

The Building (Scotland) Fees Regulations 2004, as amended are set by Scottish Ministers and lay the fees required by Highland Council as verifier for their Local Authority area. The fee payable for building warrant submissions includes those for “late” building warrant submissions and completions submitted where no building warrant was obtained. The fee is a registration fee and is non-refundable once the application has been assessed and the first report issued. If an application is withdrawn before it has been assessed, a refund can be issued minus a **£100** administration charge. Discounts on the fee are available at the application stage if the applicant elects to submit a Certificate of Design from an approved Certifier of Design or when notice is given on the application of the intention to provide a certificate from an approved Certifier of Construction.

The Council uses The Building Cost Information Surveys of Quarterly Review of Building Prices (BCIS guide published by the RICS) to ensure normal and fair market costs are used rather than any discounted costs which the applicant might be able to achieve. This provides the average cost in £/m<sup>2</sup> for works of different character. Where the fee submitted is incorrect the applicant will be advised to either adjust the fee or provide a breakdown of the proposed costs, provided by a certified chartered surveyor, for checking. The application may remain invalid and therefore not be processed until the costs are agreed.

Some examples of building prices from the BCIS Guide are listed below, to be used when determining the estimated cost of work. Multiplying the floor area of the proposed building by the relevant £/m<sup>2</sup> factor will provide an accurate construction cost. As follows: -

- Construction of ‘one-off’ housing – detached houses (ground and upper floors) = **£2859/m<sup>2</sup>**
- Construction of ‘estate housing’ inc. semi-detached - generally: - 2 storey construction = **£1576/m<sup>2</sup>**
- Construction of flats – generally: - 2 to 5 storey construction = **£1834/m<sup>2</sup>**
- Construction of extensions to housing = **£2309/m<sup>2</sup>**
- Construction of domestic garages = **£1019/m<sup>2</sup>** to **£1668/m<sup>2</sup>** (e.g. garages with stairs/floored attics etc.)
- Construction of industrial – factories/offices/garages – mixed facilities = **£1274/m<sup>2</sup>** to **£1596/m<sup>2</sup>**
- Construction of offices – generally – non air conditioned = **£2456/m<sup>2</sup>**
- Construction of shops – generally = **£1861/m<sup>2</sup>**: Supermarkets = **£1891/m<sup>2</sup>**
- Construction of agricultural storage building = **£938/m<sup>2</sup>** or (**£649/m<sup>2</sup>** - with non-thrust resistant walls)
- Conversion/Rehabilitation of Non-Domestic building to Domestic use e.g. forming Flats 1-2 storey = **£2370/m<sup>2</sup>**. To form a single domestic unit = **£2679/m<sup>2</sup>**
- Conversion of attic/garage in a domestic building for increased domestic use = From **£1200/m<sup>2</sup>** to **£1600/m<sup>2</sup>**

#### **Example:**

To calculate the floor area of the building multiply the length by the breadth (measuring internal dimensions):

Length of ground floor = 12m

Breadth of ground floor = 8m

Area of building = 12 x 8 = 96

Assuming the building is a new ‘one off’ house:

Ground floor = 96m<sup>2</sup> x £2859 = £274,464

For each additional upper story of the same floor area add an additional £274,464

By referring to the table of fees below the estimated cost of a single storey house at £274,464; equates to a warrant fee of **£2,617** and for a 2 storey house costing £542,784 to construct the fee is **£4,374**.

