

Public Document Pack

Pennine Lancs Building Control Joint Committee

Tuesday, 29th October, 2019

4.30 pm

Burnley Town Hall

AGENDA

1. Agenda

Agenda - PLBCJC

2 - 45

Date Published: Monday 21st October 2019



Pennine Lancashire

**PENNINE LANCS BUILDING CONTROL COMMITTEE
Meeting at Burnley Town Hall**

Tuesday, 29th October, 2019 @ 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 the 10 th September 2019 (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 2019/20 fee income monitoring information for the financial period August to September 2019.	7 - 10
9.	Performance Monitoring	To provide the Joint Committee with performance monitoring information updated to include period August to September 2019	11 - 24
10.	Building Regulation Charges 2020-21	To annually review the current 2019/20 published Scheme of Building Regulation charges in accordance with each Partner Authorities timetable for reviewing their respective Corporate Fees and Charges, and to consider adoption of the Scheme of Building Regulation Charges set out in Appendix A, with an effective commencement date of 1 st January 2020.	25 - 44

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



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Membership

Councillor Ivor Emo
(Chair-Burnley)
Councillor Phil Riley
(Vice Chair-Blackburn)

Published

Monday, 21 October 2019



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**MINUTES OF THE
PENNINE LANCS BUILDING CONTROL COMMITTEE**
Meeting held at Blackburn Town Hall
10th September 2019
@ 4.30 pm

<i>NAME</i>	<i>TITLE</i>	<i>COUNCIL</i>
Councillor Ivor Emo	Executive Member for Housing & Leisure	Burnley Borough Council
Councillor Phil Riley	Deputy Leader and Executive Member for Regeneration	Blackburn with Darwen Borough Council
Nick Bargh	Head of Pennine Lancs Building Control	PLBC
Martin Kelly	Director of Growth and Development	Blackburn with Darwen Borough Council
Paul Gatrell	Head of Housing & Development Control	Burnley Borough Council
Eric Dickinson	Democracy Officer	Burnley Borough Council

Item No.	Issue
7	Welcome and Apologies
	Councillor Ivor Emo welcomed all attendees to the meeting.
8	Minutes
	The Minutes of the last meeting held on the 2 nd July 2019 were agreed as a correct record.
9	Budget and Income Monitoring
	Purpose To provide the Joint Committee with Pennine Lancs. Building Control 2019/20 fee income monitoring information for the financial period June to July 2019.

	<p>Reasons For Decision To ensure the Joint Committee is kept fully informed of Pennine Lancashire Building Control's budget position, income targets and performance.</p> <p>Decision That the Pennine Lancs. Building Control 2019/20 fee income monitoring information for the financial period June to July 2019 be noted.</p>
10	Performance Monitoring
	<p>Purpose To provide the Joint Committee with performance monitoring information updated to include period June to July 2019.</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 performance monitoring data provided from June to July 2019 be noted by the Joint Committee.</p>
11	Appointment of Secretary of PLBC for the remainder of 2019-20
	<p>Decision That the appointment of Secretary of PLBC be decided at the next meeting on 29th October 2019, with current arrangements to continue until then.</p>
12	Date of Next Meeting and Future meetings
	<p>Decision That the date of the next and future meetings for 2019/20 will be at 4.30pm as follows;</p> <ul style="list-style-type: none"> • 29th October 2019 at Burnley; • 21st January 2020 at Blackburn; and • 16th June 2020 at Burnley.

REPORT TO PENNINE LANCS BUILDING CONTROL



DATE	29 th October 2019
PORTFOLIO	Pennine Lancashire Building Control
REPORT AUTHOR	Nick Bargh
TEL NO	01254 778902
EMAIL	nick.bargh@blackburn.gov.uk

Pennine Lancls. BC – Fee Income Monitoring 2019/20

PURPOSE

1. To provide the Joint Committee with Pennine Lancls. Building Control 2019/20 fee income monitoring information for the financial period August to September 2019/20.

RECOMMENDATION

2. That the Joint Committee notes the Pennine Lancls. Building Control 2019/20 fee income monitoring information for the financial period August to September 2019/20.

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 that for the financial period April to September 2019/20 an Actual Budget figure of £202k was recorded which, although is £28k lower than the Original Budget 2019/20 figure of £230k, it is similar to the previously recorded figure of £203k for the same financial period in 2018/19 whilst being £8k higher than the £194k recorded for 2017/18.
 Note – Original Budget 2019/20 fee income total had been previously incorrectly reported at £440k adjustment now made to £420k in line with approved budget paper presented to PLBC JC 31st, January, 2019.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

5. A strong July 19 fee income return (£52k) was tempered by lower fee income returns for months August (£24k) and September (£17k). The first six month Q1/ Q2 2019/20 period has seen a consolidated start for the April – September financial period when compared to the same period for proceeding years.

