



**BUILDING WARRANT FEE INFORMATION AND
GUIDANCE FOR WORKING OUT COST OF WORKS FOR
BUILDING WARRANT APPLICATION SUBMISSIONS**

IN EFFECT FROM April 2024

The Building (Scotland) Fees Regulations 2004, as amended are set by Scottish Ministers and form the basis of the fees required by Argyll & Bute Council as verifier for their Local Authority area. The fee payable for building warrant submissions includes all application types including "LATE" building warrant applications and Completion Certificate where no building warrant was obtained applications. Please note that the fee submitted is purely a registration fee; therefore, the paid amount is not subject to a refund once the application has been assessed by a surveyor and a first observation letter generated.

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. Argyll and Bute Council determines our fees by using The Building Cost Information Surveys of Quarterly Review of Building Prices (BCIS guide published by the RICS) to ensure consistent and industry standard market costs, rather than any discounted costs which the applicant might be able to achieve. The BCIS guide is regularly updated and this will be checked on a regular basis and any increases or decreases in the guide applied. The average cost is interpolated in £/m² for works of different character and relates to internal dimensions of the proposed building and applies a [1.2 ratio modifier](#) on construction costs within the Argyll and Bute Council geographical area. Where the fee submitted is not in line with the BCIS guide the applicant/agent will be contacted to either adjust the fee in line with BCIS guidance or provide a breakdown of the proposed costs by a certified chartered surveyor.

Any highlighted fee anomalies in regards to the proposed cost of works may invalidate the building warrant application until the industry standard (BCIS) costs or a cost breakdown by a chartered surveyor are agreed. Some examples of building prices from the BCIS Guide are shown in table format on the next page, to be used when determining the estimated cost of work. Multiplying the floor area of the proposed building by the relevant £/m² factor will provide an accurate construction cost.

Cost of work guidance table – April 2024:

RICS (BCIS) cost of work guidance for Domestic & Non-Domestic Building Warrant applications with Argyll and Bute 1.2 ratio modifier applied:

MINIMUM PRICE GUIDE FOR DOMESTIC APPLICATIONS – SEPTEMBER 2023

Building Type	Mean price £m2
Single storey dwelling	£2500m2
Two storey dwelling	£2700m2
Three storey dwelling	£3100m2
Flat (1-2 storey)	£1800m2
Flat (3-5 storey)	£1800m2
Flat (6+ storey)	£2100m2
Extension to dwelling	£2200m2
Conservatory	£1800m2
Garage/outbuilding Unheated	£900m2
Attic conversion	£1400m2
House conversion	£1400m2
Flat conversion (1-2 storey)	£2300m2
Flat conversion (3-5 storey)	£1600m2
Flat conversion (6+ storey)	£2100m2

MINIMUM PRICE GUIDE FOR NON-DOMESTIC APPLICATIONS – SEPTEMBER 2023

Agricultural buildings (generally)	£830M2
Factories <500m2	£1600M2
Warehouse/Stores <500m2	£2300M2
Supermarkets	£1600M2
Shops	£1800M2
Health centres/Clinics	£2500M2
Nursing homes	£2300m2
Restaurants	£2000m2
Café, Snack bar, Coffee bar, Milk bar etc.	£3300m2
General purpose halls	£3300m2
Schools	£2700m2
Office conversions (major works)	£1900m2
Shop conversions (major works)	£1800m2

Refer to the attached working example for reference in determining the cost of works for a typical 2 storey domestic dwelling:

Calculate the internal floor area of the proposed new build dwelling by multiplying the length by the breadth. If the length is **13m** and the breadth is **7m** = **13m x 7m = 91m2**.

Assuming the property is a full 2 storey's. The ground floor and first floor would = **91m2 x 2 = 182m2 x £2700m2** (taken from BCIS guide table) = **£491,400.00p cost of works**.

This is the total build cost as shown in the table of fees as attached to this document. The total amount payable excluding any discounts that may be applicable would be **£3094.00p**

STATUTORY CHARGES - BUILDING STANDARDS

BUILDING WARRANT FEE STRUCTURE (with effect from 1st April 2025)

F1.	<p>A building warrant fee must be paid when the application is submitted. No application will be processed until such time as the correct fee has been paid.</p> <p>The fee is subject to discounts when a certificate(s) is provided by approved certifiers of design is/are submitted with the warrant application, and/or 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 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 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.</p> <p>However there is no requirement to provide details of the approved certifier of construction to be used at this stage.</p> <p>The appropriate discount should be deducted from the fee before submitting the application for building warrant.</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.</p> <p>NOTE: The user is no longer required to submit the certificate of design at the time of submission; they may submit the certificate at a later date (to the local authority before the building warrant is granted).</p> <p>The fee, before discounts, for lodging a building warrant application is shown in the table below (see Table 1).</p> <p>The fee, before discounts for late building warrant applications and completion certificate where no building warrant obtained submissions are subject to higher level of fees (see note F7). Similar discounts 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).</p> <p>Please note that these fees are for lodging the applications, not for granting of warrant or accepting of completion certificate, and are not refundable.</p>
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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 of 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	210	-45	-45	-25	-25
5,001–5,500	231	-55	-55	-25	-25
5,501–6,000	252	-55	-55	-25	-25
6,001–6,500	273	-55	-55	-25	-25

