

Sheffield City Council

Guidance notes on Building Regulation Fees

Updated 1st April 2024

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Payments can be made by BACS or online payment links to Sheffield City Council

This guidance is a summary of the charges. A copy of the Councils scheme of charges is available for inspection during office hours. It should be read in conjunction with the Building [Local Authority Charges] Regulations 2010, the 2010 edition of the CIPFA guidance for Local Authority Building Control Accounting, and the guidance in the Department for Communities and Local Government (CLG) Circular 01/2010 and CLG Circular letter to building control bodies dated 25 February 2010



FEES and CHARGES EXPLAINED

Our fees are as detailed in the tables and cover the majority of domestic building work. If the work you propose is not shown or is a combination of work types please contact us to agree the fee. Fees for works not shown are "Individually Determined" which means that we will provide you with a quotation for any project that is not covered by the standard fees.

THE BASIS OF OUR FEES IS:

- In order to standardise certain application fees on deposit, an element of the plan check time is accounted for in the Inspection fee.
- The fees are our standard fees and calculated on the basis that the building work is of typical construction, that the site conditions allow traditional foundations and that the design and building work is undertaken by persons competent to do so.
- The building work is completed within 3 years of the deposit of the application.
- Estimated costs. We can only accept estimates that are reasonable and equate to one that would be given by a person in business to carry out such work. DIY or self-build costs cannot be accepted.
- **ADDITIONAL FEES:** Additional fees may be applied where the work falls outside the above criteria or where additional site visits to those identified in the Inspection Service Plan are required. For example the inspection identifies faulty work and a revisit is required. Such additional fees will be calculated on time taken for the additional checks or visits, including travel, at the services hourly rate.

APPLICATION TYPES

Full Plan

Suitable for all building works. Plans are checked and approved, inspected on site and a completion certificate issued on satisfactory completion.

The Full Plans application fee is payable at the time of deposit and covers the site inspections as notified in the Inspection Service Plan.

Building Notice

Suitable for minor building works. No approval is issued, works are inspected on site and a completion certificate issued on satisfactory completion. The building notice fee is payable at the time of deposit. This is a single payment and covers the site inspections as notified in the Inspection Service Plan.

Regularisation

In respect of unauthorised building work carried out on or after 11 November 1985. Works are inspected on site and a regularisation certificate is issued on satisfactory completion. The regularisation charge is payable at the time of deposit. There is no VAT element payable on Regulation applications.

FEE TABLES

Individually Determined Fees

Where a fee is not shown in the table it will be individually determined. We may also agree a fee with you for a combination of work or non standard work. Please contact us to obtain a quotation.

Table A New Dwellings

For a dwelling of not more than 200m² in floor area and a maximum of three storeys in height. A basement is regarded as a storey.

Table B Domestic Extensions

For domestic extensions of up to 100m². An extension is defined as a building that has no more than three storeys with each basement level counting as one storey.

Where the work involves building more than one extension to a single dwelling, the total floor areas of all the extensions can be added together to calculate the charge payable.

If you intend to carry out other building work as detailed in Table C at the same time as an extension in Table B, the charge for the other work may be reduced. Please contact us to see if this would be applicable.

Table C Domestic Alterations

For other domestic works not described in the previous tables. For electrical installation work, if you do not intend to use a member of a Part P "Competent Person" scheme, the fee is payable at time of deposit and covers a first fix and final inspection. A completion certificate issued on satisfactory completion.

Table D Other Building Work

For Non-Domestic building works of a value of less than £75,000.

Fee Exemptions

Certain work may not require fees to be paid. EG: Where the building work is solely for the purposes of providing access and facilities for disabled persons and the work is in relation to a dwelling or public building.

CONTACT US

For a quotation please call 0114 2734168 or email buildingcontrol@sheffield.gov.uk

TABLE A				
FEEES FOR NEW DWELLINGS OF NOT MORE THAN 3 STOREYS				
Number of Dwellings		Application Fee	Building Notice Fee	Regularisation Fee
1	Fee	£743.00	£743.00	£1,114.00
	VAT	£148.60	£148.60	
	Total	£891.60	£891.60	
2+	Individually Determined Fee*			

*Individually determine Fee

Note; For 2 or more dwellings, dwellings over three storeys, or where the floor area of a dwelling exceeds 200 mts sq, please contact us to obtain a quotation.

If the electrical work is not to be certified under a Competent Person scheme additional fees will apply. See TABLE C.