Consequently, the resultant indicative latest income forecast is £392k some £28k down from the Original Budget 2019/20 figure of £420k.

However, this will be monitored and reported at the next Joint Committee meeting scheduled for 21st January 2020 when a further Revised 2019/20 Budget Paper will be presented.

POLICY IMPLICATIONS

6. None.

DETAILS OF CONSULTATION

7. Simon Ross, Finance Unit - Blackburn with Darwen Borough Council
Martin Dixon, Finance Unit - Burnley Borough Council
Paul Gatrell – Head of Housing and Development - Burnley Borough Council
Martin Kelly – Director of Growth and Development - Blackburn with Darwen Borough Council;

BACKGROUND PAPERS

8. None.

FURTHER INFORMATION

PLEASE CONTACT: Nick Bargh

01254 - 778902

ALSO:

Pennine Lancashire Building Control - Fee Income Monitoring

	Year 8	Year 9	Year 10	Year 11			
	Actual	Actual	Actual	Original Budget	Actual	Projection	Shortfall / (Surplus)
Month	2016/17	2017/18	2018/19	2019/20	2019/20	2019/20	2019/20
	£	£	£	£	£	£	£
April	40,089	22,750	36,468	41,413	40,872		541
May	31,262	20,647	23,999	27,253	33,160		(5,907)
June	27,764	42,450	38,820	44,084	35,685		8,399
Q1	99,115	85,847	99,287	112,750	109,717	-	3,033
July	36,663	32,115	27,278	30,977	51,585		(20,608)
August	32,235	31,551	45,882	52,104	24,164		27,940
September	34,370	44,842	30,252	34,354	16,970		17,384
Q2	103,268	108,508	103,412	117,435	92,719	-	24,716
October	47,438	42,063	35,692	40,532		40,532	-
November	29,972	28,284	25,145	28,555		28,555	-
December	23,327	19,014	10,220	11,606		11,606	-
Q3	100,737	89,361	71,057	80,693	-	80,693	-
January	24,843	19,499	19,156	21,754		21,754	-
February	31,499	43,899	22,586	25,649		25,649	-
March	32,921	21,755	54,349	61,719		61,719	-
Q4	89,263	85,153	96,091	109,122	-	109,122	-
Total	392,383	368,869	369,847	420,000	202,436	189,815	27,749
Financial Period							
April - September	202,383	194,355	202,699	230,185	202,436		27,749
October - March	190,000	174,514	167,148	189,815		189,815	-
Total	392,383	368,869	369,847	420,000	202,436	189,815	27,749
Please note							

Original Budget 2019/20 £440k reported in error. Budget is infact £420k as approved PLBC JC 31/01/2019.

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REPORT TO PENNINE LANCS BUILDING CONTROL



DATE	29 th October 2019
PORTFOLIO	Pennine Lancashire Building Control
REPORT AUTHOR	Nick Bargh
TEL NO	01254 778902
EMAIL	nick.bargh@blackburn.gov.uk

Performance Monitoring

PURPOSE

1. To provide the Joint Committee with performance monitoring information updated to include period August to September 2019.

RECOMMENDATION

2. That the Joint Committee notes the performance monitoring data provided for the period August to September 2019.

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 with all targets being met within the required time periods.

Appendix 2 – highlights technical support team performance for August to September 2019 the following tasks 3, 4 and 6 were recorded as being excellent with the remaining tasks 1, 2 and 5 recorded as good.

Appendix 3 – indicates a summary of Building Regulations applications received and for 2019/20 Q2 period a figure of 171no. was recorded which is below previous year's Q2 periods (2017/18 – 198no. 2018/19 - 218no.)

The cumulative total of applications received for both Q1 and Q2 periods are as follows:

2019/2020 – 360no. applications;
2018/2019 – 405no. applications;
2017/2018 – 393no. applications;

Appendix 4 - highlights site commencements and for 2019/20 Q2 period a figure of 187no. is recorded which is higher than the previous year 2018/19 Q2 period by 15no. site commencements (172no.) but lower than the 2017/18 Q2 period by 54no. site commencements (241no.)

