

# FEES FOR BUILDING REGULATION APPLICATIONS

The Land Planning and Development (Fees) (Amendment)  
Regulations, 2015



The Building (Guernsey)  
Regulations, 2012



Development &  
Planning Authority

Revised fees for Building Regulation applications, valid from 1<sup>st</sup> April 2015

# FEES FOR BUILDING REGULATION APPLICATIONS

## INFORMATION SHEET

### **Introduction:**

This information sheet has been issued by the Development & Planning Authority primarily to assist applicants and their agents in their use of the schedule of fees for building regulation applications. The precise legal position concerning the charging of fees generally, and the level of fees to be charged, is set out in the Land Planning and Development (Fees and Commencement) Ordinance, 2008, as amended by the The Land Planning and Development (Fees) (Amendment) Regulations, 2015 and the information contained in this sheet does not alter, amend or override that legal position in any way.

### **Fees for building regulation applications:**

The fees to be charged for building regulation applications which will change on the 1<sup>st</sup> April 2015 will be as set out in the following table, which is extracted from the Land Planning and Development (Fees) (Amendment) Regulations, 2015.

A brief explanation and guide to the calculation of fees according to this table follows, starting on page 6 of this information sheet. There are then some general guidance notes and information concerning exemptions from and adjustments to the fees, on page 8.

Payment may be made by cheque payable to the States of Guernsey or by debit or credit card. A charge of 2% will be added to all credit card transactions to cover costs. There will be no charge for using debit cards. We are unable to accept American Express, Diners Club or JCB cards.

Payment may also be made in cash in person at Sir Charles Frossard House, La Charroterie, St. Peter Port. Do not send cash by post. Receipts will be issued for all payments including cheques. It is important you retain all receipts, as you may be eligible for a refund for part of the fee if your application is unsuccessful.

Notes are provided on the back of this form to help calculate the required fee. Failure to include the correct fee will mean that your application cannot be registered.

TABLE OF FEES TO ACCOMPANY DEPOSITING OF FULL PLANS UNDER THE BUILDING REGULATIONS AS FROM THE 1<sup>ST</sup> APRIL 2015

CATEGORY	BUILDING WORK OR MATERIAL CHANGE OF USE TO WHICH FULL PLANS RELATE	FEE (£)
<b>1</b>	<b>The creation of a dwelling (whether by its erection or by a material change of use) including-</b> <b>(a) any detached garage or parking area which is for purposes ancillary to the enjoyment of the dwelling as such; and</b> <b>(b) any other associated building work.</b>	
<b>A</b>	for each flat created up to and including 20	615
<b>B</b>	for each additional flat created up to and including 40	475
<b>C</b>	for each additional flat created over 40	325
<b>D</b>	for each dwelling-house created up to and including 20	970
<b>E</b>	for each additional dwelling-house up to and including 40	700
<b>F</b>	for each additional dwelling-house created over 40	410

<b>2</b>	<b>The extension of or other alteration to a dwelling, not falling within category 1, and other specified building work in relation to a dwelling and any associated building work.</b>	
<b>A</b>	for the extension of a dwelling, not falling within sub-category C, D, E or L of this category, by less than 20 square metres in floor area	415
<b>B</b>	for the extension of a dwelling, not falling within sub-category C, D, E or L of this category, by 20 square metres or more in floor area	700
<b>C</b>	for the extension of a dwelling by the conversion of an existing loft or roofspace to form habitable accommodation	475
<b>D</b>	for the extension of a dwelling by the conversion of an existing basement or cellar area to form habitable accommodation	475
<b>E</b>	for the extension of a dwelling by the conversion of an existing integral or non-integral garage to form habitable accommodation	475
<b>F</b>	for the erection of or an extension to a garage, shed, garden room or garden store (which in each case is predominantly for purposes ancillary to the enjoyment of a dwelling as such) of less than 20 square metres in floor area	140

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<b>G</b>	for the erection of or extension to a garage, shed, garden room or garden store (which in each case is predominantly for purposes ancillary to the enjoyment of a dwelling as such) of 20 square metres or more in floor area	275
<b>H</b>	for an alteration to a dwelling, other than an alteration falling within any other sub-category to this category, where the estimated cost of the building work is less than £1,000	75
<b>I</b>	for an alteration to a dwelling, other than an alteration falling within any other sub-category to this category, where the estimated cost of the building work is at least £1,000 but no more than £5,000	160
<b>J</b>	for an alteration to a dwelling, other than an alteration falling within any other sub-category to this category, where the estimated cost of the building work is at least £5,000 but no more than £20,000	270
<b>K</b>	for an alteration to a dwelling, other than an alteration falling within any other sub-category to this category, where the estimated cost of the building work is more than £20,000	605
<b>L</b>	for the erection of a conservatory or a sun lounge	145
<b>M</b>	for the replacement of existing windows or external doors within an existing aperture, for any number of such windows or external doors	75
<b>N</b>	For the erection of domestic stables of up to and including 20 square metres in floor area	165