Contact us on 0114 2734168 or email buildingcontrol@sheffield.gov.uk

TABLE B					
FEEES FOR EXTENSIONS TO A SINGLE DOMESTIC BUILDING					
GARAGES AND CARPORTS					
Category	Description		Full Plans Application Fee	Building Notice Fee	Regularisation Fee
1	Erection or extension of a non-exempt detached or attached domestic garage or carport up to but not exceeding 100 sq mts	Fee VAT Total	£385.00 £77.00 £462.00	£385.00 £77.00 £462.00	 £577.00
DOMESTIC EXTENSIONS					
2	Extension up to 40 sq mts	Fee VAT Total	£551.00 £110.20 £661.20	£551.00 £110.20 £661.20	 £826.00
3	Extension of more than 40 sq mts but not exceeding 60 sq mts	Fee VAT Total	£705.00 £141.00 £846.00	£705.00 £141.00 £846.00	 £1,057.00
4	Extension of more than 60 sq mts but not exceeding 100 sq mts	Fee VAT Total	£807.00 £161.40 £968.40	£807.00 £161.40 £968.40	 £1,210.00
LOFT CONVERSIONS					
5	Provision of one or more rooms in a roof space where none exists at present	Fee VAT Total	£551.00 £110.20 £661.20	£551.00 £110.20 £661.20	 £826.00
OTHER					
6	Conversion of a garage to a habitable room	Fee VAT Total	£385.00 £77.00 £462.00	£385.00 £77.00 £462.00	 £577.00
7	Alterations to extend or create a basement of up to 50sq mts (not including Underpinning)	Fee VAT Total	£385.00 £77.00 £462.00	£385.00 £77.00 £462.00	 £577.00

NOTE:

Additional fees apply when the relevant building work, or part thereof, had not been carried out by a Competent Person (referred to in regulation 7(5) (g) of the Building (Local Authority Charges Regulations 2010) It is additional to the Application, building notice or regularisation charge.

See Table C, Category of work 5, for charges relating to associated electrical work where not carried out by a Registered Competent Person.

TABLE C
FEEES FOR ALTERATIONS TO A SINGLE DOMESTIC DWELLING

Category	Description	Basis of Charge		Full Plans Application Fee	Building Notice Fee	Regularisation Fee
1	Underpinning a dwelling or part	Fixed Price	Fee VAT Total	£385.00 £77.00 £462.00	£385.00 £77.00 £462.00	£577.00
2	Renovation of a thermal element such as like for like replacement roof covering where no structural works are involved.	Fixed Price	Fee VAT Total		£161.00 £32.20 £193.20	£241.00
3	The installation of any controlled fitting or other		Fee	Nil	Nil	N/A
4	Window replacement (Non-Competent Persons scheme)	Fixed price for up to 20 windows	Fee VAT Total	£135.00 £27.00 £162.00	£135.00 £27.00 £162.00	£202.00
5	Electrical Works (Non-Competent Persons scheme)		Fee VAT Total	£218.00 £43.60 £261.60	£218.00 £43.60 £261.60	£327.00
6	Internal alterations, installation of fittings, structural alterations (not including electrical works) Where such work is ancillary to an extension where fees have been calculated from Table B, there is no additional charge	Fixed price based on estimated cost bands				
		<i>Less than £2000</i>	Fee VAT Total	£193.00 £38.60 £231.60	£193.00 £38.60 £231.60	£289.00
		<i>£2001 to £5000</i>	Fee VAT Total	£282.00 £56.40 £338.40	£282.00 £56.40 £338.40	£423.00
		<i>£5001 to £10,000</i>	Fee VAT Total	£385.00 £77.00 £462.00	£385.00 £77.00 £462.00	£577.00
		<i>£10,001 to £25,000</i>	Fee VAT Total	£551.00 £110.20 £661.20	£551.00 £110.20 £661.20	£826.00
		<i>£25,001 to £50,000</i>	Fee VAT Total	£705.00 £141.00 £846.00	£705.00 £141.00 £846.00	£1,057.00
		<i>£50,001 to £75,000</i>	Fee VAT Total	£807.00 £161.40 £968.40	£807.00 £161.40 £968.40	£1,210.00
		<i>More than £75,000</i>	Fee	Individually determined		

TABLE C
FEEES FOR ALTERATIONS TO A SINGLE DOMESTIC DWELLING

Category	Description	Basis of Charge		Full Plans Application Fee	Building Notice Fee	Regularisation Fee
1	Underpinning a dwelling or part	Fixed Price	Fee VAT Total	£385.00 £77.00 £462.00	£385.00 £77.00 £462.00	£577.00
2	Renovation of a thermal element such as like for like replacement roof covering where no structural works are involved.	Fixed Price	Fee VAT Total		£161.00 £32.20 £193.20	£241.00
3	The installation of any controlled fitting or other		Fee	Nil	Nil	N/A
4	Window replacement (Non-Competent Persons scheme)	Fixed price for up to 20 windows	Fee VAT Total	£135.00 £27.00 £162.00	£135.00 £27.00 £162.00	£202.00
5	Electrical Works (Non-Competent Persons scheme)		Fee VAT Total	£218.00 £43.60 £261.60	£218.00 £43.60 £261.60	£327.00
6	Internal alterations, installation of fittings, structural alterations (not including electrical works) Where such work is ancillary to an extension where fees have been calculated from Table B, there is no additional charge	Fixed price based on estimated cost bands				
		<i>Less than £2000</i>	Fee VAT Total	£193.00 £38.60 £231.60	£193.00 £38.60 £231.60	£289.00
		<i>£2001 to £5000</i>	Fee VAT Total	£282.00 £56.40 £338.40	£282.00 £56.40 £338.40	£423.00
		<i>£5001 to £10,000</i>	Fee VAT Total	£385.00 £77.00 £462.00	£385.00 £77.00 £462.00	£577.00
		<i>£10,001 to £25,000</i>	Fee VAT Total	£551.00 £110.20 £661.20	£551.00 £110.20 £661.20	£826.00
		<i>£25,001 to £50,000</i>	Fee VAT Total	£705.00 £141.00 £846.00	£705.00 £141.00 £846.00	£1,057.00
		<i>£50,001 to £75,000</i>	Fee VAT Total	£807.00 £161.40 £968.40	£807.00 £161.40 £968.40	£1,210.00
		<i>More than £75,000</i>	Fee	Individually determined		