The cumulative total of site commencements received for both Q1 and Q2 periods are as follows:

2019/2020 – 325no. commencements;
2018/2019 – 351no. commencements;
2017/2018 – 445no. commencements;

Appendix 5 – contains data relating to private sector Approved Inspector (AI) activity within PLBC and the Q2 period figure of registered Initial Notices (IN) for 2019/20 was recorded at 147no. This indicates the continuing trend of increase in private Building Control service provider activity as this Q2 figure was higher than the previous Q2 period 2018/19 of 123no. applications.

Current running totals for IN are recorded at 294no. applications with a 46.96% market share for the combined Q1 and Q2 period which is an increase on the previous year's' 2018/19 combined Q1 and Q2 period which was 238no. applications 38.70% market share.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

5. Whilst a downturn is recorded in site commencements for the first part of 2019/20 in comparison to the previous year, registered application numbers are on a par with previous 2018/19 data.
As a result, the indicative latest income forecast is £392k some £28k down from the Original Budget 2019/20 figure of £420k.
However, this will be monitored and reported at the next Joint Committee meeting scheduled for 21st January 2020 when a further Revised 2019/20 Budget Paper will be presented.
To reflect the continued rise in AI activity it is proposed not to increase the majority of Building Regulation charges for the forthcoming 2019/20 period of which a paper is presented later within this Agenda for Joint Committee consideration.

POLICY IMPLICATIONS

6. None.

DETAILS OF CONSULTATION

7. Paul Gatrell - Head of Housing and Development - Burnley Borough Council;
Martin Kelly – Director of Growth and Development - Blackburn with Darwen Borough Council;

BACKGROUND PAPERS

8. None.

FURTHER INFORMATION

PLEASE CONTACT: Nick Bargh

01254 - 778902

ALSO:

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Performance Monitoring

Table 1. - Team performance (operational)			
August - September 2019			
		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

August - September 2019

APPENDIX 2

Table 2 - Team Performance (Technical Support) Blackburn Office							
Ref	Task & Criteria	P.I. Target (working days)	Level of Performance based on number of anomalies found in audit			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 - 6/10 applications were input under the 3 days target. 3/10 took 4 days and 1/10 took 5 days.	No Action Required. During this period, short staffed following retirement of TSO 20hrs/wk. Job now filled on temporary contract. Annual leave and Blackburn office move.
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 - 6/10 applications processed within the desired times. 4/10 processed in 6 days or less.	No Action Required. During this period, short staffed following retirement of TSO 20hrs/wk. Job now filled on temporary contract. Annual leave and Blackburn office move.
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.	No Issues.
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 - 10/10 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 - 5/9 LA & Con29 searches were processed within the required 5 days. 4/9 LLC&Con29 took 8 or less days. EIRs are being processed within desired timescales.	No Action Required. During this period, short staffed following retirement of TSO 20hrs/wk. Job now filled on temporary contract. Annual leave and Blackburn office move.
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			✓	1/2 Blackburn demolitions processed within requirement. 1/2 was delayed pending information from Demolition contractor, processed in 9 days.	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>2014/15</i>	<i>2015/16</i>	<i>2016/17</i>	<i>2017/18</i>	<i>2018/19</i>	<i>2019/2020</i>
APR	112	90	73	58	68	55
MAY	74	79	81	75	59	75
JUN	77	116	72	62	60	59
JUL	78*	94	109	57	73	68
AUG	78	71	85	66	80	63
SEP	73	75	75	75	65	40
OCT	96	82	87	64	63	
NOV	62	78	67	50	75	
DEC	58	64	63	41	34	
JAN	67	77	59	52	50	
FEB	78	81	68	54	50	
MAR	109	97	94	54	83	
TOTAL	962	1004	933	708	760	

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

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Performance Monitoring

Table 4. - Summary of Site Commencements

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
APR	83	109	72	65	42	52
MAY	39	70	34	61	76	55
JUN	79	71	67	78	61	31
JUL	58	54	59	107	52	73
AUG	85	62	78	55	68	61
SEP	50	54	46	79	52	53
OCT	63	91	55	84	47	
NOV	63	67	72	49	73	
DEC	40	52	34	34	16	
JAN	46	209..	43	23	40	
FEB	66	27	81	40	43	
MAR	42	102	47	47	66	
TOTAL	714	968	688	722	636	