<b>3</b>	<b>Building work or a material change of use -</b> <b>(a) not falling within category 1 or 2, for the erection of or extension to a building for purposes ancillary to the enjoyment of a dwelling as such, and</b> <b>(b) other than in relation to a dwelling,</b> <b>and any associated building work.</b>	
<b>A</b>	for the erection of or an extension to an agricultural building, other than a glasshouse, of less than 10 square metres in floor area	75
<b>B</b>	for the erection of or an extension to an agricultural building, other than a glasshouse, of 10 square metres or more but less than 100 square metres in floor area	140
<b>C</b>	for the erection of or an extension to an agricultural building, other than a glasshouse, of 100 square metres or more but less than 250 square metres in floor area	275
<b>D</b>	for the erection of or an extension to an agricultural building, other than a glasshouse, of 250 square metres or in floor area, for each 250 square metres and for any additional part remaining of less than 250 square metres	275

TABLE OF FEES TO ACCOMPANY DEPOSITING OF FULL PLANS UNDER THE BUILDING REGULATIONS AS FROM THE 1<sup>ST</sup> APRIL 2015

<b>E</b>	For the extension of a building by the installation of a mezzanine floor	595
<b>F</b>	for the erection of or an extension to a building, other than an erection or extension falling within any other sub-category to this Table, for purposes other than storage, for each square metre of floor area	14
<b>G</b>	for the erection of or an extension to a building, other than an erection or extension falling within any other sub-category to this Table, for storage purposes, for each square metre of floor area	9
<b>H</b>	for the alteration of a building, other than an alteration falling within any other sub-category to this Table, where the estimated cost of the building work is less than £10,000	210
<b>I</b>	for the alteration of a building, other than an alteration falling within any other sub-category to this Table, where the estimated cost of the building work is £10,000 or more but less than £50,000	605
<b>J</b>	for the alteration of a building, other than an alteration falling within any other sub-category to this Table, where the estimated cost of the building work is £50,000 or more but less than £100,000	765
<b>K</b>	for the alteration of a building, other than an alteration falling within any other sub-category to this Table, where the estimated cost of the building work is £100,000 or more	1255
<b>L</b>	for the material change of use of a building other than to use as a dwelling	700

<b>4</b>	<b>The carrying out of specified building work not carried out as part of any building work falling within any other category to this Table.</b>	
<b>A</b>	for the provision or alteration of a drainage system including the installation of a cesspit, for each such drainage system	130
<b>B</b>	for the provision or alteration of a controlled service or fitting not falling within any other sub-category of this category, for each such controlled service or fitting	100
<b>C</b>	for the erection of a retaining wall, for each such wall	410
<b>D</b>	for building work involving the underpinning of a building, for each building underpinned	410
<b>E</b>	for the replacement or alteration of a shop front, for each shop front	210
<b>F</b>	for the erection of a garden or boundary wall, for each such wall	130
<b>G</b>	for the installation of a swimming-pool (including any plant room or other room required in relation to such swimming pool) or a reservoir, for each such pool or reservoir	130

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<b>H</b>	for the erection of or extension to a glasshouse, for each such extension or glasshouse - (a) of less than 500 square metres, or (b) of 500 square metres or more, for each 500 square metres and for any additional part remaining of less than 500 square metres	130
<b>I</b>	for the construction of a service or an estate road, for each such road - (a) of less than 250 square metres, or (b) of 250 square metres or more, for each 250 square metres and any additional part remaining of less than 250 square metres	130
<b>J</b>	for the renovation of a thermal element	110
<b>K</b>	for the demolition of any building	130
<b>L</b>	for the fitting out of a shop or office – (a) of less than 500 square metres in floor area, or (b) of 500 square metres or more in floor area, for each 500 square metres and for any additional part remaining of less than 500 square metres	605

**Explanation and guidance to assist in the use of the fees table:**

**Category 1** relates to applications to erect new dwelling houses or flats whether by new build or by change of use.

- A flat includes a maisonette, bedsit and self contained accommodation forming part of a lodging house.
- The fee payable for a dwelling includes a *detached garage* that is ancillary to the dwelling, and those parts of a building used for *car parking*, where this is integral to the building.
- The fee payable also includes building work associated with the creation of a new dwelling, such as boundary walls, access paths, stairs and ramps, etc.
- An application to convert a building containing two or more dwellings to one containing a single dwelling shall be treated as falling within category 2 and not within category 1.
- Where an application relates to *more than one building*, the work to each building will be charged separately.
- Where an application relates to the sub-division of an existing dwelling to create two or more dwellings, a fee is payable under Category 1 for each newly created dwelling together with a fee for any material alteration of the existing dwelling calculated in accordance with category 2H I, J or K.

