



Civic Offices, 1 Saxon Gate East,
Milton Keynes, MK9 3EJ
E-Mail: building.control@milton-keynes.gov.uk, Telephone (01908) 252403
Web: www.buildingcontrolmk.com

1	Applicant's details	Address:
	Name:	
	Tel:	
	Email:	Postcode:
2	Agent Details (if applicable)	Address:
	Name:	
	Tel:	
	Email:	Postcode:
3	Location of building to which work relates	
	Address:	
	Postcode:	
4	Unauthorised work (please see note 1 overleaf)	
	Description:	
5	Please state date work completed (if known)	
6	Use of building	
	1 Present use of building:	
	2 Previous use of building (where changed):	
7	Charges <i>The correct charge applicable to this work will be determined on receipt of this form and the supporting information noted below.</i>	
	Regularisation charge: £ (office use only)	
8	Supporting information	
	I have included detailed plans as described in note 1 overleaf (please tick box) <input type="checkbox"/>	
9	Regularisation certificate application	
	Name:	Signature: Date:

Please see notes overleaf

Guidance Notes

1	<p>Making an Application. (further detailed guidance is available upon request)</p> <p>1.1 Where the unauthorised work includes the erection of a new building or extension – a location plan, to a scale of not less than 1:1250 showing the size and position of the building or extension, its relationship to the boundaries of the premises and any other buildings within those boundaries, and the provisions made for drainage.</p> <p>1.2 In every case, detailed plans identifying and showing the extent of the unauthorised work and showing any additional work required to be carried out to secure compliance with relevant building regulations. Where such plans are not already available you are advised to seek assistance from a suitable construction professional (e.g. designer, architect, structural engineer) to provide these details for you.</p> <p>1.3 Failure to provide the details above and subsequent application fee will result in the works remaining as unauthorised and recorded as such. This will be declared on any Land Charges search carried out in relation to a future sale of the property.</p>
2	<p>Uncovering work etc</p> <p>In assessing the unauthorised work for compliance with building regulations, the Council will require the applicant to uncover work, take samples and make such tests as necessary.</p>
3	<p>Charges</p> <p>The correct charge applicable to this work will be determined on receipt of this form and the supporting information.</p>
4	<p>Town and Country Planning</p> <p>Building work and changing the use of a building may also need permission under the Town and Country Planning Act, to check this or for further guidance contact Development Control on 01908 252358.</p>
5	<p>Data Protection</p> <p>Information held as part of your application is used by the Council to carry out its duties and to manage its service. Personal information is treated with confidentiality but subject to copyright and commercial restrictions, other information may be shared with third parties to provide services or to detect or prevent crime or fraud. The Council keeps a copy of the documents for seventeen years before destroying them.</p> <p>Full details of the Council's Freedom of Information Policy and Data Protection may be viewed on the Council's website www.milton-keynes.gov.uk or tel: 01908 254767.</p>
6	<p>Note:</p> <p>The above are simplified general guidance notes if you would like any further or more detailed information please contact our technical helpline on 01908 252403 or visit our website at www.buildingcontrolmk.com</p>