

FEES GUIDANCE - Extract from the Procedural Handbook

To help with the calculation of the relevant Fee, you may use the online fee calculator - refer link on the 'Applying for a Building Warrant' page of the Inverclyde Council website.

3.13 Fees regulations

3.13.1. The Building (Fees) (Scotland) Regulations 2004 set the fees that are charged by verifiers for building warrant submissions, including those for “late” completion certificates and building warrant submissions. The discounts applicable when certificates of design or construction are correctly submitted (see 3.13.7) are also covered by these regulations. Details of the fees are set out in the tables below, with the fees related to the ‘value of the works’. In calculating the value of the works the applicant must use the normal market costs rather than any discounted costs which they might be able to achieve. For example, even if the labour was unpaid because it is a self-build project, the value of the building work should still include a fair assessment of the value of labour had commercial contractors undertaken the work. The cost of verifying compliance is the same in both cases, indeed it may even be higher in a self-build project, so it is considered equitable that the warrant fee should be calculated on the same basis.

3.13.2. The cost of works that do not require building warrant approval, for example, decoration, floor coverings, etc., do not require to be included in the estimated value of the works. However, temporary works and preliminaries relating to the permanent works required to comply with the building regulations should be included.

3.13.3. If the verifier feels the estimate of value provided by the applicant is incorrect, they may check the amount by reference to established indices of building costs, for example the RICS Building Cost Information Surveys of Tender Prices. This provides the mean, lowest and highest prices in £/m² for works of different character. It also provides a modifier which can be applied to reflect geographical variations throughout Scotland.

3.13.4. If the verifier believes the value of the works should be higher than stated, the verifier can refuse to consider a warrant application unless the value is increased and the appropriate fee paid.

3.13.5. The fee is set at zero for works to alter or extend a dwelling to improve its suitability for use by a disabled occupant. The relief, therefore, is not for disabled people in general, it relates specifically to works to provide facilities for disabled people as defined in the building standards. This definition is a person with a physical, hearing or sight impairment which affects their mobility or their use of buildings.

3.13.6. The Equality Act 2010 replaced a range of anti-discrimination legislation, including the Disability Discrimination Act (DDA) and it carries forward the protection previously provided for disabled people by the DDA. Accordingly, the zero fee rating remains restricted to dwellings.

3.13.7. The fee is subject to discounts when:

- a. certificate(s) provided by approved certifiers of design are submitted with the warrant application, and/or
- b. a verifier is informed, at the warrant application stage, of the intention to use certifiers of design before the building warrant is granted, and/or
- c. a verifier has been informed, at the warrant application stage, of the intention to use certifiers of construction as part of the completion certificate that is to be submitted.

The appropriate discount should be deducted from the fee before submitting the application for building warrant. The notification to a verifier that an approved certifier of design or construction is to be used must be given at the application stage. Where it is intended to use a certifier of design, details of the certifier and approved body, including their registration numbers, should be confirmed on the building warrant application form. However, there is no requirement to provide details of the approved certifier of construction to be used at this stage.

If a certifier is not subsequently employed, the discount provided must be paid to the verifier. In the case of a certifier of design, this would be before the building warrant is granted, and in the case of a certifier of construction, as part of the completion certificate that is to be submitted. In the case of a certificate of construction, the verifier will also have to inspect the work and may require disruptive surveys to ensure the construction is in accordance with the building warrant.

3.13.8. Similar discounts, as noted in 3.13.7 above, are available for “late” building warrant applications. A late completion certificate submission must be accompanied with certificate(s) of design and/or certificate(s) of construction to receive the relative discount on the warrant fee. Such discounts to the fee are based on the increased fee payable for a “late” submission (see 3.3.2 and 5.3.2).

3.14 Tables of fees

3.14.1. The fees and discounts available for building warrants for the construction of a building or for the provision of services, fittings or equipment in connection with a building (whether or not combined with a warrant for conversion or an application for demolition) is as per the following tables. (Note that the fees for late building warrant and completion certificates where no warrant was obtained are subject to higher level of fees).

Table 1 Table of Fees - Value of works between £0 - £100,000

Value of work up to £100,000	Building Warrant Fee (No discounts applied)	Discounts available for providing a Certificate from an Approved Certifier - (fixed rates based on value of work up to £100,000)			
		Certificates of design (discount provided/ certificate)		Certificates of Construction (discount provided/ certificate)	
		Building Structure Scheme (SER)	Energy Scheme (BRE, RIAS)	Electrical Installations Scheme (NICEIC, SELECT)	Drainage, Heating and Plumbing Scheme (SNIPEF)
£	£	£	£	£	£
0 - 5,000	150	-30	-30	-15	-15
5,001 - 5,500	169	-40	-40	-15	-15
5,501 - 6,000	188	-40	-40	-15	-15
6,001 - 6,500	207	-40	-40	-15	-15
6,501 - 7,000	226	-40	-40	-15	-15
7,001 - 7,500	245	-40	-40	-15	-15
7,501 - 8,000	264	-40	-40	-15	-15
8,001 - 8,500	283	-40	-40	-15	-15
8,501 - 9,000	302	-40	-40	-15	-15
9,001 - 9,500	321	-40	-40	-15	-15