**Category 2** relates to applications to extensions, alterations and other works to existing dwellings.

- The erection or extension of a building ancillary to a dwelling means a garage, shed, garden store or domestic stable used in connection with the dwelling. Charges for all other buildings which are ancillary to a dwelling, e.g. swimming pool enclosures and buildings used for recreational purposes, should be calculated in accordance with either Category 3 or 4.

- *Floor area* means the aggregate of all new floors in the extension(s) and is measured to the inside of the external walls, including internal walls and partitions.
- Where an application is solely for the purpose of providing a means of access or other facilities for *disabled persons*, no fee is required.
- Where an application includes more than one of the improvements listed, a single fee (the highest payable) is required. However, where the application relates to improvements to two or more dwellings, the works to each dwelling will be charged separately.
- An application to convert a building containing two or more dwellings to one containing a single dwelling shall be treated as falling within category 2H I, J or K.
- In category 2A and B "**the extension of a dwelling**" includes, for the avoidance of doubt, the extension of a dwelling by the creation of a balcony area or an extension thereto.
- Category 2N only covers domestic stables of up to 20 square metres in floor area and other stables shall be covered as falling within category 3G.

### **Categories 2 & 3**

- In categories 2A, 2B, 2F and 2G and 3A to 3D, 3F and 3G where a deposit of plans relates to more than one extension to the same building the fee shall be calculated by aggregating the floor area of all extensions created or formed by the building work or material change of use.

**Category 3** relates to applications for work or material change of use not falling within category 1 or 2.

The "**extension of a building**" includes, for the avoidance of doubt: -

- the extension of a building by the creation of a balcony area or an extension thereto or the extension of an existing carport;
- the formation of an extension by the conversion of an existing loft, roofspace, basement or cellar area, or outbuilding to form any office or other accommodation, as the case may be, for purposes ancillary to the principal use of the building.

The "**erection of a building**" includes the erection of a carport

**Categories 3 & 4** where an application relates to building work or a material change of use in relation to more than one building, a separate fee is payable in respect of each building.

**Category 4** relates to the carrying out of specified building work not carried out as part of any building work falling within category 1, 2 or 3.

- A fee for works listed under item B only needs to be made where the work will not be undertaken by a competent person, as defined in Schedule 3 of the Ordinance<sup>1</sup>.
- Where an application is for more than one of the works listed a single fee (the highest payable) is required.

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<sup>1</sup> The Land Planning and Development (Fees and Commencement) Ordinance, 2008

## GENERAL NOTES

- An application that is refused will receive a 50% refund of the fee paid.
- Where an application is in respect of building work commenced prior to receipt of an application the fee charged will be twice the fee that would otherwise be payable.
- Applications that seek to *revise* previously approved plans will be charged at the rate applicable to the revision. For example, a proposal to alter the internal layout of a previously approved dwelling would be charged as for an *alteration* falling under category 2.

### Exemptions

- Applications to provide a means of access for, or other facilities designed to ensure the greater safety, health or comfort of a disabled person shall be exempt from the need to pay a fee.
- Applications for Building Regulation approval for building work or a material change of use for or on behalf of the States and solely and substantially in the public interest, or for or on behalf of another person who is acting in partnership with the States for the purposes of a programme, policy or other initiative, however named, which has been approved by the States.

### Checklist

In order to enable us to respond promptly to any application, it is vitally important that the applications received are both complete and correct in every detail. As such, when submitting your application we ask that you pay particular attention to ensure that you:

- Read all the relevant notes on the application form. This will help you to complete all the relevant sections of the application form correctly. The notes will also help to ensure that you are submitting the correct type of application, with the appropriate type and number of plans.
- Read the fee schedule carefully to find all the notes which are relevant to your application. There is also a section on the application form to complete which shows how you should calculate the fee.
- Enclose your cheque made payable to The States of Guernsey.
- Sign and date all application forms, cheques and other documents.
- Only pay by cash if you intend to submit your application in person at Sir Charles Frossard House. Please do not send cash through the post.
- Retain your receipt.
- For Agents submitting using the E-Docs dual submission route please email a copy of all submission documents to [planning@gov.gg](mailto:planning@gov.gg) in line with the emailing procedures.



Applications which are incorrect or incomplete will be returned in the post to the applicant or agent. This will inevitably cause delay and should be avoided wherever possible. If you need any help in submitting your application, please do not hesitate to contact the applications team on 717200.

Tel: 01481 717200  
Email: [planning@gov.gg](mailto:planning@gov.gg)

Sir Charles Frossard House  
La Charroterie  
St Peter Port  
Guernsey  
GY1 1FH

**A duty Building Control Surveyor is normally available to provide general guidance at our Frossard House offices between 9am - 10.30am and 3pm - 5pm Monday to Thursday (4.30pm on Friday), during which telephone calls are welcome. Between 10.30am and 3pm, a request can be left with the reception staff, for the duty officer to return your call.**  
**Please note, the duty building control surveyor is able to provide general guidance only. For site specific guidance, please contact the allocated officer.**