



Building Control Charges: Key Information

The Building (Local Authority Charges) Regulations 2010
(with effect from 01 April 2026)

These notes are for information only. Full details may be found in the Waverley Building Control Detailed Charges Scheme 01 April 2026, which can be viewed in the Council offices by appointment.

Types of Applications/Charges

Full Plans Application (split into two separate charges)

- 1) Plan charge - payable when plans of the building work are submitted and received with the application form at the Local Authority.
- 2) Inspection charge invoiced following our first inspection.

Building Notice Application

This charge is the same as the total Full Plans Application (i.e., total plan and inspection charge). Payable when you submit a completed building notice application form.

Regularisation Application

Payable when you submit a completed Regularisation application form, in accordance with Regulation 18 of the Building Regulations.

Individually Determined Applications/Quotes

Where proposed works are not included within the standard charges tables A to E, the charges for such works will be individually calculated in accordance with Regulation 7 (5) of the charges regulations, and confirmed in writing. Please forward your plans and description of works to us and we will provide a quote.

Email your request to buildingcontrol@waverley.gov.uk or post to: Waverley Building Control, Council Offices, The Burys, Godalming, Surrey, GU7 1HR.

Reversion charge

Is payable for building work in relation to a building regulations application which was initially started with an Approved Inspector subsequently being submitted to the Local Authority. These charges will be quoted for individually once the scope of the work is fully reviewed, however a £300 application fee will be apply to register the application in the first instance.

Establishing the Charge

The Authority has established standard charges using the principles contained within The Building (Local Authority Charges) Regulations 2010 and are outlined in Tables A – E.

If your building work falls outside of these tables we will individually calculate the fee and advise you of our quote. If you are unsure about calculating your charge, please send in your application and plans so that we can confirm them to you.

If we consider it necessary to engage and incur the costs of a consultant to provide specialist advice or services in relation to a particular aspect of building work, those costs shall also be included in setting the charge.

Please see below a summary of our charges tables – this will identify which table you need to use.

Domestic building work

Table	Table Name	Example categories of work
Table A	New Dwellings	Up to 5 new dwellings
Table B	Extensions to a single building	Extensions, loft conversions, garage conversions, new garage
Table C	Alterations to a single building	Re-roofing, adding a new bathroom/wc, inserting steel beams, structural alterations, window and external door replacement etc

Commercial building work

Table	Table Name	Example categories of work
Table D	Extensions and new build	Assembly & Recreational, industrial & storage, residential-Institution etc
Table E	Alterations	Re-roofing, adding a new bathroom/wc, structural alterations, inserting steel beams, window and external door replacement, office/shop fit outs, change of use.

For building work which involves work from both Tables B & C these can be applied for together (if carried out at the same time) and a 25% discount is applied to Table C categories.

Information required to determine charges

If the Authority requires additional information to determine the correct charge we can request the information under the provisions of Regulation 9 of The Building (Local Authority Charges) Regulation 2010.

Exemption from charges

Some building work is exempt from charges. Please see the Charges Scheme for full details of exemptions and/or contact Waverley Building Control for guidance.

Additional Charges

Additional charges may be payable when the relevant building work, or part thereof, has not been carried out by a person referred to in Regulation 7(5) (g) or (h) of the Building (Local Authority Charges) Regulations 2010. This is in addition to the charges related to Inspection Charges (Full Plans), Building Notice charge or Regularisation charge.

For example, where electrical work has been undertaken and the installer is not Part P registered, this will require an additional charge for us to engage an electrical subcontractor to test the work carried out. Our minimum fee for this is £450 including VAT (*subject to any changes to our contractor charges*) – based on up to 8 circuits and for up to two visits. For works which will require more than 8 circuits and/or is a much bigger scope of works, we will individually quote for this (this may be on submission of the application, or during the build).

Our electrical sub-contractors do not correct or carry out any work to the electrical installation other than testing of the installation.

Any work to be corrected is to be arranged and paid for by the building owner/client and any further testing required by our contractor (beyond the 2 visits) will be charged an additional fee per inspection/test (irrespective of length of visit).