*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>							
	2016 / 17		2017 / 18		2018 / 19		2019 / 20	
	Number of Initial Notices	Market Share % of Applications	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	21	23.60%	24	31.17%	33	33.00%	56	51.85%
MAY	17	18.52%	26	27.37%	36	39.13%	40	36.70%
JUN	17	20.48%	34	35.79%	46	44.66%	51	48.11%
JUL	28	21.87%	36	39.56%	41	37.96%	52	42.72%
AUG	21	21.21%	35	35.71%	47	39.17%	48	44.86%
SEP*	17	20.00%	24	25.81%	35	38.40%	47	55.29%
OCT	21	20.59%	27	30.34%	49	46.23%		
NOV	20	24.10%	32	41.03%	28	31.11%		
DEC	16	22.22%	31	44.93%	15	31.25%		
JAN	13	20.00%	36	42.35%	33	41.77%		
FEB	31	31.63%	38	41.76%	36	43.37%		
MAR	27	22.88%	38	43.18%	45	38.46%		
TOTAL	249	22.35%	381	36.42%	444	39.02%	294	46.96%

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PENNINE LANCASHIRE BUILDING CONTROL



DATE	29 th October 2019
PORTFOLIO	Pennine Lancashire Building Control
REPORT AUTHOR	Nick Bargh
TEL NO	01254 778902
EMAIL	nick.bargh@blackburn.gov.uk

Building Regulation Charges – 2020/21

PURPOSE

1. To annually review the current 2019/20 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 2020.

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;
 - Increases only proposed to 2no. categories of work within Table C – domestic replacement window installations and renovation of thermal element(s); the other remaining charging schedules are unaffected with no changes proposed;
 - Continuation of the charging scheme arrangement for existing customers who are currently active and are signed up to the Local Authority Building Control Partnership Scheme;
 - Amendment of wording to Table C relating to renovation of thermal elements;
 - Additional note added relating to Table C multiple works charges;

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

5. The proposal not to introduce a further increase in 2020/21 to the majority of Building Regulation charges is aimed to avoid potential loss of further business to the private Approved Inspector sector. As regularly reported as an Agenda item, an increase in Approved Inspector activity is one of the main driving factors behind this recommendation.

There is potential for an increase in Fee earning work and, resultant fee income, post introduction of the long-awaited new IT system, as a consequence of the reduction in Non-Fee earning work allowing more time to be allocated on attracting additional fee earning business opportunities.

Consequently, as a result of identified efficiencies and more focus on fee earning duties there is an expectation to potentially generate a fee earning income figure of £430k Original Budget figure 2020/21.

The above forecast Fee earning income figures will be incorporated into the PLBC 2020/21 budget report to be submitted to the next Joint Committee scheduled for 21st, January 2020.

POLICY IMPLICATIONS

6. None.

DETAILS OF CONSULTATION

7. Simon Ross, Finance Unit - Blackburn with Darwen Borough Council
Martin Dixon, Finance Unit - Burnley Borough Council
Paul Gatrell - Head of Housing and Development - Burnley Borough Council
Martin Kelly – Director of Growth and Development – Blackburn with Darwen Borough Council

BACKGROUND PAPERS

8. None

FURTHER INFORMATION

PLEASE CONTACT: Nick Bargh

01254 - 778902

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 2020

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.blackburn.gov.uk/Pages/Building-control.aspx
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	198.33	39.67	238.00	523.33	104.67	628.00	865.00	173.00	1,038.00
2	271.67	54.33	326.00	723.33	144.67	868.00	1,191.67	238.33	1,430.00
3	357.50	71.50	429.00	919.17	183.83	1,103.00	1,528.33	305.67	1,834.00
4	442.50	88.50	531.00	1,060.83	212.17	1,273.00	1,802.50	360.50	2,163.00
5	535.00	107.00	642.00	1,174.17	234.83	1,409.00	2,049.17	409.83	2,459.00

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	341.67	68.33	410.00	Inc.	Inc.	Inc.	410.00	82.00	492.00
Internal floor area over 6m² But not exceeding 40m²	150.83	30.17	181.00	299.17	59.83	359.00	538.33	107.67	646.00
Internal floor are over 40m² but not exceeding 60m²	150.83	30.17	181.00	436.67	87.33	524.00	703.33	140.67	844.00
Internal floor are over 60m² but not exceeding 80m²	150.83	30.17	181.00	615.00	123.00	738.00	917.50	183.50	1,101.00
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.	240.00	48.00	288.00	Inc.	Inc.	Inc.	288.33	57.67	346.00
Where the garage extension exceeds a floor area of 40m² but does not exceed 60m²	341.67	68.33	410.00	Inc.	Inc.	Inc.	410.00	82.00	492.00
CATEGORY 3.									
<u>Garage Conversions</u>									
The conversion, in part or full, of an attached domestic garage to an existing dwelling into a single habitable room.	233.33	46.67	280.00	Inc.	Inc.	Inc.	280.00	56.00	336.00
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*	341.67	68.33	410.00	Inc.	Inc.	Inc.	410.00	82.00	492.00
With a dormer but not exceeding 40m² in floor area*	150.83	30.17	181.00	299.17	59.83	359.00	538.33	107.67	646.00

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.

