



Southampton & Eastleigh Building Control Partnership

Charges for Building Regulation Applications Applicable from 1st April 2024

Non Domestic Extensions, New Build and Alterations

The charges for building regulation work are required to cover the cost of providing the service.

There are two methods of establishing the charge for building works:

1. Standard charges.
2. Individually determined charges.

The charges for the majority of non domestic extensions and alterations are standard charges and are listed in the attached tables.

If the charge for your building regulation work is not listed as a standard charge it will be individually determined.

Application Types

Full Plans Applications – where detailed drawings are being deposited the plan charge plus VAT must accompany the application. The inspection charge will be invoiced after the first inspection.

Building Notice Applications – this is an alternative option to submitting a Full Plans application. If you are making this type of application both the plan and inspection charge plus VAT are payable. This type of application cannot be made where the work is being carried out or affects a workplace.

Regularisation Charge – work carried out without permission attracts a charge equal to 140% of the corresponding Building Notice net charge.

Reduction in Plan Charges

- Repetitive work may attract a reduction of 25%
- Multiple type of alterations – where for example an extension and internal alterations are carried out at the same time a 50% reduction of the lower application charge will be given.

Exemption from Charges – works provided for the sole purpose of providing access, accommodation or facilities for disabled persons relating to dwellings and public buildings do not require any application charge.

Payment Details – When submitting via www.submitaplan.com; on-line payment may be made after submission, on receipt of a payment link, sent via email. Invoices may be paid online details of payment methods listed on the Invoice.

Refunds

Where a refund is considered appropriate a deduction will be made for administration and costs incurred. A minimum deduction of £50.96 (includes VAT) will be made.

These 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. A charge of £64.00 Including VAT may be levied for administering a project where work has ceased on site and when the project has been placed on the council's archiving system.

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 relevant design and building work. If they are not, the work may incur supplementary charges.

INDIVIDUALLY DETERMINED CHARGES

If the work you are carrying out is not listed as a standard charge, the charge will be individually determined.

This method of determining the charge mainly relates to larger schemes and includes the following types of building work:

1. New or extended non domestic buildings with a floor area exceeding 40m²
2. Non domestic building where alterations are being carried out where the estimated cost of building work exceeds £50,000.
3. Any other work not described in the Schedule of Fixed Charges.
4. A reversion charge for all project types.

If your building work is defined as requiring an individual assessment of a charge you should contact the following:

- Neil Ferris, Building Control Partnership Manager neil.ferris@southampton.gov.uk
- Tony Parkin, Principal Building Control Surveyor: tony.parkin@southampton.gov.uk
- Ashley Morgan, Principal Building Control Surveyor: ashley.morgan@southampton.gov.uk
- Building Control Office: building.control@southampton.gov.uk

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**For further advice or assistance please contact the building control office:**

Southampton Building Control Office

Email: [building.control@southampton.gov.uk](mailto:building.control@southampton.gov.uk)

**Submitting your application:** Applications must be deposited electronically using our on-line submission system: [www.submitaplan.com](http://www.submitaplan.com)



## STANDARD CHARGES

**TABLE C (Part 2) – ALL OTHER NON DOMESTIC WORK – ALTERATIONS**  
 VAT is calculated at a rate of 20% (VAT is not payable on a Regularisation Charge)

| Category of Work |                                                                               | Full Plans Plan Charge<br>(Payment with application) |               | Full Plans Inspection Charge<br>(will be invoiced after commencement) |               |
|------------------|-------------------------------------------------------------------------------|------------------------------------------------------|---------------|-----------------------------------------------------------------------|---------------|
|                  |                                                                               | Net                                                  | Total inc VAT | Net                                                                   | Total Inc VAT |
| 1                | Underpinning Works with an estimated cost of works less than £50,000          | 84.17                                                | 101.00        | 551.67                                                                | 662.00        |
| 2                | <b>Window and Glazed Door Replacement</b>                                     |                                                      |               |                                                                       |               |
|                  | 1-10 Installations per Property                                               | 37.50                                                | 45.00         | 97.50                                                                 | 117.00        |
|                  | 11 and over Installations per Property                                        | 37.50                                                | 45.00         | 195.00                                                                | 234.00        |
| 3                | Renovation of a thermal element with an estimated cost of works up to £50,000 | 151.67                                               | 182.00        | 195.00                                                                | 234.00        |
| 4                | <b>Alterations not described elsewhere</b>                                    |                                                      |               |                                                                       |               |
|                  | Estimated cost less than £5,000                                               | 113.33                                               | 136.00        | 195.00                                                                | 234.00        |
|                  | Estimated cost between £5,001 and £25,000                                     | 223.33                                               | 268.00        | 291.67                                                                | 350.00        |
|                  | Estimated cost between £25,001 and £50,000                                    | 335.00                                               | 402.00        | 388.33                                                                | 466.00        |
| 5                | Installation of Mezzanine Floor less than 300m <sup>2</sup>                   | 223.33                                               | 268.00        | 291.67                                                                | 350.00        |
| 6                | Office or Shop Fit Out less than 300m <sup>2</sup>                            | 279.17                                               | 335.00        | 291.67                                                                | 350.00        |