

1 Full Plans Application

The **Plan Fee** must be paid on the deposit of the plans to the council and is subject to VAT at the current rate.
The **Inspection Fee** will be invoiced and payable after the first inspection and is subject to VAT at the current rate.

2 Building Notice Application

The **Building Notice Fee** must be paid in full when the notice is submitted to the council and is subject to VAT at the current rate.

3 Regularisation/Reversion Applications

The **Regularisation Fee** is payable at the time the application is made. This fee is not subject to VAT and is non-refundable. (A regularisation can only be submitted for unauthorised works commenced on or after 11 November 1985.)

The **Reversion Fee** is equal to the regularisation fee and is payable at the time the work reverts to the council. This charge is not subject to VAT.

4 Multiple Work

For multiple works being undertaken at the same time, a fee discount may be available. Where reductions in fees are applied for repetitive or multiple works, they are determined on an individual basis. Please contact the office in order for us to provide you with our most cost effective fee quote.

5 Fee Exemptions and Exempt Building Work

If the work is for the benefit of a registered disabled person, please contact the office for advice on fee exemptions. A building regulations application will still be needed although a fee may not be payable. Some building work may be classed as exempt work and as such not subject to a building regulations application. Please contact the office for advice on possible building regulations exemptions.

6 Help and Assistance

If you have any questions or need help with the fee or forms, please contact us on **(01482) 393800** or building.control@eastriding.gov.uk

GUIDANCE NOTES - GENERAL

Before work starts and you start to build, extend or convert, you or your agent must deposit the necessary building regulations application. For further information please see the building control website: www.eastriding.gov.uk/buildingcontrol

Payment can be made on the council's website if an application is submitted electronically. Alternatively when submitting a form by email a payment link will be emailed to you, please contact us on **(01482) 393800** for assistance. Cheques should be made payable to East Riding of Yorkshire Council. If no payment or an insufficient payment is made, this will delay the application validation until payment is made in full.

The scheme of charges made under The Building (Local Authority Charges) Regulations 2010 is divided into a plan, inspection, building notice, regularisation and reversion fee. Each is subject to a separate charge.

Estimated cost of works refers to a reasonable estimate that would be charged by a person in business to carry out such building work i.e. professional builder, but excluding professional fees and VAT.

Customer service enquiries should be directed in the first instance to the building control office on **(01482) 393800**. If you feel the service delivered is below standard, you should contact the building control manager who will be pleased to assist and try to resolve any issues for you. The council also has a formal complaints procedure and details are available upon request.

Calculation of charges are made on a maximum number of hours for each project, including administration, data storage, plan checking and inspections (excluding enforcement). Should additional time be needed to determine building regulations compliance the council may seek to recover the additional costs, prior written notification will be given in such cases.

Data storage and data retention will be for a maximum period of 15 years.

The application scope and service agreement following the deposit and acceptance of a building regulations application will be for the full development. This includes the design (plan check) and construction (site inspection) stages from application deposit to final completion. By completing and signing the building control application form you are confirming you agree to the scope of work and service agreement, that you have provided consent as the person who intends to carry out building work as the owner, or as the agent acting on behalf of the owner. Fixed services i.e. electrical installation, boiler and the like, are not included and will be subject to a separate application/fee or self-certification notification.

Innovation or high risk construction techniques. Building control charges have been set on the basis that the building work does not consist of or include innovative or high risk construction techniques and that it is carried out by a person or company deemed competent to carry out the appropriate design and construction being undertaken. If this is not the case and additional plan checking, site inspections or structural checking are required, the work will incur supplementary charges as set out in writing prior to any additional fee charges being made.

Withdrawn or returned applications will be subject to an administrative charge of £120.00, including instances when the agreed service is cancelled by the engagement of a 3rd party service provider. Any building control fee that included a discount given on the basis that ERYC Building Control oversees the work from start to completion, will be payable for any work undertaken, i.e. plan checking service. Any additional administration charges will be as advised at the time of cancellation or withdrawal.

A late completion/archive fee of £120.00 is payable if it has been five years or more since the last inspection and further visits are required before the completion certificate can be issued.

Rejected plans have no further plan charge payable for the first re-submission of the same work following a rejection notice. Further re-submissions will be subject to an additional plan check fee.