Demolitions

Demolitions prior to the building work incur a £266 charge, payable on submission of a demolition notice. The criteria for submitting a demolition notice are outlined on our website.

Other matters relating to calculation of charges

- All applications and charges paid will be assessed on submission to the Council to confirm they are correct. Any refund/underpayment will be processed following notification to the applicant.
- The Council also reserves the right to request additional charges. This may arise if
 - the scope of the building works changes since submission of the application;
 - if we have carried out an excessive number of inspections; or
 - we are spending an excessive amount of time on an application beyond our usual remit.
- This charge is made to ensure that the Council is covering the costs of providing this service. In such cases, we will advise the homeowner of the fee and invoice for our additional costs.

- Any over payments made on the plan fee will be carried over to the inspection fee, unless advised otherwise.
- Charges are payable via BACS (Account Name: Waverley Borough Council, Sort code 40-22-12, Account number 21369121, add the site name / address in the narrative/comments box); debit/credit card – online or over the phone; or via cheques (made payable to Waverley Borough Council). Cash is not accepted.
- For applications that are submitted and subsequently withdrawn, a fee of £118 is applicable plus any other costs incurred. This will be deducted from any monies paid when a refund is arranged.
- Our hourly surveyor rate is £133 (inc VAT), business support/admin - £66 (inc VAT).
- Additional fees apply for reopening/reviewing a file - £266, obtaining copies of completion certificates - £48 or carrying out a building control search - £64.

Non-payment of a charge

Please note that Regulation 8(2) of the Building (Local Authority Charges) Regulations 2010, explains that plans are not treated as being deposited for the purposes of Section 16 of the Building Act or building notices given unless the Council has received the correct charge.

In other words, relevant timescales do not start until the agreed payment has been made. The debt recovery team of the authority will also pursue any non-payment of a charge.

If an application is made, and no payment made within 8 weeks, the application will be archived and the application will need to be resubmitted.

Note

Any building works not described in the tables below will be individually calculated in accordance with Regulation 7 (5) of the charges regulations - Waverley Building Control will individually quote for the work.

Table A: New Dwellings

Number of dwellings	Full Plans - Plan Charge (Payment 1 of 2)	Full Plans - Plan Charge (Payment 1 of 2)	Full Plans - Inspection Charge (Payment 2 of 2)	Full Plans - Inspection Charge (Payment 2 of 2)	Building Notice Charge/ Total Full Plans Charge	Building Notice Charge/ Total Full Plans Charge
	ex VAT	inc VAT	ex VAT	inc VAT	ex VAT	inc VAT
1	£516.67	£620	£1,175	£1,410	£1,691.67	£2,030
2	£750	£900	£1,358.33	£1,630	£2,108.33	£2,530
3	£891.67	£1,070	£1,733.33	£2,080	£2,625	£3,150
4	£1,125	£1,350	£2,025	£2,430	£3,150	£3,780
5	£1,458.33	£1,750	£2,208.33	£2,650	£3,666.67	£4,400

The above charge includes provision for a detached/attached domestic garage or carport per dwelling providing it is constructed at the same time as the dwelling.

Quotes will be provided for houses exceeding total floor area of 300m² or developments exceeding 5 dwellings.

Full Plans - Plan Charge is payable when the application is submitted, Inspection Charge is payable via invoice after the first inspection.

Building Notice - Inspections of building work only, plans are NOT checked and the fee is payable when the application is submitted.

Regularisation (retrospective works) charge is the Net (i.e. excluding VAT charge) Building Notice Charge plus 50%.

Any electrical work carried out by a non-Part P registered electrician will require Building Regulation compliance, this will incur an additional cost which will be individually quoted.

Table B: Extensions, Loft Conversions and Garages

Extensions

Internal floor space can be added together as long as works commence and progress at the same time (e.g. foundations; installation of steel beams; roof etc).

