

London Borough of Hammersmith and Fulham Building Regulation Applications and Charges Guidance

Charges Scheme No. 15 - 1 August 2023 (r4).

BUILDING NOTICE APPLICATION

This application is for small internal alterations, extensions, lofts and basement conversions to existing domestic buildings and detached garages and car ports, a set of structural calculations will need to be submitted for all structural work.

Work will need to commence within 3 years from the date of your submission, or your application will be invalid.

We will issue a Completion Certificate following satisfactory inspections, submission of the relevant competent persons compliance certificates (i.e., gas safety) and completion of works.

It is the responsibility of the owner, builder, or agent to contact the Building Control officer to arrange all site inspections. The officer's contact details can be found on your acknowledgement email and on our website.

Cancellation of an application must be made in writing and emailed to buildingcontrol@lbhf.gov.uk

Building Notice Fee Charge

It should be noted that where you are proposing to carry out a loft conversion with any other extension that may be carried out at the same time, the fees will be charged separately, this is due to the additional checking required for loft conversions.

Any extension below loft level and above basement level can be calculated on the combined floor area and charged as one fee.

The Building Notice fee must be paid in full when your application is submitted, together with any plans and supporting documentation. Upon receipt of payment, your application will be processed, and work can only commence on site once your application has been validated.

Cost of works exceeding £50,000

Where your proposed works exceeds the standard charges above, please email buildingcontrol@lbhf.gov.uk to request an individual fee assessment.

Notes:

You may be charged an additional fee where Building Control assess the works to be more substantial than originally indicated on your application. This additional fee may be charged at the point of submission or following an inspection, you will also receive a statement setting out the reason/s for the additional fee. (The fee will include VAT).

Loft Conversion/alterations

The fee for a Loft Conversion with new useable floor area in the roof space, will be calculated in the same way as an extension.

Building work to an existing room in the roof space which does not increase the useable floor area is classed as an alteration.

Extensions more than 3 storeys high (including any basement) more than 60m² and where installations of Cavity Fill Insulation and Unvented Hot Water Systems have not been certified by a competent person, this cost must be included in the total cost of the project.

Detached Garages

Detached garages more than 40m² and extensions more than 60m² must be calculated on the total cost of the project.

FULL PLANS APPLICATION

This application is for new or existing non-domestic buildings i.e., shops, factories, offices, schools, hotels, boarding houses and non-domestic workplaces. It is also appropriate for the erection of new flats or housing developments, extensions, loft and basement conversions, alterations or refurbishment to any residential building on a large scale, a set of structural calculations will need to be submitted for all structural work.

Work will need to commence within 3 years from the date of your submission, or your application will be invalid.

We will issue a Completion Certificate following satisfactory inspections, submission of the relevant competent persons compliance certificates (i.e., gas safety) and completion of works.

It is the responsibility of the owner, builder, or agent to contact the Building Control officer to arrange all site inspections. The officer's contact details can be found on your acknowledgement email and on our website.

Cancellation of an application must be made in writing and emailed to buildingcontrol@lbhf.gov.uk

Full Plans Fee Charge

It should be noted that where you are proposing to carry out a loft conversion with any other extension that may be carried out at the same time, the fees will be charged separately, this is due to the additional checking required for loft conversions.

Any extension below loft level and above basement level can be calculated on the combined floor area and charged as one fee.

The Plan fee must be paid in full when your application is submitted, together with any plans and supporting documentation. Upon receipt of payment, your application will be processed, subsequently a decision notice will be issued, and work can only commence on site once your plans have been approved.

The Inspection fee becomes payable after the first inspection has been carried out. The fee can be invoiced on request.

Please note: the full fee (plan and inspection) can be paid when submitting the application.

Cost of works exceeding £50,000

Where your proposed works exceeds the standard charges above, please email buildingcontrol@lbhf.gov.uk to request an individual fee assessment.

Notes:

You may be charged an additional fee where Building Control assess the works to be more substantial than originally indicated on your application. This additional fee may be charged at the point of submission or following an inspection, you will also receive a statement setting out the reason/s for the additional fee. (The fee will include VAT).