6,501–7,000	294	-55	-55	-25	-25
7,001–7,500	315	-55	-55	-25	-25
7,501–8,000	336	-55	-55	-25	-25
8,001–8,500	357	-55	-55	-25	-25
8,501–9,000	378	-55	-55	-25	-25
9,001–9,500	399	-55	-55	-25	-25
9,501–10,000	420	-55	-55	-25	-25
10,001–11,000	443	-65	-65	-30	-30
11,001–12,000	466	-65	-65	-30	-30
12,001–13,000	489	-65	-65	-30	-30
13,001–14,000	512	-65	-65	-30	-30
14,001–15,000	535	-65	-65	-30	-30
15,001–16,000	558	-75	-75	-35	-35
16,001–17,000	581	-75	-75	-35	-35
17,001–18,000	604	-75	-75	-35	-35
18,001–19,000	627	-75	-75	-35	-35
19,001–20,000	650	-75	-75	-35	-35
20,001–30,000	728	-100	-100	-40	-40
30,001–40,000	806	-100	-100	-40	-40
40,001–50,000	884	-100	-100	-40	-40
50,001–60,000	962	-120	-120	-42	-42
60,001–70,000	1,040	-120	-120	-42	-42
70,001–80,000	1,118	-120	-120	-42	-42
80,001–90,000	1,196	-120	-120	-42	-42
90,001–100,000	1,274	-120	-120	-42	-42

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

Value of Work -100,000 and above	Building Warrant Fee (no discounts applied)	Discounts available for providing a Certificate from an Approved Certifier - (percentage for value of work -100,000 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	1,402	-140.20	-140.20	-42.06	-42.06

120,001-140,000	1,530	-153.00	-153.00	-45.90	-45.90
140,001-160,000	1,658	-165.80	-165.80	-49.74	-49.74
160,001-180,000	1,786	-178.60	-178.60	-53.58	-53.58
180,001-200,000	1,914	-191.40	-191.40	-57.42	-57.42
200,001-220,000	2,042	-204.20	-204.20	-61.26	-61.26
220,001-240,000	2,170	-217.00	-217.00	-65.10	-65.10
240,001-260,000	2,298	-229.80	-229.80	-68.94	-68.94
260,001-280,000	2,426	-242.60	-242.60	-72.78	-72.78
280,001-300,000	2,554	-255.40	-255.40	-76.62	-76.62
300,001-320,000	2,682	-268.20	-268.20	-80.46	-80.46
320,001-340,000	2,810	-281.00	-281.00	-84.30	-84.30
340,001-360,000	2,938	-293.80	-293.80	-88.14	-88.14
360,001-380,000	3,066	-306.60	-306.60	-91.98	-91.98
380,001-400,000	3,194	-319.40	-319.40	-95.82	-95.82
400,001-420,000	3,322	-332.20	-332.20	-99.66	-99.66
420,001-440,000	3,450	-345.00	-345.00	-103.50	-103.50
440,001-460,000	3,578	-357.80	-357.80	-107.34	-107.34
460,001-480,000	3,706	-370.60	-370.60	-111.18	-111.18
480,001-500,000	3,834	-383.40	-383.40	-115.02	-115.02
500,001-550,000	4,055	-405.50	-405.50	-121.65	-121.65
550,001-600,000	4,276	-427.60	-427.60	-128.28	-128.28
600,001-650,000	4,497	-449.70	-449.70	-134.91	-134.91
650,001-700,000	4,718	-471.80	-471.80	-141.54	-141.54
700,001-750,000	4,939	-493.90	-493.90	-148.17	-148.17
750,001-800,000	5,160	-516.00	-516.00	-154.80	-154.80
800,001-850,000	5,381	-538.10	-538.10	-161.43	-161.43
850,001-900,000	5,602	-560.20	-560.20	-168.06	-168.06
900,001-950,000	5,823	-582.30	-582.30	-174.69	-174.69
950,001-1,000,000	6,044	-604.40	-604.40	-181.32	-181.32
And for every £100,000 or part thereof, over £1 million	Add £315	10% of fee	10% of fee	3% of fee	3% of fee
F2.	Application for building warrant for conversion only, that is without any building work			Fee is £210	

F3.	Application for demolition only, that is where there are no immediate plans for rebuilding	Fee is £210
F4.	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 £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 £650).
F5.	Application for an amendment to warrant for demolition or conversion only	Fee is £150
F6.	Application to extend the period of validity of a warrant	Fee is £150
F7.	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:	
	7.1	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 detailed in Table of Fees above
		b) application for Building Warrant for demolition only -
		Fee is £300
	7.2	Submission of a completion certificate where no building 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 Building Warrant for demolition)
		Fee is 300% of the fee detailed in Table of Fees above
		b) application for demolition only, or for conversion only
		Fee is £500
8.	<p>Discounts</p> <p>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:</p> <ul style="list-style-type: none"> 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. <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, or the intended use confirmed on, the warrant application form.</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>	

F9.	<p>Discounts</p> <p>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:</p> <ul style="list-style-type: none"> • 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%. <p>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.</p>
F10.	<p>Fee Exemption for Disabled Persons</p> <p>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.</p> <p>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.</p> <p>To allow Argyll and Bute Council to assess your entitlement to this fee exemption you should provide a letter from your Doctor or Occupational Therapist confirming your disability unless the work is related to an Improvement Grant application for a Disabled Person.</p>

For further information and advice please contact 01546 605518

Bute & Cowal
Oban, Lorn & the Isles
Mid Argyll, Kintyre & Islay
Helensburgh & Lomond

Milton House, Milton Avenue, Dunoon, Argyll, PA23 7DU
Municipal Buildings, Albany Street, Oban PA34 4AW
1A Manse Brae, Argyll, PA31 8RD
The Helensburgh and Lomond Civic Centre
38 East Clyde Street, Helensburgh, G84 7PG