

Schedule 6:
Miscellaneous Charges

Research, retrieval and copy charge per property for Building Regulation Decision Notice(s) and/or Completion Certificate(s) intended for commercial re-use		
To professionals for commercial purposes or owners/buyers	£36.00	per hour
Research and repsonse to enquiry per property where no documentation is supplied	£36.00	per hour
Completion Certificates on archive applications	£51.00	
Provide pre-application advice (first hour free of charge). Subsequent Building Regulation Charges may be reduced accordingly to reflect this advice.	£97.00	per hour
To professionals for commercial purposes	£36.00	per hour
To residential owners/occupiers for private purposes	Free	
Letter confirming exemption	£46.00	
Pre-application site inspections to discuss possible work e.g. view trial holes. Payment is required in advance. This payment will be credited against an application made for this property within the next six months.	£97.00	
Retrieve archive file, undertake research, further inspection(s) and issue a completion certificate in respect of a project, following a period of three years since the last inspection of the work.	£97.00	per hour
Cancellation of application or withdrawal of application: £50.00 if no surveyor involvement.	£51.00	
Cancellation of application or withdrawal of application: Plan fee or hourly rate for any surveyor involvement in checking works	£97.00	per hour
Building Safety Regulator Hourly Rate	£101.68	

Building Regulation Standard Charges



Miscellaneous Charges Schedule 6 Valid from 1st April 2025 – 31st March 2026



When do I use the charges listed on this sheet?

The charges for Building Regulation work are intended to cover the cost of the service. Value Added Tax (VAT) is included in the above fees at the standard rate.

Standard Charges

These cover specific categories of work (subject to certain conditions) which are shown in:-

Schedules 1 & 1a - New Dwellings (New build or conversion) **(Available separately)**

Schedules 2 & 3 - Work to an Existing Single Dwelling **(Available separately)**

Schedules 4 & 5 - Non Domestic Work **(Available separately)**

Schedule 6 - Miscellaneous Charges **(This Sheet)**

Individually Assessed Charges

Where the work does not fall within any of the Tables of Standard Charges, the charges will need to be individually determined. In this situation a written quote will need to be obtained from us. In order to provide an accurate quote we will need a reasonable amount of information from you. If you need a quote, please ring our Administration Support team on 01264 368741 or 368312 to discuss your project.

Pre-application advice

We are always happy to engage in discussion about any proposed project. Please contact us at buildingcontrol@testvalley.gov.uk

Building Safety Regulator (BSR) Charge

The BSR hourly rate for Test Valley Borough Council is £80 per hour

Duty Holder Responsibilities

Please check our website for definitions and full details. Please note you will need to sign and return all the required statements before a completion certificate is issued

Types of Building Regulations Applications

Application for Building Control Approval with Full Plans

If you wish to have your building control plans checked and approved before the work starts, to avoid any costly errors and corrective work on site by not being fully up to speed with the ever changing regulations, we recommend you apply using the application for building control approval with full plans form. A building regulations application deposited under this procedure needs to contain plans and other information showing all construction details, preferably well in advance of when work is to start on site. If your plans comply with the Building Regulations you will receive a notice stating that they have been approved. If the plans are not satisfactory, you may be asked to make amendments or provide more details. Alternatively, a conditional approval may be issued. This will either specify modifications which must be made to the plans; or will specify further plans which must be deposited. If your plans are rejected the reasons will be stated in the notice. An application for building control approval with full plans approval notice is valid for three years from the date of deposit of the plans after which it will automatically lapse if the building work has not commenced.

Building Notice

If the work is uncomplicated and you are happy that you or your builder has a reasonably good understanding of the building regulations, then you can use a building notice form. The advantage of the building notice procedure is that detailed drawings are not formally required for approval, although some details such as structural calculations may be required. You may start work 48 hours after your notice has been received. Plans are not required with this process so it's quicker and less detailed than the full plans application. It is designed to enable some types of building work to get under way quickly; although it is perhaps best suited to small or basic work.

There are also specific exclusions in the Regulations as to when building notices cannot be used in relation to domestic work, a building notice cannot be used:

- For work which will be built close to or over the top of rain water and foul drains shown on the 'map of sewers'
- Where a new building will front onto a private street

A 'building notice' is valid for three years from the date the notice was given to the local authority, after which it will automatically lapse if the building work has not commenced.

Regularisation

If the work has already recently started or possibly even been completed without proper consent, then a retrospective application can be made using a regularisation form. You can even use this if the work was carried out by a former owner. Any work can potentially be regularised as long as it was carried out after the 11 November 1985. The purpose of the process is to regularise the unauthorised works and obtain a certificate of Regularisation. Depending on the circumstances, exposure, removal and/or rectification of works may be necessary to establish compliance with the Building Regulations.

Building Control Consultancy at Test Valley Borough Council

Planning & Building Service, Beech Hurst, Weyhill Road, Andover, SP10 3AJ

Telephone: 01264 368741 / 8312

Email: buildingcontrol@testvalley.gov.uk

Website: www.testvalley.gov.uk/planning-and-building/buildingcontrol

Please remember that we are always happy to assist where possible. Should you require any further assistance, please contact us.

