

**Department of the Environment  
Planning and Building Services**

South Hill  
St Helier, Jersey, JE2 4US  
Tel: +44 (0)1534 445508  
Fax: +44 (0)1534 445528  
[www.gov.je](http://www.gov.je)



## **2018 Fees for Building Applications**

Building Bye-Laws (Jersey)  
Planning and Environment (2018 Fees) (Jersey) Order 2017

Applications for building permission must be accompanied by the appropriate fee. This leaflet contains a schedule of fees that apply from **1<sup>st</sup> January 2018**.

Payment may be made by cheque payable to the Treasurer of the States or by debit card. There will be no charge for using debit cards. Receipts will be issued for all payments including cheques. It is important you retain all receipts, as you may be eligible for a refund for part of the fee if your application is unsuccessful.

Notes are provided on the back of this form to help calculate the required fee. Failure to include the correct fee will mean that your application cannot be registered and will be returned.

Category 1 – The creation of a new dwelling (including change of use of a building to form a dwelling) and associated parking	£
A. For each flat	885
B. For each dwelling house	1,358
C. For each dwelling house with a floor area exceeding 200 sq.m, £1,358 plus *£6.79 per sq.m or part thereof over 200 sq.m	*1,358
D. For each prefabricated portable dwelling unit	215
Category 2 – Improvements to a dwelling (including associated miscellaneous work)	
A. Extension of a dwelling up to 20sq.m in floor area	455
B. Extension of a dwelling over 20sq.m but not more than 50sq.m in floor area	790
C. Extension of a dwelling over 50sq.m	870
D. Loft Conversion	522
E. The erection, extension and material alteration of a building that is ancillary to a dwelling, per dwelling, where the floor area is under 20sq.m.	146
F. The erection, extension and material alteration of a building that is ancillary to a dwelling, per dwelling, where the floor area is more than 20sq.m but less than 50sq.m	305
G. The erection, extension and material alteration of a building that is ancillary to a dwelling, per dwelling, where the floor area is more than 50sq.m	402
H. The material alteration of a dwelling (per dwelling) where the estimated cost of the work is less than £5,000	174
I. The material alteration of a dwelling (per dwelling) where the estimated cost of the work is more than £5,000 but less than £20,000	295
J. The material alteration of a dwelling (per dwelling) where the estimated cost of the work is more than £20,000 but less than £50,000	650
K. The material alteration of a dwelling (per dwelling) where the estimated cost of the work is more than £50,000	770
Category 3 – Applications for works not listed in Categories 1, 2 and 4	
A. For each square metre of floor area, or part thereof, in a newly erected building.	14.11
B. For each square metre of floor area, or part thereof, in an extension to a building.	14.11
C. The erection or extension of a building for storage purposes up to 20sq.m in floor area.	368
D. The erection or extension of a building for storage purposes 20-50sq.m in floor area.	500
E. The erection or extension of a building for storage purposes 50-100sq.m in floor area.	641
F. The erection or extension of a building for storage purposes 100-250sq.m. in floor area and for every additional 250sq.m or part thereof	1,147 1,147
G. The material alteration of a non-domestic building, or the alteration or provision of a controlled service or fitting in a non-domestic building where the estimated cost of the work is less than £10,000	227
H. The material alteration of a non-domestic building, or the alteration or provision of a controlled service or fitting in a non-domestic building where the estimated cost of the work is more than £10,000 but less than £50,000.	640
I. The material alteration of a non-domestic building, or the alteration or provision of a controlled service or fitting in a non-domestic building where the estimated cost of the work is more than £50,000 but less than £100,000.	793
J. The material alteration of a non-domestic building, or the alteration or provision of a controlled service or fitting in a non-domestic building where the estimated cost of the work is more than £100,000.	1,520
K. Change of use of a building or part, for any purpose other than the creation of a dwelling.	711
Category 4 – The carrying out of miscellaneous works not forming part of any other work	
A. The provision or material alteration of a drainage system in connection with a dwelling (per dwelling)	141
B. Provision or alteration of all other controlled services and fittings in connection with a dwelling including replacement windows (per dwelling)	102
C. The erection of a retaining wall	424
D. Work involving the underpinning of a building	424
E. Work involving the renovation of a thermal element that is not a material alteration	52
Category 5 – Maps and Technical Guidance Documents	
A. Site location map(s) to a scale of 1:2500 (per application) £12.30 +£0.62 GST	12.92
B. Approved Technical Guidance Documents (per copy)	12