Dwellings more than 300 square metres in floor area (excluding any garage or carport) and buildings more than 3 storeys (including any basements) must be calculated on the total cost of the project.

The cost of the works should include drainage works in connection with the erection of a building(s), even where those drainage works have commenced in advance of the plans for the building works being deposited.

The charges should also include for an integral garage and where a garage or carport shares at least one wall of the domestic building.

For large projects the Council can agree payment in instalments

REGULARISATION APPLICATION

This application is for works which were carried out after 1st November 1985 without an approval under building regulations. Upon receipt of payment, your application will be processed, and any works if needed can only re-commence on site once your application has been validated.

It is the responsibility of the owner, builder, or agent to contact the Building Control officer to arrange all site inspections. The officer's contact details can be found on your acknowledgement email and on our website.

It is sometimes necessary to open up works to show what works have been carried out.

Hammersmith & Fulham Council's Building Control service will advise what needs to be carried out to comply with the Building Regulations. If the work required to demonstrate compliance is not carried out, the council may take enforcement action against the owners.

We will issue a Completion Certificate following satisfactory inspections and completion of works.

Regularisation Fee Charge

The fee must be paid in full when the application has been submitted, together with any plans and supporting documentation. Once the inspections have been undertaken, the charge is not refundable.

TEMPORARY STRUCTURES (Section 30) APPLICATION

This application is to obtain consent for 'Stand Alone' structures that are not attached to a building, i.e., advertising towers etc.

Temporary Structure Fee Charge

Fee Charges will be based on the cost of works and must be paid in full when the application has been submitted, together with any plans and supporting documentation. Upon receipt of payment, your application will be processed, and work can only commence on site once your application has been validated.

Reversions

Where a Private Approved Inspector has been appointed and not Hammersmith and Fulham Building Control service to ensure your building works comply with the Building Regulations and where the Approved Inspector cancels your initial notice and is unable to carry out their function, your application will be reverted to Hammersmith and Fulham Building Control service to take over the inspections and documentation of the works being carried. Please complete the form / request and email to buildingcontrol@lbhf.gov.uk together with any plans and supporting documentation.

It is sometimes necessary to open up works to show what works have been carried out.

Hammersmith & Fulham Council's Building Control service will advise what needs to be carried out to comply with the Building Regulations.

The Reversion fee must be paid in full once you have submitted your form and advised of the correct fee required. Upon receipt of payment, your application will be processed, and work can only commence or continue on site once your application has been validated.

Cost of works exceeding £50,000

Where your proposed works exceeds the standard charges above, please email buildingcontrol@lbhf.gov.uk to request an individual fee assessment.

Disabled Adaptions

Where the work is solely for the purpose of providing a means of access for disabled persons to or within a building, or for providing facilities designed to secure their greater health, safety, welfare or convenience and is carried out in relation to a building where members of the public are admitted or is a dwelling occupied by a disabled person, there are **no fees** charged when submitting the relevant application form.

Exempt works

Detached garages and carports with an internal floor area not exceeding 30m² are "exempt buildings", providing that in the case of a garage it is sited at least 1.0m away from the boundary or is constructed substantially of non-combustible materials.

A carport extension with an internal floor area not exceeding 30m² would be exempt if it is fully open on at least 2 sides.

If you are unsure whether your building work is exempt, you can submit an Exempt Building Enquiry Form which can be found on our website to buildingcontrol@lbhf.gov.uk where we can issue a 'Certificate of Exemption'. The fee payable for this certificate is £109.50.

Pre-application Advice

Should you require advice before submitting your Building Regulation application, please complete the form which can be found on our website and email to buildingcontrol@lbhf.gov.uk attaching any plans or supporting documentation, we will review and advise you of the fee required.

Refunds

A minimum administration fee of £50 + VAT will be deducted from all refunds except where an application and fee has been submitted and Building Regulations approval is not required, a full refund will be given.

All other applications where site inspections have been carried out £100 + VAT will be charged.

Full Plans application where the plan fee has been paid and a 'Decision' has been issued, the plan fee paid will not be refunded. Any Inspection fees paid will be refunded if no inspections are carried out.