Category	Description	Full Plans - Plan Charge (Payment 1 of 2)	Full Plans - Plan Charge (Payment 1 of 2)	Full Plans - Inspection Charge (Payment 2 of 2)	Full Plans - Inspection Charge (Payment 2 of 2)	Building Notice Charge/ Total Full Plans Charge	Building Notice Charge/ Total Full Plans Charge
	Single Storey Extension (any floor level)	ex VAT	inc VAT	ex VAT	inc VAT	ex VAT	inc VAT
1	Extension up to 10m ²	£250	£300	£416.67	£500	£666.67	£800
2	Between 11m ² to 40m ²	£312.50	£375	£754.17	£905	£1,066.67	£1,280
3	Between 41m ² to 100m ²	£358.33	£430	£983.33	£1,180	£1,341.67	£1,610
	Two Storey Extension	ex VAT	inc VAT	ex VAT	inc VAT	ex VAT	inc VAT
4	Up to 40m ²	£358.33	£430	£891.67	£1,070	£1,250	£1,500
5	Between 41m ² to 100m ²	£441.67	£530	£1,066.67	£1,280	£1,508.33	£1,810
6	Between 101m ² to 200m ²	£583.33	£700	£1,291.67	£1,550	£1,875	£2,250

Loft conversions

Category	Description	Full Plans - Plan Charge (Payment 1 of 2)	Full Plans - Plan Charge (Payment 1 of 2)	Full Plans - Inspection Charge (Payment 2 of 2)	Full Plans - Inspection Charge (Payment 2 of 2)	Building Notice Charge/ Total Full Plans Charge	Building Notice Charge/ Total Full Plans Charge
		ex VAT	inc VAT	ex VAT	inc VAT	ex VAT	inc VAT
7	Loft conversion up to 60m ²	£312.50	£375	£841.67	£1,010	£1,154.17	£1,385

Garages or garage conversion

Category	Description	Full Plans - Plan Charge (Payment 1 of 2)	Full Plans - Plan Charge (Payment 1 of 2)	Full Plans - Inspection Charge (Payment 2 of 2)	Full Plans - Inspection Charge (Payment 2 of 2)	Building Notice Charge/ Total Full Plans Charge	Building Notice Charge/ Total Full Plans Charge
		ex VAT	inc VAT	ex VAT	inc VAT	ex VAT	inc VAT
8a	Erection or extension of a detached garage without a habitable room up to 100m ²	£250	£300	£333.33	£400	£583.33	£700
8b	Erection or extension of a detached garage with a habitable room up to 100m ²	£312.50	£375	£483.33	£580	£795.83	£955
9a	Erection or extension of an attached garage without a habitable room up to 100 ²	£250	£300	£458.33	£550	£708.33	£850
9b	Erection or extension of an attached garage with a habitable room up to 100 ²	£312.50	£375	£750	£900	£1,062.50	£1,275
10	Conversion of garage to habitable room(s) up to 40m ²	£250	£300	£283.33	£340	£533.33	£640

Extensions - internal floor space can be added together as long as works commence and progress at the same time (e.g. foundations; installation of steel beams; roof etc).

Any electrical work carried out by a non-Part P registered electrician will require Building Regulation compliance, this will incur an additional cost which will be individually quoted.

Full Plans - Plan Charge is payable when the application is submitted, Inspection Charge is payable via invoice after the first inspection.

Building Notice - Inspections of building work only, plans are NOT checked and the fee is payable when the application is submitted.

Regularisation (retrospective works) charge is the Net (i.e. ex VAT charge) Building Notice Charge plus 50%.

Any building works not described in the above table will be individually calculated in accordance with Regulation 7 (5) of the charges regulations - Waverley Building Control will individually quote for the work.

Table C: Domestic Alterations to a Single Building

Renovation of a thermal element to a single dwelling (i.e. roof, walls, floor)

Category	Description	Full Plans - Plan Charge (Payment 1 of 2)	Full Plans - Plan Charge (Payment 1 of 2)	Full Plans - Inspection Charge (Payment 2 of 2)	Full Plans - Inspection Charge (Payment 2 of 2)	Building Notice Charge/ Total Full Plans Charge	Building Notice Charge/ Total Full Plans Charge
		ex VAT	inc VAT	ex VAT	inc VAT	ex VAT	inc VAT
1	i.e. new roof; rendering, floors etc (up to 3 inspections)	£354.17	£425	N/A - included in plan charge	N/A - included in plan charge	£354.17	£425

Internal alterations, installation of fittings (not electrical) and/or structural alterations

