



# BUILDING STANDARDS

## Building Warrant Fees

September  
2010

### Introduction

The purpose of Building Standards is to ensure that building work on both new and existing buildings meet reasonable standards. However, this does often require a fee to be paid with a Building Warrant application.

The fees payable for Building Warrant applications are set by the Scottish Executive through the Building (Procedure) (Scotland) Regulations 2004.

The fee for an application is based on the 'value of the works'. In calculating the value, normal market costs must be used rather than discounted costs which may be achieved.

If the local authority feels the estimated value is incorrect they may check the amount by reference to established indices of building costs, for example the RICS Building Cost Information Survey of Tender Prices.

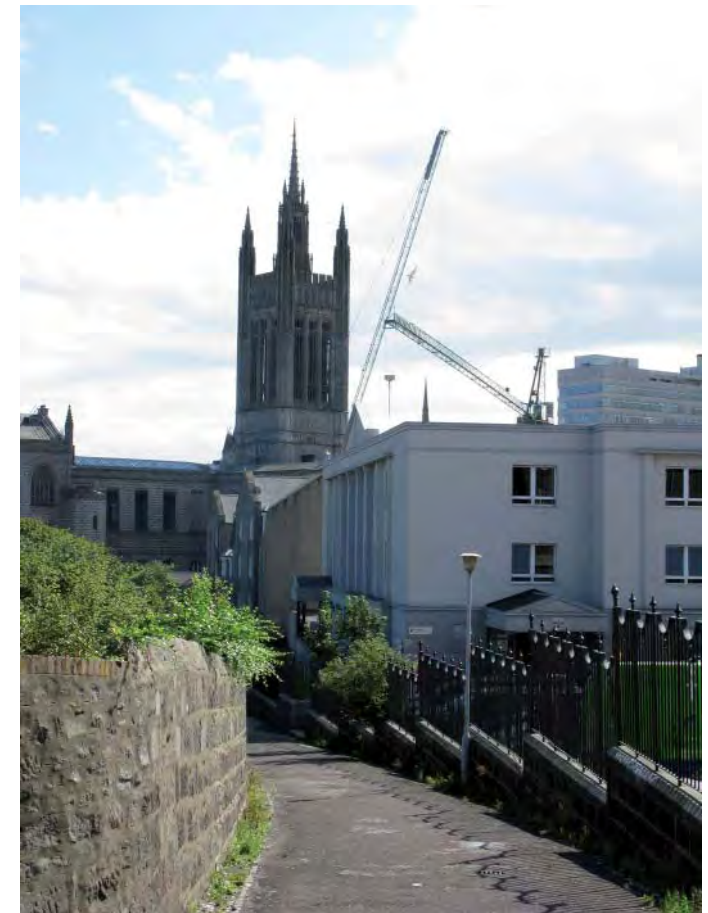
### Information

#### CHANGE OF FEE FOR LETTER OF COMFORT

Please note that as of 1 April 2009 the fee for a letter of comfort will be as follows:

A letter of comfort for work done prior to 1 May 2005 where warrant approval had been granted - £180.00

A letter of comfort for work done prior to 1 May 2005 where no warrant approval had been granted - £300.00



Cost of Operations	Fee to be paid	Less 10%	Additional 25%
£	£	£	£
Up to 5,000	100.00	90	125.00
5,001 to 5,500	115.00	103.50	143.75
5,501 to 6,000	130.00	117.00	162.50
6,001 to 6,500	145.00	130.50	181.25
6,501 to 7,000	160.00	144.00	200.00
7,001 to 7,500	175.00	157.50	218.75
7,501 to 8,000	190.00	171.00	237.50
8,001 to 8,500	205.00	184.50	256.25
8,501 to 9,000	220.00	198.00	275.00
9,001 to 9,500	235.00	211.50	293.75
9,501 to 10,000	250.00	225.00	312.50
10,001 to 11,000	265.00	238.50	331.25
11,001 to 12,000	280.00	252.00	350.00
12,001 to 13,000	295.00	265.50	368.75
13,001 to 14,000	310.00	279.00	387.50
14,001 to 15,000	325.00	292.50	406.25
15,001 to 16,000	340.00	306.00	425.00
16,001 to 17,000	355.00	319.50	443.75
17,001 to 18,000	370.00	333.00	462.50
18,001 to 19,000	385.00	346.50	481.25
19,001 to 20,000	400.00	360.00	500.00
20,001 to 30,000	460.00	414.00	575.00
30,001 to 40,000	520.00	468.00	650.00
40,001 to 50,000	580.00	522.00	725.00
50,001 to 60,000	640.00	576.00	800.00
60,001 to 70,000	700.00	630.00	875.00
70,001 to 80,000	760.00	684.00	950.00
80,001 to 90,000	820.00	738.00	1025.00
90,001 to 100,000	880.00	792.00	1100.00
100,001 to 120,000	980.00	882.00	1225.00