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.	100.00	20.00	120.00	Inc.	Inc.	Inc.	100.00	20.00	120.00
2. Controlled Electrical work* to a single dwelling (not carried out in conjunction with work being undertaken that falls within Table B)	175.00	35.00	210.00	Inc.	Inc.	Inc.	175.00	35.00	210.00
3. Renovation of a single thermal element to a dwelling house or flat (including cavity wall insulation)	125.00	25.00	150.00	Inc.	Inc.	Inc.	125.00	25.00	150.00
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:	233.33	46.67	280.00	Inc.	Inc.	Inc.	233.33	46.67	280.00
5. Removal or partial removal of chimney breast(s) within a dwelling	195.83	39.17	235.00	Inc.	Inc.	Inc.	195.83	39.17	235.00
6. Removal of wall and insertion of one or two steel beams upto a maximum span of four metres	195.83	39.17	235.00	Inc.	Inc.	Inc.	195.83	39.17	235.00

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.

³ If multiple items of listed work are proposed, as in Table C above, then a 50% discount can be applied for the second listed item only; if three or more listed items are proposed then please refer to Table E (subject to a minimum plan charge equal to a minimum build cost of £10,001

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	341.67	68.33	410.00	Inc.	Inc.	Inc.	n/a	n/a	n/a
2	Internal floor area over 6m² But not exceeding 40m²	150.83	30.17	181.00	299.17	59.83	359.00	n/a	n/a	n/a
3	Internal floor are over 40m² but not exceeding 80m²	150.83	30.17	181.00	436.67	87.33	524.00	n/a	n/a	n/a
4	Renovation of single thermal element - cost up to £20,000*	180.83	36.17	217.00	Inc	Inc.	Inc.	n/a	n/a	n/a
5	Replacement of non-domestic windows*, where the number of windows does not exceeding 20.	133.33	26.67	160.00	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	195.83	39.17	235.00	Inc.	Inc.	Inc.	234.17	46.83	281.00
2,001	5,000	233.33	46.67	280.00	Inc.	Inc.	Inc.	280.00	56.00	336.00
5,001	7,000	250.83	50.17	301.00	Inc.	Inc.	Inc.	300.00	60.00	360.00
7,001	10,000	265.00	53.00	318.00	Inc.	Inc.	Inc.	318.33	63.67	382.00
10,001	20,000	85.00	17.00	102.00	265.00	53.00	318.00	420.00	84.00	504.00
20,001	30,000	100.83	20.17	121.00	352.50	70.50	423.00	542.50	108.50	651.00
30,001	40,000	127.50	25.50	153.00	411.67	82.33	494.00	645.00	129.00	774.00
40,001	50,000	160.00	32.00	192.00	476.67	95.33	572.00	760.83	152.17	913.00
50,001	75,000	195.83	39.17	235.00	586.67	117.33	704.00	936.67	187.33	1,124.00
75,001	100,000	250.83	50.17	301.00	749.17	149.83	899.00	1,198.33	239.67	1,438.00

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.	£198.00

**TABLE G -
OTHER CHARGES***

Category of Work	Proposal	Plan Fee	VAT	Total
1	Copy of Completion certificates**	23.33	4.67	28.00
2	Copy Decision Notices**	23.33	4.67	28.00
3	Re-opening of Archived applications that have been dormant for 2 years or more – charge per hour subject to a minimum charge of £80.00.	66.67	13.33	80.00
4	Withdrawal of an application and any associated changes – charge per hour subject to a minimum charge of £80.00.	66.67	13.33	80.00
5	Building Regulation Confirmation letter – charge per hour subject to a minimum charge of £80.00.	66.67	13.33	80.00
6	Supply of non-standard data and information, including responding to Solicitor’s enquiries – charge per hour subject to a minimum charge of £80.00.	66.67	13.33	80.00

**Discretionary*

***Additional premium charge for 24hr service*

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 £20,000.
- 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 the area of loft conversions or garage conversions may not be aggregated. However, a 50% discount can be applied to the lowest build cost elements within schemes of multiple works.
- 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.

¹⁰ Costs cannot be discounted across separate applications.

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