

Appendix 1: Existing and proposed fee tables for Building Control

Schedule 1

Existing and Proposed charges for the creation of or conversion to new dwellings

Number of Dwellings	Existing Building Control Fee inc VAT	Proposed Building Control Fee inc VAT
1	£766	£842.60
2	£1,021	£1,123.10
3	£1,277	Please contact for a quotation
4	£1,481	
5	£1,685	
6	£1,889	
7	£2,094	
8	£2,298	
9	£2,502	
10	£2,706	
>10	Please contact for a quotation	

Regularisation - Regularisation applications made in respect of unauthorised work (i.e. where an application was not made at the time that the work was done) that has been undertaken since 1985, will be charged at an additional 50% of the standard fee, excluding VAT.

Schedule 2

Existing charges for extensions, conversions and other alterations

Type of Work		Existing Building Control Fee inc VAT
1	Erection/extension of a detached or attached garage with a floor area not exceeding 60m ²	£250.00
2	Extension with a floor area not exceeding 10m ²	£455.00
3	Extension with a floor area between 10m ² – 40m ²	£583.00
4	Extension with a floor area between 40m ² – 60m ²	£705.00
5	Extension with a floor area between 60m ² – 100m ²	£766.00
6	Loft conversion	£531.00
7	Basement conversion/works	£531.00
8	Multiple work (e.g. extension & basement/loft conversion/works) up to £100,000	£930.00
9	Conversion of garage to habitable space	£250.00
10	Re-covering of roof / upgrade of thermal elements	£154.00
11	Replacement windows/doors	£123.00

For detached buildings ancillary to the dwelling, refer to the same size extension. <i>Please note some detached, non-habitable buildings less than 30m² in floor area may be exempt from control under the Building Regulations.</i>		
1 2	Conversion of previously exempt buildings to habitable accommodation	£250.00
1 3	Installation of solar panels or PV arrays on the roof	£123.00
1 4	DIY Electrical Installations*	£600.00
Regularisation - Regularisation applications made in respect of unauthorised work (i.e. where an application was not made at the time that the work was done) that has been undertaken since 1985, will be charged at an additional 50% of the standard fee, excluding VAT.		

Proposed charges for extensions, conversions and other alterations

Type of Work		Full Plans and Building Notice Fees Inc VAT
1	Extension including controllable conservatories, not including basements (for more than one extension, use the total sum of internal floor area)	
	Extension up to 10m ²	£500.00
	10m ² – 40m ²	£641.30
	40m ² – 60m ²	£775.50
	60m ² – 100m ²	£842.60
	Over 100m ²	Please contact for quotation
	Basement or part basement	Please contact for quotation
2	Small domestic garages and carports and stores (Detached garages less than 30m² may be exempt)	
	Up to 40m ²	£300.00
	40m ² – 60m ²	£400.00
	Over 100m ²	Please contact for quotation
3	Erection or non-habitable extension of detached building not used solely as a garage/carport/store	
	30m ² – 60m ²	£775.00
	60m ² – 100m ²	£842.60
	Over 100m ²	Please contact for quotation
4	Loft conversion	
	Up to 100m ²	£584.10
	Over 100m ²	Please contact for quotation
5	Conversion of garage to habitable space	
	Up to 10m ²	£500.00
	Up to 40m ²	£641.30
	40m ² – 60m ²	£775.50
	Over 60m ²	Please contact for quotation
6	Controllable work (Not Competent Person Schemes)	
	Rewire/partial rewire of a single dwelling	Please contact for quotation
	Any other controllable electrical work	Please contact for quotation
7	Multiple work (eg extension & basement/loft conversion/works)	

	up to £100,000	£1023.00
	Underpinning	Please contact for quotation
8	Energy efficiency improvements (Not Competent Person Scheme)	
	New and replacement windows and doors (Up to 7 windows and 2 doors to be installed at the same time).	£135.30
	Removal/renovation of a thermal element	£169.40
	Installation of solar panel/s	£250.00
Regularisation - Regularisation applications made in respect of unauthorised work (i.e. where an application was not made at the time that the work was done) that has been undertaken since 1985, will be charged at an additional 50% of the standard fee, excluding VAT.		

Schedule 3

Existing and Proposed charges for works not listed in schedules 1 or 2 i.e. structural alterations, refurbishments, internal alterations.

Estimated cost of works	Building Control Fee inc VAT	
	Existing	Proposed
£0 - £5000	£270.00	£297.00
£5001 - £10,000	£337.00	£371.00
£10,001 - £20,000	£490.00	£539.00
£20,001 - £50,000	£644.00	£709.00
£50,001 - £75,000	£920.00	£1,012.00
£75,001 - £100,000	£1,225.00	£1,348.00
For works costing more than £100,000 please contact the office for a fee quotation - 01865 252807 or buildingcontrol@oxford.gov.uk .		
Regularisation - Regularisation applications made in respect of unauthorised work (i.e. where an application was not made at the time that the work was done) that has been undertaken since 1985, will be charged at an additional 50% of the standard fee, excluding VAT.		

