

Guidance Notes

1. Your attention is also drawn to The Building (Local Authority Charges) Regulations 1998 and North West Leicestershire District Councils Scheme of Charges for Building Regulation fee earning work.
2. If you are submitting a '**Full Plans**' application you need to only pay the 'application charge' at this stage. An invoice for the inspection charge taking into account any under or over payment will be sent following the first inspection unless Table C indicates that there is no inspection charge to pay
3. If you are submitting a '**Building Notice**' a one-off payment is required

Table A

4. Only use table A if you are building a new house or flat (up to 300m² internal floor area). A discount is available for multi-plot sites where the houses or flats are of the same or similar type. Please contact Building Control for further advice.

Table B

5. Only use table B if you are extending your house or flat. Where the internal floor area of the extension exceeds 60m², please refer to Table C and the minimum fee levels.

Table C

6. Only use table C if you are:
 - a. Altering your house or flat, e.g. loft conversion, garage conversion, knocking out a wall, replacement windows, electrical installations (not associated with an extension or new build), extensions over 60m² to house or flats, barn conversions;
 - b. All work relating to commercial projects (new build, extension, or alteration);
 - c. New dwellings over 300m² internal floor area; etc.

General

7. If you are undertaking an **extension and alterations** to your house (or flat) do not forget that the application form should describe both elements of work, and fees for both elements should be paid accordingly. A discount may apply for minor alteration work submitted at the same time as that of an extension. You can ignore alterations needed to form access to an extension, e.g. creating an access door, or removal of a previously external wall to access an extension.
8. An extension is considered to be an increase in the floor area of a building by making the building physically bigger. An extension is **not** an alteration to a building that leads to a greater usable floor area, e.g. loft or garage

conversion. Any building work that replaces demolished elements will be treated as an extension or new build, not an alteration.

9. An alteration is general building work undertaken on an existing property to alter or improve an existing structure, service or fitting. This may include for example, knocking a wall out, installing an en-suite w.c., loft conversion, new drainage, re-roof, or new heating appliance.
10. The estimated cost of work is the total charge payable to a builder (or similar) for the proposed work. It therefore excludes DIY and labour or materials only estimates. The estimate should include for all aspects of the work (e.g. structure, heating, lighting, fire alarm system, plastering). If you don't know how much the work will cost, estimates based on £1000/m² for dwellings/extensions and £400/m² for garages will be accepted.

Disabled Person Exemptions

11. Where work involves the alteration of a building for the benefit of a disabled person then there will be no charge for the application subject to Regulation 9 of the Building (Local Authority Charges) Regulations 1998.
12. Where the work involves an extension for a disabled person please contact Building Control for advice as few extensions are exempt fees. Regulation 9 of the Building (Local Authority Charges) Regulations 1998 gives a full explanation.

Resubmissions

13. Where it is necessary to resubmit an application there will be no charge for the first re-submission. It will be necessary to pay the full application charge for the second and successive resubmissions.

Amendments

14. There is generally no charge for submitted with minor changes to the work. Please contact Building Control to determine whether the amendments are minor or will be subject to a fresh application

Cheques/Payment

15. Please make all cheques out to **NWLDC**, or **North West Leicestershire District Council**.
16. Alternatively we can take credit or debit card payments over the phone, however **credit cards are subject to an additional 2% charge**.
17. **Please note that the Council has closed its 'Cash Office' and can therefore no longer take cash payments.**

Should you have any difficulty establishing the correct Building Regulation charge, please contact Building Control on 01530 454692 or 693 or building.control@nwleicestershire.gov.uk