



Scottish Borders Council
 Building Standards Service
 Policy and Procedure

Building Standards Service Fees

Search Fees:	
Detail:	Fee (£)
<ul style="list-style-type: none"> To view a Part 1 of the Building Standards Register: This is available electronically on the Scottish Borders Council Website 	No charge
<ul style="list-style-type: none"> To view a Part 2 of the Building Standards Register within a Building Warrant file. 	No charge
<ul style="list-style-type: none"> Paper copy of document, plan, etc. from Part 2 of the Building Standards Register either held electronically or within a file.* 	Photocopy charge including VAT
<ul style="list-style-type: none"> Electronic copy of document, plan, etc. from Part 2 of the Building Standards Register either held electronically or within a file. 	No Charge
<p>* Section 58 to the Building (Procedure) (Scotland) Regulations 2004, as amended: Copying of drawings and detailed information in Part 2 of the register is, however, subject to certain restrictions. For residential buildings (including individual dwellings), copying is limited to anyone with an interest in the building, such as the current (or prospective) owner, occupier or tenant, known as an 'interested party'. Copying is also extended to an 'interested party' of an adjoining building. For other types of building where there is a security concern copying should only be permitted with the written permission of the owner.</p>	
Property inspections:	
Detail:	Fee (£)
<ul style="list-style-type: none"> Letter confirming work carried out on site is exempt from Regulations 8 to 12 as defined in Schedule 1 to Mandatory Regulation 3. Fee includes a single visit to site. 	£325.00

<ul style="list-style-type: none"> Letter confirming work carried out on site did not require Building Warrant approval as defined in Schedule 3 to Mandatory Regulation 5. Fee includes a single visit to site. 	£325.00
<ul style="list-style-type: none"> Additional inspection to site in relation to the above to check any remedial work required, etc. 	£175.00
Letters of Confirmation:	
Detail:	Fee (£)
<ul style="list-style-type: none"> E-mail / letter clarifying that a proposal is exempt from the Standards or exempt from requiring Building Warrant approval as per Mandatory Regulations 3 and 5 respectively. (Specific answer based on drawings and specifications submitted. Answer will highlight areas where modification is required in order for proposal to be exempt or to comply with the Mandatory Standards.)* 	£325.00
<p>* Please note, where an applicant wishes to seek assurance that work proposed does not require Building Warrant approval it is not intended that they should apply for a warrant to seek that confirmation. This service is specifically provided for those seeking clarity if a proposal is exempt from either Regulations 8 to 12 or exempt from requiring warrant approval.</p>	
Preliminary Enquires:	
Detail:	Fee (£)
<ul style="list-style-type: none"> Written report providing Building Standards commentary in relation to a proposal. (Report, based on drawings and specifications submitted, will highlight areas where modification is required in order for the proposal to meet the Mandatory Standards.) 	<p>For Parts 1 to 7 inclusive: 50% of Building Warrant fee based on value of work*</p> <p>For Part 1 only: 5% of half warrant fee. **</p> <p>For Part 2 only: 35% of half warrant fee. **</p> <p>For Part 3 only: 10% of half warrant fee. **</p> <p>For Part 4 only: 10% of half warrant fee. **</p> <p>For Part 5 only: 5% of half warrant fee. **</p> <p>For Part 6 only: 30% of half warrant fee. **</p>

<ul style="list-style-type: none"> In addition to above, meeting, either through MS Teams or physically, to discuss proposals and our report with case surveyor. (Fees per meeting) 	<p>For Part 7 only: 5% of half warrant fee. **</p> <p>*Minimum fee is £210.00 ** Minimum fee for single Part is £150.00. If more than one single Parts are requested, minimum fee is £230.00 The above fees are subject to VAT</p> <p>Domestic applications for single property: £90.00</p> <p>Domestic Developments up to 3 units: £260.00</p> <p>Domestic Developments 4-49 units: £520.00</p> <p>Domestic Developments over 49 units: £1100.00</p> <p>Minor Non-Domestic applications for property in single use: £260.00</p> <p>Major or complex Non-Domestic applications for property in single use: £460.00</p> <p>Major or complex Non-Domestic applications for property in multiple use: £1100.00</p> <p>The above fees are subject to VAT</p>
Permit to Use a Temporary Raised Structure:	
Detail:	Fee (£)
<ul style="list-style-type: none"> Administration fee for assessment of temporary raised structures – Raised seating structure. 	£495.00
<ul style="list-style-type: none"> Administration fee for assessment of temporary raised 	£495.00

structures – Raised platform or stage greater than 30 m ² .	
<ul style="list-style-type: none"> Administration fee for assessment of temporary raised structures - Raised platform or stage less than 30 m² with an overhead gantry. 	£345.00
<ul style="list-style-type: none"> Administration fee for assessment of temporary raised structures - Raised platform or stage less than 30 m² without an overhead gantry. 	£230.00
<ul style="list-style-type: none"> Additional fee if Scottish Borders Council require to appoint an independent structural engineer in respect of an application to erect a temporary raised structure. 	Engineer's fee
Safety at Sports Grounds Certificate:	
Detail:	Fee (£)
<ul style="list-style-type: none"> Administration fee for assessment in respect of a general safety certificate. 	£635.00 + advert costs
<ul style="list-style-type: none"> Administration fee for an amendment to a general safety certificate. 	£635.00 + advert costs
<ul style="list-style-type: none"> Administration fee for annual assessment in respect of a general safety certificate. 	£635.00
<ul style="list-style-type: none"> Administration fee for assessment of a sports ground with a view to providing details on ground capacity. This includes assessments for clubs where capacity is to be verified for the Scottish Football Association (3 yearly*) 	£762.00 (£635.00 plus VAT)
<ul style="list-style-type: none"> *Letter of confirmation (years 2 & 3) 	£378.00 (£315 plus VAT)
Percolation Tests:	
Detail:	Fee (£)
<ul style="list-style-type: none"> Witness of the third test percolation test and water table test hole and provision of design data in relation to provision of a closed soakaway infiltration trench. Maximum of 4 hours. (Tests one and two to be recorded by the applicant and water provided on site ready for the third test to be carried out.) 	£522.00 (£435.00 plus VAT)
<ul style="list-style-type: none"> Additional charge per hour in relation to the above. 	£174.00 (£145.00 plus VAT)
Administration Fee for Compliance, Dangerous or Defective Building Notice work undertaken:	
Detail:	Fee (£)
<ul style="list-style-type: none"> Fee for Scottish Borders Council administrating works following issue of a notice for compliance, defect or danger. 	20% of the cost of work plus VAT
<ul style="list-style-type: none"> Fee for Scottish Borders Council administrating works in relation to immediate dangers. 	20% of the cost of work plus VAT

Revision:	Detail:	Date:
A	Updated to reflect current policy on preliminary enquiries.	08.05.2017
B	Fees for 1959 Act process removed.	07.06.2017
C	Fees and text updated.	14.06.2019
D	Fee correction.	16.08.2019
E	Annual Revision and update to include preliminary Enquiry Charges.	27.11.2020
F	Wording amended.	08.03.2021
G	Annual Revision.	01.04.2022
H	Annual revision (increase 5%)	31.03.2023
I	Annual revision (increase 10%)	31.03.2024