Self-certification schemes. A person or company registered with an appropriate Competent Person Scheme may self-certify their own work for building regulations compliance and no further building regulations application will be needed. These works may include the installation of controlled services or fittings such as certain electrical work, boiler installations, solid fuel appliances, hot water cylinders or the insertion of insulating material into the cavity walls of a building. A person or company NOT registered with an appropriate Competent Person Scheme cannot self-certify their own work and a building regulations application must be deposited with the council. An additional charge will then be required.

Progress of work. You must notify us of commencement of work and at certain stages during the construction phase so the work can be inspected, as outlined in the inspection service plan. If you do not keep the council up-to-date on your progress, you might need to open up/alter works or provide further information.

Full Plans information. In the case of a Full Plans Application, notice is being given in relation to the building work as described and is being submitted in accordance with Regulation 12(2)(b) and Regulation 14 of the Building Regulations 2010 and accompanied by the appropriate fee. This type of application will need both plans and construction details to be provided so they can be checked. When accompanied by a statement in relation to the building being subject to the Regulatory Reform (Fire Safety) Order 2005 and the additional 'fire plans' for statutory fire and rescue service consultation will be needed. When checked and deemed compliant with the Building Regulations a plans approval certificate will be issued. This usually takes a few weeks, the statutory period being five weeks (extended to eight weeks if needed). By completing and signing the application form, the council accepts that you have consented to the payment of any further charges (inspection charges) normally payable following the first inspection, and to the time period for consideration of the application being extended to two months and that, if appropriate, you wish the application to be passed with conditions.

Building Notice information. In the case of a building notice, notice is being given in relation to the building work as described and is being submitted in accordance with Regulation 12(2)(a) and Regulation 13 that it is your intention to carry out the domestic building work described in Section three and five of the Building Regulations 2010 with the necessary particulars and plans to be provided. This procedure does not include a plan check and instead involves more site based checks. This is intended for minor domestic work and cannot be used if the works are subject to control under the Regulatory Reform (Fire Safety) Order 2005, a Full Plans Application must then be used (see above).

Regularisation information. In the case of an application for regularisation, notice is being given in relation to the building work as described and is being submitted in accordance with Regulation 18 of the Building Regulations 2010 and accompanied by the appropriate non-refundable fee. This type of application is for works that have already taken place without first obtaining the necessary Building Regulations consent. You will need to provide plans and construction details showing the building both before and after the works so they can be checked to the standard in force at the time (other than for very minor work). Please understand that the council may require you to take such reasonable steps (e.g. opening up of unauthorised work for inspection, making tests and taking samples) as appropriate, to establish compliance or otherwise. When checked and compliant with the Building Regulations a regularisation certificate will be issued.

Planning permission. Persons carrying out building works are reminded that permission maybe required under the Town and Country Planning Acts and to make the necessary enquiries prior to undertaking any building works. For further information please see the planning service website at www.eastriding.gov.uk/planning

Penalties may be incurred for contravening the building regulations. Please ensure an application is deposited prior to commencement of work. Please also ensure you take the necessary professional advice, as needed, to ensure the technical requirements of the building regulations are met.

Demolition works. No demolition works are to be undertaken to any building or structure to which a demolition notice applies until either **a)** after the council has served a counter notice outlining the provisions of Section 82 of the Building Act 1984, or **b)** the expiry of six weeks from the date on which the council have been correctly notified of the intention to demolish whichever period is less. By completing and signing the application form, the council accepts that you have consented to these time periods for consideration of any demolition notice.

Sewerage Consultation. Under the terms of Regulation 15 of the Building Regulations 2010, the council may be required to consult with the sewerage undertaker and pass on details submitted on the application form for the purposes of determining the Building Regulations application. Applicant details are only passed on to the statutory consultee(s). Without this data collection we could not process the application. If you have any queries regarding this consultation process please telephone us on **(01482) 393800**. Further details regarding information rights are available on the Information Commissioners Office website at www.ico.org.uk

Fire Consultation. Under the terms of the Building Act 1984, Section 15, the council will as required, consult with the Fire and Rescue Service and pass on details submitted on the application form for the purposes of determining the Building Regulation application. Without this data collection we could not process the application. If you have any queries regarding this consultation process, please telephone us on **(01482) 393800**. Further details regarding information rights are available on the Information Commissioners Office website at www.ico.org.uk

Extra Services. The extra services we offer are in relation to energy ratings and air testing. Discounts are available for our established clients/agents when supplementing building works being carried out under a Local Authority Building Control Application. Please call for a quote on **(01482) 393800** or for more information on the services we offer visit the building control website at www.eastriding.gov.uk/buildingcontrol