Value of work up to £100,000	Building Warrant Fee (No discounts applied)	Discounts available for providing a Certificate from an Approved Certifier - (fixed rates based on value of work up to £100,000)			
		Certificates of design (discount provided/certificate)		Certificates of Construction (discount provided/certificate)	
		Building Structure Scheme (SER)	Energy Scheme (BRE, RIAS)	Electrical Installations Scheme (NICEIC, SELECT)	Drainage, Heating and Plumbing Scheme (SNIPEF)
£	£	£	£	£	£
9,501 - 10,000	340	-40	-40	-15	-15
10,001 - 11,000	359	-50	-50	-20	-20
11,001 - 12,000	378	-50	-50	-20	-20
12,001 - 13,000	397	-50	-50	-20	-20
13,001 - 14,000	416	-50	-50	-20	-20
14,001 - 15,000	435	-50	-50	-20	-20
15,001 - 16,000	454	-60	-60	-25	-25
16,001 - 17,000	473	-60	-60	-25	-25
17,001 - 18,000	492	-60	-60	-25	-25
18,001 - 19,000	511	-60	-60	-25	-25
19,001 - 20,000	530	-60	-60	-25	-25
20,001 - 30,000	593	-80	-80	-30	-30
30,001 - 40,000	656	-80	-80	-30	-30
40,001 - 50,000	719	-80	-80	-30	-30
50,001 - 60,000	782	-100	-100	-35	-35
60,001 - 70,000	845	-100	-100	-35	-35
70,001 - 80,000	908	-100	-100	-35	-35
80,001 - 90,000	971	-100	-100	-35	-35
90,001 - 100,000	1034	-100	-100	-35	-35

Table 2 Table of Fees - Value of works £100,001 and above

Value of work £100,001 and above	Building Warrant Fee (No discounts applied)	Discounts available for providing a Certificate from an Approved Certifier - (percentage for value of work £100,001 and above)			
		Certificates of design (10% discount/certificate)		Certificates of Construction (3% discount/certificate)	
		Building Structure Scheme (SER)	Energy Scheme (BRE, RIAS)	Electrical Installations Scheme (NICEIC, SELECT)	Drainage, Heating and Plumbing Scheme (SNIPEF)
£	£	£	£	£	£
100,001 - 120,000	1,137	-113.70	-113.70	-34.11	-34.11

Value of work £100,001 and above	Building Warrant Fee (No discounts applied)	Discounts available for providing a Certificate from an Approved Certifier - (percentage for value of work £100,001 and above)			
		Certificates of design (10% discount/certificate)		Certificates of Construction (3% discount/certificate)	
		Building Structure Scheme (SER)	Energy Scheme (BRE, RIAS)	Electrical Installations Scheme (NICEIC, SELECT)	Drainage, Heating and Plumbing Scheme (SNIPEF)
£	£	£	£	£	£
120,001 - 140,000	1,240	-124.00	-124.00	-37.20	-37.20
140,001 - 160,000	1,343	-134.30	-134.30	-40.29	-40.29
160,001 - 180,000	1,446	-144.60	-144.60	-43.38	-43.38
180,001 - 200,000	1,549	-154.90	-154.90	-46.47	-46.47
200,001 - 220,000	1,652	-165.20	-165.20	-49.59	-49.59
220,001 - 240,000	1,755	-175.50	-175.50	-52.65	-52.65
240,001 - 260,000	1,858	-185.80	-185.80	-55.74	-55.74
260,001 - 280,000	1,961	-196.10	-196.10	-58.83	-58.83
280,001 - 300,000	2,064	-206.40	-206.40	-61.92	-61.92
300,001 - 320,000	2,167	-216.70	-216.70	-65.01	-65.01
320,001 - 340,000	2,270	-227.00	-227.00	-68.10	-68.10
340,001 - 360,000	2,373	-237.30	-237.30	-71.19	-71.19
360,001 - 380,000	2,476	-247.60	-247.60	-74.28	-74.28
380,001 - 400,000	2,579	-257.90	-257.90	-77.37	-77.37
400,001 - 420,000	2,682	-268.20	-268.20	-80.46	-80.46
420,001 - 440,000	2,785	-278.50	-278.50	-83.55	-83.55
440,001 - 460,000	2,888	-288.80	-288.80	-86.64	-86.64
460,001 - 480,000	2,991	-299.10	-299.10	-89.73	-89.73
480,001 - 500,000	3,094	-309.40	-309.40	-92.82	-92.82

