Derbyshire Building Control Partnership

Dunston Innovation Centre, Dunston Road,
Chesterfield, S41 8NG

E: info@dbcp.co.uk

T: 0333 880 2000

W: dbcp.co.uk

CHARGES FOR SUBMISSION OF INTIAL NOTICE AND OTHER STATUTORY NOTICES

EFFECTIVE FROM 6 NOVEMBER 2026

DESCRIPTION	CHARGE
Registration of an Initial Notice Payable on submission of Initial Notice	**£28.00**
Initial Notice Amendment Payable on submission of Initial Notice Amendment	**£28.00**
Initial Notice Part Final Certificate (per Plot) Payable on submission of Part Final Certificate	**£28.00**
Initial Notice Final Certificate (per Plot) Payable on submission of Final Certificate	**£28.00**
Initial Notice Plans Certificate Payable on submission of Plans Certificate	**£28.00**
Initial Notice Transfer Payable on submission of Transfer Notification	**£28.00**

Please note VAT is not applicable.

Important Information Regarding Submissions

With effect from 6 November 2026, our preferred method of submission will be via our website, rather than by email to business.support@dbcp.co.uk

We have introduced an online submission portal, which allows you to complete your submission and make the relevant payment in one convenient process.

Please note that a submission will not be considered received until the applicable payment has been successfully made and received.

To ensure that all submissions are processed correctly and efficiently, we kindly ask that you follow the procedure outlined below for all submissions made on or after the effective date.

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How to Submit and make Payments

Effective from 6 November 2026, for all submissions and payments please follow the instructions below.

1. Online Submissions and Payments

For submission of Initial Notices and other Statutory Notices along with the Payment please use the following link:

https://dbcp.co.uk/rbca-submissions/

You can also use this method to submit the following where a payment is not applicable:

- Cancellation Notice
- Extension of Time
- Notice of Change of Persons

2. Payments for Email Submissions

For Submission of Initial Notices and other Statutory Notices via email to **business.support@dbcp.co.uk** payment must be made online using the following link:

https://dbcp.co.uk/online/payments/

Important: Please ensure that you quote your unique Initial Notice reference number when making your payment. This will help us allocate your payment correctly.