Schedule 4 General

Complaints relating to the determination of any charge can be submitted to:
https://www.oxford.gov.uk/info/20097/report_it_online/512/make_a_comment_compliment_or_complaint

The hourly rate which has been used for the calculation of the charges is £59. In determining the charges the Council has taken account of:

- the existing use of a building, or the proposed use of the building after completion of the building work;
- the different kinds of building work described in regulation 3(1)(a) to (i) of the Building Regulations;
- the floor area of the building or extension;
- the nature of the design of the building work and whether innovative or high risk construction techniques are to be used;

- (e) the estimated duration of the building work and the anticipated number of inspections to be carried out;
- (f) the estimated cost of the building work;
- (g) whether a person who intends to carry out part of the building work is a person mentioned in regulation 12(6) or 43(4) of the Building Regulations in respect of that part of the work;
- (h) whether in respect of the building work a notification will be made in accordance with regulation 41(4) of the Building Regulations;
- (i) 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;
- (j) 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;
- (k) whether chargeable advice has been given which is likely to result in less time being taken by the local authority to perform the chargeable function;
- (l) whether it is necessary to engage and incur the costs of a consultant to provide specialist advice or services in relation to a particular aspect of the building work, so far as relevant to each charge.

Appendix 2: Risk register.

					Date Raised	Owner	Gross		Current		Residual		Comments	Controls					
Title	Risk description	Opp/ threat	Cause	Consequence			I	P	I	P	I	P		Control description	Due date	Status	Progress %	Action Owner	
169	Building Control - Increase & Introduce Additional Application Fees	Threat	Increase in application fees	Possible short term reduction in the number of Building Control applications. Possible customer dissatisfaction and the potential for customers to use Approved Inspectors (Private Building Control).	27/07/16	Building Control Team Leader	3	3	N/A	N/A	3	2	Level of charges remains competitive. Benchmarking exercise undertaken with other LAs	Building Control to measure and review application numbers and fee income.	31/03/2017				Building Control Team Leader
	Building Control - Increase & Introduce Application Fees	Opportunity	Review of the Building Control application fees in accordance with the current BPI process. The fees have not been reviewed since 2011 and certain fees are not viable in the current market.	The opportunity to align the fees in relation to the neighbouring LAs. This will ensure cost recovery of officer time spent on applications. Furthermore, the potential to increase the current income for Oxford City Council Building Control.	27/07/16	Building Control Team Leader	2	2	N/A	N/A	3	3	The proposed fee increases have been set in accordance with neighbouring Local Authorities and market tested on historic and current applications.	Record and review the number of applications received. In addition, monitor and review customer feedback via customer feedback and LAGAN.	31/03/2017				Building Control Team Leader

Appendix 3 - Equalities Impact Assessment

Initial Equalities Impact Assessment screening form

1. Within the aims and objectives of the policy or strategy which group(s) of people has been identified as being potentially disadvantaged by your proposals? What are the equality impacts?

None of the groups will be disadvantaged.

Regulation 4 of the Building (Local Authority Charges) Regulations 2010 specifically exempts charges for works related to disabled facilities.

2. In brief, what changes are you planning to make to your current or proposed new or changed policy, strategy, procedure, project or service to minimise or eliminate the adverse equality impacts?

Please provide further details of the proposed actions, timetable for making the changes and the person(s) responsible for making the changes on the resultant action plan

No adverse impacts were identified.

3. Please provide details of whom you will consult on the proposed changes and if you do not plan to consult, please provide the rationale behind that decision.

Please note that you are required to involve disabled people in decisions that impact on them

There is no need to consult on the introduction of new Building Control fees because there are no adverse impacts that have been identified. In addition the regulations specifically exempt charges for works related to disabled facilities.

The Council is required by regulation 12 of the Building (Local Authority Charges) Regulations 2010 to publicise a change in fees and this will be carried out via the website.

4. Can the adverse impacts you identified during the initial screening be justified without making any adjustments to the existing or new policy, strategy, procedure, project or service?

Please set out the basis on which you justify making no adjustments

No adverse impacts were identified.

5. You are legally required to monitor and review the proposed changes after implementation to check they work as planned and to screen for unexpected equality impacts.

Please provide details of how you will monitor/evaluate or review your proposals and when the review will take place

Fees are reviewed on an annual basis. If an unintended consequence has come to light there will be an opportunity to remedy any negative impacts.

Lead officer responsible for signing off the EqIA: Ian Wright

Role: Service Manager

Date: 29 July 2016.

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