TABLE D					
FEES FOR OTHER BUILDING WORK (NON DOMESTIC)					
	Category of work	Basis of Charge		Application Fee	Regularisation Fee
1	New build, Extensions and Alterations not described elsewhere including structural alterations and installation of controlled fittings <i>Works to Meadowhall or Crystal Peaks Shopping Centre are individually determined fees. Please contact us for a quotation</i>	Fixed Price based on estimated cost bands			
		<i>Up to £5000</i>	Fee	£282.00	£423.00
			VAT	£56.40	
			Total	£338.40	
		<i>£5001 to £10,000</i>	Fee	£385.00	£577.00
			VAT	£77.00	
			Total	£462.00	
		<i>£10,001 to £25,000</i>	Fee	£513.00	£769.00
	VAT	£102.60			
	Total	£615.60			
<i>£25,001 to £50,000</i>	Fee	£641.00	£961.00		
	VAT	£128.20			
	Total	£769.20			
<i>£50,001 to £75,000</i>	Fee	£769.00	£1,153.00		
	VAT	£153.80			
	Total	£922.80			
	<i>More than £75,000</i>	Individually determined			
2	Window replacement (Non-Competent Persons Scheme)	Fixed Price for up to 20 windows	Fee	£193.00	£289.00
			VAT	£38.60	
		Total	£231.60		
	<i>More than 20</i>	Fee	50% of category 1 Fee above	50% of category 1 Fee above	
3	Renovation of a thermal element such as like for like roof covering where no structural works are involved	Fixed price based on estimated cost bands			
		<i>Up to £50,000</i>	Fee	£193.00	£289.00
			VAT	£38.60	
			Total	£231.60	
<i>£50,001 to £100,00</i>	Fee	£257.00	£385.00		
	VAT	£51.40			
	Total	£308.40			
	<i>More than £100,000</i>	Fee	Individually Determined		

SUPPLEMENTARY BUILDING CONTROL CHARGES
CHARGES RELATING TO THE PROVISION OF INFORMATION UNDER THE ENVIROMENTAL
INFORMATION REGULATIONS

Description	Charge	VAT	Total
Completion certificates issued at time of completion/occupation	NIL	NIL	NIL
To resolve case and issue Completion Certificate where work has been completed or occupied for 6 – 12 months and subsequent request made for a certificate	£103.00	£20.60	£123.60
To resolve case and issue Completion Certificate where work has been completed or occupied for more than 12 months and subsequent request made for a certificate	£193.00	£38.60	£231.60
Administrative fee for the return of invalid applications	£50.00	£10.00	£60.00
Administration fee for withdrawal of an application where registered but not assessed or inspected on site	£50.00	£10.00	£60.00
Process a request to re-invoice inspection fee to new addressee	£50.00	£10.00	£60.00
Copies of completion certificates, notices, approvals, letters etc	£50.00	£10.00	£60.00
Making available drawings or information to view (subject to risks associated with disclosure and copyright)	£103.00	£20.60	£123.60
Written response to a query where search for information is not required (e.g. confirmation of information provided over the telephone)	£52.00	£10.40	£62.40
Written response for a query requiring a search for information. (Total charges will therefore vary dependent on nature of information requested. Retrieval of information - charged per hour, search of records - charged per address)	£52.00	£10.40	£62.40
Written response for a query requiring a search for information that needs input of technical staff (Charges will therefore vary dependent on length of time taken to collate information) For each hour or part	£88.00	£17.60	£105.60
Consultation Advice (non-minor domestic) Per ½ Hour	£50.00	£10.00	£60.00
Geotechnical Charges - Consultations or Reports			
For the first hour or part	£90.00	£18.00	£108.00
For each subsequent 1/2 hour or part	£50.00	£10.00	£60.00
Cost of photocopying plans (single sided only) where Copyright permission is given			
A4	£3.00	£0.60	£3.60
A3	£4.00	£0.80	£4.80
A2, A1 or A0	£7.00	£1.40	£8.40

The above charges are approved for the provision of information in accordance with regulation 8 of The Environmental Information regulations 2004