

Full plans charges

(for buildings which are not dwellings)



City of Westminster

DISTRICT SURVEYORS

Building Act 1984 - Building Regulations 2000

Building (Local Authority Charges) Regulations 1998
City of Westminster Building Regulations Charges Scheme number 5, 2006

- A Full plans applications and building notices**
You may not use a building notice where the building works are to a building other than a home. Use this sheet for full plans applications for works to buildings that are not homes. There are separate sheets for building notices and full plans applications where the work is to a home.
- B Which table on this sheet should I use?**
Use the schedule that applies to the type of work you are proposing.
For new buildings, or works to an existing building which is not a 'fitout' use schedule 3C. A 'fitout' is defined as 'alterations in shops and offices, consisting of building or altering a shopfront, carrying out shopfitting, building or re-arranging lightweight partitions, false ceilings and associated work, none of which involves structural alterations'.
Purpose groups are shown in Table D1 of Approved Document B – Fire safety.
For a 'fitout' use Schedule 3F. (Schedules 1, 2 and 3R are only used for buildings that are homes.)
- C How much should I send now?**
If you are making a full plans application, just send the plan charge now. You should only send the inspection charge with the plan charge if the work has already started. We will send you an invoice for the inspection charge once our site inspections begin. Please ensure you indicate on the application form to whom the invoice should be sent.
- D Will I have to pay VAT?**
You must pay VAT on all charges (except charges for a regularisation application), even if the work is to a listed building. VAT is currently charged at 17½%.
- E What is included in the cost of the work?**
In Schedules 3C and 3F the estimated cost of the work should include all costs for the work that the Building Regulations apply to. Do not include work that is not controlled under the regulations.

Schedule 3C – new buildings or work which is not a fitout

For new buildings, or extensions to buildings, or work to a building which is not a fitout ('fitout' is defined in note B above).

The charges shown in this schedule do not include VAT.

Examples

- An opening is to be formed between two rooms in an office. The cost of the work is £2450. The cost is rounded up to £3000 so the plan charge is £264 + VAT = £310.20.
- An office is to be extended at a cost of £250,000. As the cost falls between £100,000 and £1 million, the plan charge is £498.80 + (150 x £1.40) = £708.80 + VAT = £832.84.
- A new office building of six storeys is to be built. The cost of the work affected by the Building Regulations is £4 million. As the cost falls between £1m and £5m, the plan charge is £1758.80 + (3000 x £1.12) = £5118.80 + VAT = £6014.59.

Estimated cost of the work rounded up to the nearest £1000	Plan Charge	Inspection Charge
£5,000 or less	£264.00 + VAT	Nil
£5,001 to £20,000 For the first £5000 For each £1000 over £5000	£105.60 £13.20 + VAT	£158.40 £19.80 + VAT
£20,001 to £100,000 For the first £20,000 For each £1000 over £20,000	£303.60 £2.44 + VAT	£455.40 £3.66 + VAT
£100,001 to £1,000,000 For the first £100,000 For each £1000 over £100,000	£498.80 £1.40 + VAT	£748.20 £2.10 + VAT
£1,000,001 to £5,000,000 For the first £1,000,000 For each £1000 over £1,000,000	£1,758.80 £1.12 + VAT	£2,638.20 £1.68 + VAT
£5,000,001 and greater	Contact our offices for guidance	

Schedule 3F –fitout of a shop or office

For a fitting out a shop or office. A ‘fitout’ is defined in note 2 above.

The charges shown in this schedule do not include VAT.

Examples

- 1 A new room is to be formed within an open plan office. The cost of the work is £4450. The cost is rounded up to £5000, so the plan charge is £180 + VAT = £211.50.
- 2 The new tenant of a shop wants to build a new shopfront and fit out the shop at a cost of £250,000, but the cost includes £50,000 for racking and £30,000 for decorations. The cost that applies for charging purposes is £170,000. As the cost falls between £100,000 and £1 million, the plan charge is £407.70 + (70 x £1.24) = £494.50 + VAT = £581.04.
- 3 The main structure of a new office building has been built. The top three storeys are now to be fitted out. The cost of the work affected by the Building Regulations is £1.5million. As the cost falls between £1million and £5million, the plan charge is £1523.70 + (500 x £1.00) = £2023.70 + VAT = £2377.85.

Estimated cost of the work rounded up to the nearest £1000	Plan Charge	Inspection Charge
£5,000 or less	£180.00 + VAT	Nil
£5,001 to £20,000 For the first £5000 For each £1000 over £5000	£72.00 £5.10 + VAT	£108.00 £7.65 + VAT
£20,001 to £100,000 For the first £20,000 For each £1000 over £20,000	£148.50 £3.24 + VAT	£222.75 £4.86 + VAT
£100,001 to £1,000,000 For the first £100,000 For each £1000 over £100,000	£407.70 £1.24 + VAT	£611.55 £1.86 + VAT
£1,000,001 to £5,000,000 For the first £1,000,000 For each £1000 over £1,000,000	£1523.70 £1.00 + VAT	£2,285.55 £1.50 + VAT
£5,000,001 or more	Contact our offices for guidance.	

We can provide a ‘ready reckoner’ sheet for costs up to £100,000.

These schedules are available in MS Excel 97 work sheet format, with a calculator for all Schedule 3 charges. For an electronic copy, please e-mail us at DistrictSurveyors@westminster.gov.uk.

Please make cheques payable to ‘City of Westminster’.

Building (Local Authority Charges) Regulations 1998
City of Westminster Building Regulations Charges Scheme number 5, 2006
Version 5 - valid until at least 1st April 2007 - call 020 7641 7230 for the latest version