Category	Description	Full Plans - Plan Charge (Payment 1 of 2)	Full Plans - Plan Charge (Payment 1 of 2)	Full Plans - Inspection Charge (Payment 2 of 2)	Full Plans - Inspection Charge (Payment 2 of 2)	Building Notice Charge/ Total Full Plans Charge	Building Notice Charge/ Total Full Plans Charge
		ex VAT	inc VAT	ex VAT	inc VAT	ex VAT	inc VAT
2a	Estimated cost up to £5,000	£362.50	£435	N/A - included in plan charge	N/A - included in plan charge	£362.50	£435
2b	£5,001 - £25,000	£250	£300	£400	£480	£650	£780
2c	£25,001 - £50,000	£308.33	£370	£600	£720	£908.33	£1,090
2d	£50,001 - £75,000	£358.33	£430	£891.67	£1,070	£1,250	£1,500

Window/Door replacement (for new windows or door openings i.e structural changes, the charge is based on category 2)

Category	Description	Full Plans - Plan Charge (Payment 1 of 2)	Full Plans - Plan Charge (Payment 1 of 2)	Full Plans - Inspection Charge (Payment 2 of 2)	Full Plans - Inspection Charge (Payment 2 of 2)	Building Notice Charge/ Total Full Plans Charge	Building Notice Charge/ Total Full Plans Charge
		ex VAT	inc VAT	ex VAT	inc VAT	ex VAT	inc VAT
3a	Per application 1 to 10 windows and/or doors	£266.67	£320	N/A - included in plan charge	N/A - included in plan charge	£266.67	£320
3	Per application 11 to 20 windows and/or doors (21+ individually determined)	£358.33	£430	N/A - included in plan charge	N/A - included in plan charge	£358.33	£430

NB: Any electrical work carried out by a non-Part P registered electrician will require Building Regulation compliance, this will incur an additional cost which will be individually quoted.

Work under Table C which is carried out at the **same time** as work under **Table B** will be eligible for a 25% discount except for electrical work.

Full Plans - Plan Charge is payable when the application is submitted, Inspection Charge is payable via invoice after the first inspection.

Building Notice - Inspections of building work only, plans are NOT checked and the fee is payable when the application is submitted.

Regularisation (retrospective works) charge is the Net (i.e. ex VAT charge) Building Notice Charge plus 50%.

Any building works not described in the above table will be individually calculated in accordance with Regulation 7 (5) of the charges regulations - Waverley Building Control will individually quote for the work.

Table D: Non-Domestic Extensions and New Build

Industrial and storage usage

Category	Description	Full Plans - Plan Charge (Payment 1 of 2)	Full Plans - Plan Charge (Payment 1 of 2)	Full Plans - Inspection Charge (Payment 2 of 2)	Full Plans - Inspection Charge (Payment 2 of 2)	Full Plans Total	Full Plans Total
		ex VAT	inc VAT	ex VAT	inc VAT	ex VAT	inc VAT
1	Floor area up to 10m ²	£308.33	£370	£450	£540	£758.33	£910
2	11m ² - 40m ²	£308.33	£370	£966.67	£1,160	£1,275	£1,530
3	41m ² - 100m ²	£358.33	£430	£983.33	£1,180	£1,341.67	£1,610
4	101m ² - 200m ²	£583.33	£700	£1,375	£1,650	£1,958.33	£2,350

All other classes

Category	Description	Full Plans - Plan Charge (Payment 1 of 2)	Full Plans - Plan Charge (Payment 1 of 2)	Full Plans - Inspection Charge (Payment 2 of 2)	Full Plans - Inspection Charge (Payment 2 of 2)	Full Plans Total	Full Plans Total
		ex VAT	inc VAT	ex VAT	inc VAT	ex VAT	inc VAT
1	Floor area up to 10m ²	£358.33	£430	£983.33	£1,180	£1,341.67	£1,610
2	11m ² - 40m ²	£625	£750	£1,150	£1,380	£1,775	£2,130
3	41m ² - 100m ²	£750	£900	£1,550	£1,860	£2,300	£2,760
4	101m ² - 200m ²	£1,066.67	£1,280	£1,866.67	£2,240	£2,933.33	£3,520

Any building works not described in the above table will be individually calculated in accordance with Regulation 7 (5) of the charges regulations - Waverley Building Control will individually quote for the work.

