

Building Warrant Fees Guidance

General Guidance

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.

Details of the fees are set out in the tables on pages 39-40 of the Scottish Government Procedural Handbook, with the fees related to the 'value of the works'. The fee tables for both pre April fees and post April 2024 fees have been reproduced separately as PDF documents and are found here for Table 1: [Fee Table 2017 PDF.pdf](#) ; and here for Table 2: [Fee Table 2024 PDF.pdf](#).

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.

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.

The Verifier may check the amount by reference to established indices of building costs, by confirmation of actual tender prices or by the submission of a full breakdown of costs for a project.

How to estimate the cost of building works

When determining the 'value of the works' prior to submission of a building warrant the following guidance, describing two methods of calculating estimated costs, may be useful.

Method 1 – Square metre rates

To estimate the cost of building works published 'square metre' rates can be used, as referred to above. An example of this is the RICS Building Cost Information Surveys of Tender Prices. This provides the mean, lowest and highest prices in £/square metres for works of different character.

From 1 April 2024 the Comhairle Building Standards service will be using a minimum cost of £1,872 per square metre for new one-off housing, based on the total floor area of the dwelling. This is based on the lower end of the BCIS inter-quartile range of new build property and have adopted a single square metre rate for domestic property, rather than a split between ground and first floor rates as formerly, as this is a simpler calculation and better reflects the rates given in the BCIS table of rates.

It should be noted that this is only to determine a minimum cost estimate for a property with a basic specification. It is acknowledged that will be a number of dwellings that will exceed this cost and to which a higher cost estimate should be applied.

Method 2 – Submission of actual tender costs or cost breakdowns

Actual tender quotes or full cost breakdowns can also be submitted to support estimated projects costs. The submissions will be examined by building standards and accepted where they have been priced using representative market rates for material and labour costs

Discounts for Certification

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.

Fee discounts - Certificates of Design

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 of fees) for each certificate that covers the whole of any section of the functional standards.
- The Building (Fees) (Scotland) Regulations 2004 allows for a 1% discount for each certificate covering a single item in any such section, up to a maximum of 5% for any one section.

Fee discounts - Certificates of Construction

A warrant fee is 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.
- 20% for a single certificate covering the construction of the entire building all subject to a maximum discount of 20%.

Example Fee Calculation for domestic new -build application

Fee calculation – single storey dwelling with a total floor area of 150 square metres.

Minimum estimated cost (£/m³) = £1,872

Estimated value of works = 150 x 1872 = £280,800

The fee for the application for Building Warrant approval should be based on a value of work of £280,800. Referring to the Table of Fees (see Appendix and Table 1), the Building Warrant fee would be £2064, which is the fee for the fee band for £280,000 to £300,000. (From 1 April 2024 the fee for this band will increase to £2,348).

Where a certificate from an approved certifier of design is indicated the appropriate discount is applied, in the case of a SER engineer’s structural certificate to cover ‘all parts’ of the structural design, the fee would be discounted by 10%. The final fee would therefore be £2,064 less the discount of £206.40, which comes to £1,857.60.

Fees for Amendment to warrant and other applications

The fees applicable to Amendment to Warrant applications is as shown in the table below:

<i>Application Type</i>	<i>Fee (pre April 24)</i>	<i>Fee (from April 24)</i>
Application for building warrant for conversion only, that is without any building work	Fee is £150	Fee is £200
Application for demolition only, that is where there are no immediate plans for rebuilding	Fee is £150	Fee is £200
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	Fee is £150
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).	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	Fee is £150
Application to extend the period of validity of a warrant	Fee is £100	Fee is £150

Work started or completed without a building warrant

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:

<i>Application Type</i>		<i>Fee (pre April 24)</i>	<i>Fee (from April 24)</i>
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	Fee is 200% of the fee in tables of fees above
	b. application for warrant for demolitions only	Fee is £200	Fee is £250
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	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	Fee is £400