## Notes referring to specific items included in the Fee Schedule

### Category 1

1. A *flat* includes a bedsit and self-contained accommodation forming part of a lodging house.
2. The fee payable for a dwelling includes car parking provided in association with the dwelling.
3. For applications to *change the use* of a building from two or more dwellings to that of one dwelling, the fee payable is that for a material alteration calculated in accordance with Category 2.
4. *Prefabricated portable dwelling unit* means a single storey factory assembled unit intended for short-term residential use.
5. Where an application relates to the sub-division of an existing dwelling to create two or more dwellings, a fee is payable under Category 1 for each newly created dwelling together with a fee for the material alteration of the existing dwelling calculated in accordance with Category 2.

### Category 2

1. The erection or extension of a building ancillary to a dwelling means a garage, shed or garden store used in connection with the dwelling. Charges for all other buildings which are ancillary to a dwelling, e.g. swimming pool enclosures and buildings used for recreational purposes, should be calculated in accordance with Category 3.
2. *Floor area* means the aggregate of all new floors in the extension(s) and is measured to the inside of the external walls, including internal walls and partitions.
3. Where an application is solely for the purpose of providing a means of access or other facilities for *disabled persons*, no fee is required.
4. Where an application includes more than one of the improvements listed, a single fee (the highest payable) is required. However, where the application relates to improvements to two or more dwellings, the works to each dwelling will be charged separately.
5. Applications to *convert a garage, conservatory or other non-habitable accommodation* attached to a dwelling into a habitable room will be charged as an extension to a dwelling.

### Category 3

1. For applications that include more than one of the works listed, the fee payable is the sum of the fees for each element.
2. Where an application relates to more than one building, the work on each building will be charged separately.
3. *Floor area* of the building or extension means the aggregate of all floors in the building if newly erected, or in the extension(s), if the building is to be extended (excluding any part used for dwelling purposes) and is measured to the inside of external walls. The fee for the dwelling part is calculated in accordance with Category 1 or 2, and is added to the fee(s) payable under Category 3.
4. Where an application is for the alteration or extension of a building solely for the purpose of providing a means of access or other facilities for *disabled persons*, no fee is required.
5. The fees listed for items A and B apply to buildings where the main use is for purposes other than storage.

### Category 4

1. An application for works listed under item B only needs to be made where the work will not be undertaken by a competent person, as defined in the Building Bye-Laws.
2. Where an application is for more than one of the works listed a single fee (the highest payable) is required

## General Notes

- An application that is refused will receive a 50% refund of the fee paid.
- Where an application is in respect of building work commenced prior to receipt of an application the fee charged will be twice the fee that would otherwise be payable.
- Applications that seek to revise previously approved plans will be charged at the rate applicable to the revision. For example, a proposal to alter the internal layout of a previously approved dwelling would be charged as a *material alteration*.

## Checklist

In order to enable the department to respond promptly to any application, it is vitally important that the applications received are both complete and correct in every detail. As such, when submitting your application we ask that you pay particular attention to ensure that you:

- Read all the relevant notes on the application form. This will help you to complete all the relevant sections of the application form correctly. The notes will also help to ensure that you are submitting the correct type of application, with the appropriate type and number of plans.
- Read the fee schedule carefully to find all the notes which are relevant to your application. There is also a section on the application form to complete which shows how you should calculate the fee.
- Enclose your cheque made payable to the Treasurer of the States.
- Sign and date all application forms, cheques and other documents.
- Retain your receipt.

Applications which are incorrect or incomplete will be returned in the post to the applicant or agent. This will inevitably cause delay and should be avoided wherever possible. If you need any help in submitting your application, please do not hesitate to contact the applications team on 448407 or 448445.