floor area.

For more than one dwelling and dwellings over $200m^2$ and dwellings created from a change of use the charges are individually determined.

TABLE B

DOMESTIC EXTENSIONS TO A SINGLE BUILDING (£) Buildings up to 11m in height.				
Description	**Full Plans**		**Building Notice Charge**	**Regularisation & Reversion Charge** (Not Vatable)
	Plan Charge	**Inspection Charge**		
Extension floor area up to $10m^2$	307	248	610	832
Extension floor area exceeding $10m^2$ but not exceeding $40m^2$	307	393	769	1050
Extension floor area exceeding $40m^2$ but not exceeding $60m^2$	307	738	1149	1567
Extension floor area exceeding $60m^2$ but not exceeding $100m^2$	307	800	1218	1660
Loft conversion that does not include the construction of a dormer	307	491	878	1197
Loft conversion that includes the construction of a dormer	307	738	1150	1567
Erection or extension of a non-exempt attached or detached domestic garage or carport up to $40m^2$	307	124	474	647
Erection or extension of a non-exempt attached or detached domestic garage or carport exceeding $40m^2$ but not exceeding $60m^2$	307	236	597	814
Conversion of a garage to a habitable room(s) in a dwelling	307	153	507	690

TABLE C

DOMESTIC ALTERATIONS TO A SINGLE BUILDING (£) Buildings up to 11m in height.						
Category of Work		**Full Plans**		**Building Notice Charge**	**Reduction ***	**Regularisation & Reversion** **Charge** (Not Vatable)
		Plan Charge	**Inspection Charge**			
Renovation of a single thermal element to a single dwelling. Fixed price per element.		307	Nil	307	N/A	460
Internal alterations, installation of fittings (not electrical) and/or, structural alterations (If ancillary to the building of an extension no additional charge)	Estimated cost of less than £5,000	307	NIL	307	N/A	460
	Estimated cost exceeding £5,000 up to £25,000	307	368	743	25%	1012
	Estimated cost exceeding £25,001 and up to £50,000	307	615	1014	25%	2020
Replacement Windows *Per installation up to 10 windows. Window replacement (non-competent persons scheme).*		307	NIL	307	25%	460
Electrical work *(not competent persons scheme)* *Fixed price based on estimated cost Estimated Cost up to £10,000*		448	Nil	496	N/A	673

*Any reduction of charge is only applied for work carried out at the **same time** as work referred to in Table B

TABLE D

ALL OTHER NON DOMESTIC WORK (£) Buildings up to 11m in height.			
Category of work	**Full Plans**		**Regularisation & Reversion Charge** (Not Vatable)
	Plan Charge	**Inspection Charge**	
Floor area not exceeding $40m^2$	431	604	individually determined
Floor area exceeding $40m^2$ but not exceeding $100m^2$	431	920	individually determined
Floor area exceeding $100m^2$ but not exceeding $200m^2$	431	1168	individually determined

TABLE E

ALL OTHER NON DOMESTIC WORK - ALTERATIONS (£) Buildings up to 11m in height.				
Category of Work		**Full Plans**		**Regularisation & Reversion Charge** (Not Vatable)
		Plan Charge	**Inspection charge**	
Window and Shop Front(s) Replacement (non-competent person's scheme). *Per installation up to 50 windows.*		431	Nil	708
Renovation of a single thermal element *Estimated cost up to £50,000*		471	Nil	708
Other alterations not described elsewhere including structural Alterations and installation of controlled fittings	Estimated cost up to £5,000	471	Nil	708
	Estimated cost exceeding £5,000 and up to £25,000	471	491	individually determined
	Estimated cost exceeding £25,000 and up to £50,000	471	738	individually determined
	Estimated cost exceeding £50,000 and up to £100,000	471	1044	individually determined
Installation of Mezzanine floor used solely for storage purposes up to 300m2.	Fixed price	431	307	individually determined

Individually determined charges

Where the work is not specified or covered by one of the categories of work the charge will be individually determined including buildings between 11m - 18m in height.

Project involving a change of use of the whole, or part of, a building, the project application will be individually determined.

Miscellaneous Charges

Additional application costs:	
Missed appointments/abortive costs	£50
Elapsed application:	£212
Additional hours	£85
Incurred consultant costs	At cost
Dangerous structures:	
Additional working hours 08.30-17.00	£85
Initial call out, out of office hours	£200
Additional working hours 17.00-08.30, Saturdays, Sundays and Public Holidays	£127.50
Admin charges:	
Copy of Decision or Completion Certificate (NB initial completion certificate included in application charge)	£112
Historical Property Searches for Building Regulation information	£207
Written replies to enquiries to solicitors and legal bodies	£107
Process of refunds (exceptional circumstances)	£107