## Table of Fees

| Value of Work up to<br>£100,000 | Building Warrant<br>Fee<br>(No discounts<br>applied) | Discounts Available for Providing a Certificate from an<br>Approved Certifier - (fixed rates based on value of work up<br>to £100,000) |                                 |  |   |
|---------------------------------|--|--|---------------------------------|--|---|
|                                 |  | Certificates of Design<br>(discount provided/<br>certificate)  |                                 | Certificates of Construction<br>(discount provided/ certificate) |   |
|                                 |  | Building<br>Structure<br>Scheme<br>(SER)   | Energy<br>Scheme<br>(BRE, RIAS) | Electrical<br>Installations<br>Scheme<br>(NICEIC,<br>SELECT)     | Drainage,<br>Heating and<br>Plumbing<br>Scheme (SNIPEF) |
| £                               | £  | £  | £                               | £  | £   |
| 0-5,000                         | £215   | £45  | £45                             | £25  | £25   |
| 5,001-5,500                     | £237   | £55  | £55                             | £25  | £25   |
| 5,501-6,000                     | £259   | £55  | £55                             | £25  | £25   |
| 6,001-6,500                     | £281   | £55  | £55                             | £25  | £25   |
| 6,501-7,000                     | £303   | £55  | £55                             | £25  | £25   |
| 7,001-7,500                     | £325   | £55  | £55                             | £25  | £25   |
| 7,501-8,000                     | £347   | £55  | £55                             | £25  | £25   |
| 8,001-8,500                     | £369   | £55  | £55                             | £25  | £25   |
| 8,501-9,000                     | £391   | £55  | £55                             | £25  | £25   |
| 9,001-9,500                     | £413   | £55  | £55                             | £25  | £25   |
| 9,501-10,000                    | £435   | £55  | £55                             | £25  | £25   |
| 10,001-11,000                   | £461   | £65  | £65                             | £30  | £30   |
| 11,001-12,000                   | £487   | £65  | £65                             | £30  | £30   |
| 12,001-13,000                   | £513   | £65  | £65                             | £30  | £30   |
| 13,001-14,000                   | £539   | £65  | £65                             | £30  | £30   |
| 14,001-15,000                   | £565   | £65  | £65                             | £30  | £30   |
| 15,001-16,000                   | £591   | £80  | £80                             | £35  | £35   |
| 16,001-17,000                   | £617   | £80  | £80                             | £35  | £35   |
| 17,001-18,000                   | £643   | £80  | £80                             | £35  | £35   |
| 18,001-19,000                   | £669   | £80  | £80                             | £35  | £35   |
| 19,001-20,000                   | £695   | £80  | £80                             | £35  | £35   |
| 20,001-30,000                   | £780   | £105   | £105                            | £40  | £40   |
| 30,001-40,000                   | £865   | £105   | £105                            | £40  | £40   |
| 40,001-50,000                   | £950   | £105   | £105                            | £40  | £40   |
| 50,001-60,000                   | £1,035   | £130   | £130                            | £45  | £45   |
| 60,001-70,000                   | £1,120   | £130   | £130                            | £45  | £45   |
| 70,001-80,000                   | £1,205   | £130   | £130                            | £45  | £45   |
| 80,001-90,000                   | £1,290   | £130   | £130                            | £45  | £45   |
| 90,001-100,000                  | £1,375   | £130   | £130                            | £45  | £45   |
| 100,001-120,000                 | £1,513   | £151.30  | £151.30                         | £45.39   | £45.39  |
| 120,001-140,000                 | £1,651   | £165.10  | £165.10                         | £49.53   | £49.53  |
| 140,001-160,000                 | £1,789   | £178.90  | £178.90                         | £53.67   | £53.67  |
| 160,001-180,000                 | £1,927   | £192.70  | £192.70                         | £57.81   | £57.81  |
| 180,001-200,000                 | £2,065   | £206.50  | £206.50                         | £61.95   | £61.95  |