120,001 to 140,000	1080.00	972.00	1350.00
140,001 to 160,000	1180.00	1062.00	1475.00
160,001 to 180,000	1280.00	1152.00	1600.00
180,001 to 200,000	1380.00	1242.00	1725.00
200,001 to 220,000	1480.00	1332.00	1850.00
220,001 to 240,000	1580.00	1422.00	1975.00
240,001 to 260,000	1680.00	1512.00	2100.00
260,001 to 280,000	1780.00	1602.00	2225.00
280,001 to 300,000	1880.00	1692.00	2350.00
300 001 to 320 000	1980.00	1782.00	2475.00
320,001 to 340,000	2080.00	1872.00	2600.00
340,001 to 360,000	2180.00	1962.00	2725.00
360,001 to 380,000	2280.00	2052.00	2850.00
380,001 to 400,000	2380.00	2142.00	2975.00
400,001 to 420,000	2480.00	2232.00	3100.00
420,001 to 440,000	2580.00	2322.00	3225.00
440,001 to 460,000	2680.00	2412.00	3350.00
460,001 to 480,000	2780.00	2502.00	3475.00
480,001 to 500,000	2880.00	2592.00	3600.00
500,001 to 550,000	3055.00	2749.50	3818.75
550,001 to 600,000	3230.00	2907.00	4037.50
600,001 to 650,000	3405.00	3064.50	4526.25
650,001 to 700,000	3580.00	3222.00	4475.00
700,001 to 750,000	3755.00	3379.50	4693.75
750,001 to 800,000	3930.00	3537.00	4912.50
800,001 to 850,000	4105.00	3694.50	5131.25
850,001 to 900,000	4280.00	3852.00	5350.00
900,001 to 950,000	4455.00	4009.50	5568.75
950,001 to 1,000,000	4630.00	4167.00	5787.50

Each additional **£100,000** or part thereof:

**£250.00**

**Amendment of Warrant\***: see page 4.

(\*As main table if additional costs involved.)

**Change of Use only**: see page 4.

**Extension of Warrant**: see page 4.

# Procedural Handbook

Clause/ Sub clause	Explanation	Cost/ Summary of Cost
3.13	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 13.3.7) are also covered by these regulations. Details of the fees are set out in the table above, with the fees related to the 'value of 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 £/m <sup>2</sup> 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 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	As the Disability Discrimination Act has come fully into force as regards the alteration of premises and non-domestic buildings will have to provide appropriate facilities for disabled people as a matter of course, the zero fee rating is now restricted to dwellings.	

3.13.7	<p>The fee is subject to discounts when:</p> <p>a) certificates provided by approved certifiers of design are submitted with the warrant application and/or</p> <p>b) 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.</p> <p>The notification to a verifier that an approved certifier of construction is to be used must be given at the application stage, however, there is no requirement to provide details of the approved certifier to be used at this stage. If a certifier is not subsequently employed, the discount provided must be paid to the verifier. 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.</p>		3.14.4	<p>Application for amendment to warrant:</p> <p>a) where the new total estimated value is less than the original, or is an increase of no more than £5,000</p> <p>b) where the new total estimated value increases by more than £5,000</p>	<p>£50</p> <p>Fee is the amount for a building warrant of the same value. (That is, if the increase is £20,000, the fee will be £400.</p>
			3.14.5	Application for an amendment to warrant for demolition or conversion only.	£50
3.13.8	<p>A late building warrant submission may be accompanied by certificate(s) of design and/or an indication of intent to provide certificate(s) of construction and receive the appropriate discount on the warrant fee. A late completion certificate submission may be accompanied with certificate(s) of design and/or certificate(s) of construction and 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)</p>		3.14.6	Application to extend the period of validity of a warrant.	£50
			3.14.7	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 by 25% 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.	
3.14.2	Application for building warrant for conversion only, that is without any building work.	£100	3.14.8	<p>Application for late building warrant, i.e. where work is already started</p> <p>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)</p> <p>b) application for warrant for demolition only</p>	<p>Fee is 125% of the fee in the table of fees.</p> <p>£125</p>
3.14.3	Application for demolition only, that is where there are no immediate plans for rebuilding.	£100			

3.14.9	<p>Submission for a completion certificate where no warrant was obtained for</p> <p>a) the construction of a building or the provision of services, fittings, or equipment (whether or not combined with an application for conversion or demolition)</p> <p>b) application for demolition only, or for conversion only</p>	<p>Fee is the same as for a late application for building warrant of the same value of works, that is 125% of the fee in the table of fees.</p> <p>£125</p>
Note	<p>There is no fee for completion certificates registered by a local authority in relation to enforcement notices, even though these are in effect late submissions without a warrant.</p>	

3.14.10	<p>A warrant fee is discounted where one or more certificates from approved certifiers of design are presented with a warrant application, as below:</p> <p>10% for each certificate that covers the whole of any section of the functional standards and/or</p> <p>1% for each certificate covering a single item in any such section, up to a maximum of 5% for any one section</p> <p>all subject to a maximum discount of 60% of the warrant fee</p> <p>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 the warrant application.</p> <p>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.</p> <p>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.</p>	
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3.14.11	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 are to be presented with a completion certificate, as below:  1% 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 refund 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.	
3.14.12	The discounts in relation to both certificates of design and certificates of construction are based on the original warrant fee (before any discounting).	

## How to contact us

The Building Standards Service is one of the functions of the Planning and Sustainable Development Service.

Building Standards  
Aberdeen City Council  
Enterprise, Planning and Infrastructure  
Business Hub 4  
Marischal College  
Broad Street  
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AB10 1AB

### Opening Hours:

Monday - Friday 8.30am - 5.00pm  
except for public holidays

### Where we are:

Ground Floor (left)  
Marischal College  
Broad Street  
Aberdeen

Access is convenient for elderly and disabled persons.

### Contact details:

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