Table E – All Other Non Domestic Alterations

Renovation of a thermal element (i.e roof, floor, walls)

Category	Description	Full Plans - Plan Charge (Payment 1 of 2)	Full Plans - Plan Charge (Payment 1 of 2)	Full Plans - Inspection Charge (Payment 2 of 2)	Full Plans - Inspection Charge (Payment 2 of 2)	Full Plans Total	Full Plans Total
		ex VAT	inc VAT	ex VAT	inc VAT	ex VAT	inc VAT
1a	Estimated cost up to £50,000	£183.33	£220	£225	£270	£408.33	£490
1b	£50,001 - £100,000	£183.33	£220	£283.33	£340	£466.67	£560
1c	£100,001 - £250,000	£183.33	£220	£341.67	£410	£525	£630

Alterations not described elsewhere including structural alterations and installation of controlled fittings

Category	Description	Full Plans - Plan Charge (Payment 1 of 2)	Full Plans - Plan Charge (Payment 1 of 2)	Full Plans - Inspection Charge (Payment 2 of 2)	Full Plans - Inspection Charge (Payment 2 of 2)	Full Plans Total	Full Plans Total
		ex VAT	inc VAT	ex VAT	inc VAT	ex VAT	inc VAT
2a	Estimated cost up to £5,000	£216.67	£260	£408.33	£490	£625	£750
2b	£5,001 - £25,000	£308.33	£370	£508.33	£610	£816.67	£980
2c	£25,001 - £50,000	£408.33	£490	£1,058.33	£1,270	£1,466.67	£1,760
2d	£50,001 - £100,000	£616.67	£740	£1,758.33	£2,110	£2,375	£2,850
2e	£100,001 - £150,000	£825	£990	£2,458.33	£2,950	£3,283.33	£3,940

Window/door replacement (for new windows or door openings i.e structural changes, the charge is based on category 2)

Category	Description	Full Plans - Plan Charge (Payment 1 of 2)	Full Plans - Plan Charge (Payment 1 of 2)	Full Plans - Inspection Charge (Payment 2 of 2)	Full Plans - Inspection Charge (Payment 2 of 2)	Full Plans Total	Full Plans Total
		ex VAT	inc VAT	ex VAT	inc VAT	ex VAT	inc VAT
3a	Per application up to 20 windows and/or doors	£350	£420	included in plan charge	included in plan charge	£350	£420
3b	Per application over 20 and up to 50 windows and/or doors	£508.33	£610	included in plan charge	included in plan charge	£508.33	£610

Installation of Mezzanine floor up to 500m²

Category	Description	Full Plans - Plan Charge (Payment 1 of 2)	Full Plans - Plan Charge (Payment 1 of 2)	Full Plans - Inspection Charge (Payment 2 of 2)	Full Plans - Inspection Charge (Payment 2 of 2)	Full Plans Total	Full Plans Total
		ex VAT	inc VAT	ex VAT	inc VAT	ex VAT	inc VAT
4	Up to 500m²	£375	£450	£858.33	£1,030	£1,233.33	£1,480

Office / Shop fit out

Category	Description	Full Plans - Plan Charge (Payment 1 of 2)	Full Plans - Plan Charge (Payment 1 of 2)	Full Plans - Inspection Charge (Payment 2 of 2)	Full Plans - Inspection Charge (Payment 2 of 2)	Full Plans Total	Full Plans Total
		ex VAT	inc VAT	ex VAT	inc VAT	ex VAT	inc VAT
5a	Floor area up to 500m²	£441.67	£530	£891.67	£1,070	£1,333.33	£1,600
5b	Floor area 501m² to 1000m²	£625	£750	£1,150	£1,380	£1,775	£2,130

***Additional Change of Use charge** (category 6) of **£365** applies in addition to all associated building work, which will be subject to the charges detailed in the table above.

Any building works not described in the above table will be individually calculated in accordance with Regulation 7 (5) of the charges regulations - Waverley Building Control will individually quote for the work.