## Table of Fees

| Value of Work up to<br>£100,000 | Building Warrant<br>Fee<br>(No discounts<br>applied) | Discounts Available for Providing a Certificate from an<br>Approved Certifier - (fixed rates based on value of work up<br>to £100,000) |                                 |  |   |
|---------------------------------|--|--|---------------------------------|--|---|
|                                 |  | Certificates of Design<br>(discount provided/<br>certificate)  |                                 | Certificates of Construction<br>(discount provided/ certificate) |   |
|                                 |  | Building<br>Structure<br>Scheme<br>(SER)   | Energy<br>Scheme<br>(BRE, RIAS) | Electrical<br>Installations<br>Scheme<br>(NICEIC,<br>SELECT)     | Drainage,<br>Heating and<br>Plumbing<br>Scheme (SNIPEF) |
| £                               | £  | £  | £                               | £  | £   |
| 200,001-220,000                 | £2,203   | £220.30  | £220.30                         | £66.09   | £66.09  |
| 220,001-240,000                 | £2,341   | £234.10  | £234.10                         | £70.23   | £70.23  |
| 240,001-260,000                 | £2,479   | £247.90  | £247.90                         | £74.37   | £74.37  |
| 260,001-280,000                 | £2,617   | £261.70  | £261.70                         | £78.51   | £78.51  |
| 280,001-300,000                 | £2,755   | £275.50  | £275.50                         | £82.65   | £82.65  |
| 300,001-320,000                 | £2,893   | £289.30  | £289.30                         | £86.79   | £86.79  |
| 320,001-340,000                 | £3,031   | £303.10  | £303.10                         | £90.93   | £90.93  |
| 340,001-360,000                 | £3,169   | £316.90  | £316.90                         | £95.07   | £95.07  |
| 360,001-380,000                 | £3,307   | £330.70  | £330.70                         | £99.21   | £99.21  |
| 380,001-400,000                 | £3,445   | £344.50  | £344.50                         | £103.35  | £103.35   |
| 400,001-420,000                 | £3,583   | £358.30  | £358.30                         | £107.49  | £107.49   |
| 420,001-440,000                 | £3,721   | £372.10  | £372.10                         | £111.63  | £111.63   |
| 440,001-460,000                 | £3,859   | £385.90  | £385.90                         | £115.77  | £115.77   |
| 460,001-480,000                 | £3,997   | £399.70  | £399.70                         | £119.91  | £119.91   |
| 480,001-500,000                 | £4,135   | £413.50  | £413.50                         | £124.05  | £124.05   |
| 500,001-550,000                 | £4,374   | £437.40  | £437.40                         | £131.22  | £131.22   |
| 550,001-600,000                 | £4,613   | £461.30  | £461.30                         | £138.39  | £138.39   |
| 600,001-650,000                 | £4,852   | £485.20  | £485.20                         | £145.56  | £145.56   |
| 650,001-700,000                 | £5,091   | £509.10  | £509.10                         | £152.73  | £152.73   |
| 700,001-750,000                 | £5,330   | £533.00  | £533.00                         | £159.90  | £159.90   |
| 750,001-800,000                 | £5,569   | £556.90  | £556.90                         | £167.07  | £167.07   |
| 800,001-850,000                 | £5,808   | £580.80  | £580.80                         | £174.24  | £174.24   |
| 850,001-900,000                 | £6,047   | £604.70  | £604.70                         | £181.41  | £181.41   |
| 900,001-950,000                 | £6,286   | £628.60  | £628.60                         | £188.58  | £188.58   |
| 950,001-1,000,000               | £6,525   | £652.50  | £652.50                         | £195.75  | £195.75   |

- For every additional £100,000, or part thereof, over £1,000,000 add an additional **£339** to the fee.
- Discounts for Certificates of Design apply **10%** discount.
- Discounts for Certificates of Construction apply **3%** discount.

### 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    |   | £215   |
| Application for demolition only, that is where there are no immediate plans for rebuilding |   | £215   |
| 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 | £150   |
|  | b. where the new total estimated value increases by more than £5,000                                      | 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 £695) |
| Application for an amendment to warrant for demolition or conversion only                  |   | Fee is £150  |
| Application to extend the period of validity of a warrant                                  |   | Fee is £150  |

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 detailed below:

### 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) | 200% of the fee in tables of fees above |
|  | b. application for warrant for demolitions only  | £350                                    |
| 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)   | 300% of the fee in tables of fees above |
|  | b. application for warrant for demolitions only or for conversion only   | £600                                    |

A warrant fee is discounted where certificate(s) 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.

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.

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

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.

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.