Value of work £100,001 and above	Building Warrant Fee (No discounts applied)	Discounts available for providing a Certificate from an Approved Certifier - (percentage for value of work £100,001 and above)			
		Certificates of design (10% discount/certificate)		Certificates of Construction (3% discount/certificate)	
		Building Structure Scheme (SER)	Energy Scheme (BRE, RIAS)	Electrical Installations Scheme (NICEIC, SELECT)	Drainage, Heating and Plumbing Scheme (SNIPEF)
£	£	£	£	£	£
500,001 - 550,000	3,272	-327.20	-327.20	-98.16	-98.16
550,001 - 600,000	3,450	-345.00	-345.00	-103.50	-103.50
600,001 - 650,000	3,628	-362.80	-362.80	-108.84	-108.84
650,001 - 700,000	3,806	-380.60	-380.60	-114.18	-114.18
700,001 - 750,000	3,984	-398.40	-398.40	-119.52	-119.52
750,001 - 800,000	4,162	-416.20	-416.20	-124.86	-124.86
800,001 - 850,000	4,340	-434.00	-434.00	-130.20	-130.20
850,001 - 900,000	4,518	-451.80	-451.80	-135.54	-135.54
900,001 - 950,000	4,696	-469.60	-469.60	-140.88	-140.88
950,001 - 1,000,000	4,874	-487.40	-487.40	-146.22	-146.22
And for every £100,000 or part thereof, over £1 million	Add £253	10% of fee	10% of fee	3% of fee	3% of fee

Table 3 Table of fees - Amendments to warrant and other applications

Application Type		Fee
Application for building warrant for conversion only, that is without any building work		Fee is £150
Application for demolition only, that is where there are no immediate plans for rebuilding		Fee is £150
Application for amendment of warrant	a. where the new total estimated value is less than the original or is an increase of no more than £5,000	Fee is £100

Application Type		Fee
	b. where the new total estimated value increases by more than £5,000	Fee is the amount for a building warrant of the same value as the increase. (That is, if the increase is £20,000, the fee will be £530).
Application for an amendment to warrant for demolition or conversion only		Fee is £100
Application to extend the period of validity of a warrant		Fee is £100

3.14.2. Where a late application for building warrant is made, or a completion certificate is submitted and there was no warrant obtained when there should have been, the fee is increased to cover the increased difficulty the verifier will have in establishing whether work that is already underway or completed complies with the plans, specifications and other information provided. The resulting fees are:

Table 4 Table of fees - Work started or completed without a building warrant

Application Type		Fee
Application for late building warrant, i.e. where work is already started:	a. application for a building warrant for the construction of a building or the provision of services, fittings and equipment in connection with a building (whether or not combined with an application for demolition)	Fee is 200% of the fee in tables of fees above
	b. application for warrant for demolitions only	Fee is £200
Submission of a completion certificate where no warrant was obtained for	a. the construction of a building or the provision of services, fittings or equipment (whether or not combined with an application for conversion or for demolition)	Fee is 300% of the fee in tables of fees above
	b. application for warrant for demolitions only or for conversion only	Fee is £300

3.14.3. A warrant fee is discounted where certificates from approved certifiers of design are presented with a warrant application, or before the building warrant is granted as below:

- 10% (or the fixed levels of discounts for values of work up to £100,000, indicated in the tables above) for each certificate that covers the whole of any section of the functional standards, and/or
- 1% for each certificate covering a single item in any such section, up to a maximum of 5% for any one section

all subject to a maximum discount of 60% of the warrant fee.

When a local agreement is in place between the verifier and the applicant for phased payment of the warrant fee, the discount should be due on all the payments, provided a certificate was submitted with, or the intended use confirmed on, the warrant application form.

Note that the above discounts apply where a late application for warrant is made or a late completion certificate submitted, with the discount applied to the whole fee.

Discounts also apply to an application for amendment to warrant but only where the increase in the estimated value of works exceeds £5,000. This may be for a different design scheme or, in the case of staged warrants, may involve a new certificate. The discount is on the amendment fee (which will take into account any increased value or work) and not the original fee

3.14.4. A warrant fee is also discounted where it is stated at warrant application stage that one or more certificates from an approved certifier of construction will be presented with a completion certificate, as below:

- 3% (or the fixed levels of discount for values of work up to £100,000) for each certificate covering an approved scheme, or
 - 20% for a single certificate covering the construction of the entire building
- all subject to a maximum discount of 20%.

Except when accompanying a late completion certificate, a discount is only applicable where a verifier has been informed of the intention to use the approved certifier of construction at warrant application stage, including late warrant applications.

3.14.5. The discounts in relation to both certificates of design and certificates of construction are based on the original warrant fee (before any discounting).