

Access to Building Control Records and Copy Documents



www.buildingcontrolmk.com

Access to Records and Copy Documents

This booklet has been designed to provide support to homeowners and/or their representatives wishing to enquire about Building Regulation records and copies of documents to assist in the sale and/or refinancing of properties.

MK Building Control provides online access to a limited area of the Building Control database as far back as August 1997.

This allows anyone to search for Building Regulations applications that have been made for a property within Milton Keynes and that have either started on site or been completed. The facility will also find information on other types of work which has taken place at the property such as work undertaken by Competent Persons or applications checked by Approved Inspectors.

You can access Building Control records online from www.buildingcontrolmk.com

Public Access does not constitute a full property history as far as the Building Regulations is concerned. If you wish to conduct a search for a property then you can;

- Request a CON29 conveyancing search of the property, which reveals all Building Control applications received by the council from August 1997 to the current date - Please contact Land Charges on 01908 252317.
- Request a historical property search, which reveals all Building Control applications received for the property since our records began - Contact MK Building Control.

Your search will reveal the application status and whether a copy of a completion certificate is available to purchase.

Understanding Public Access

Building control applications from 1997 were given references which denote the type of work and are indicated as *year / ref / suffix* e.g. *09 / 00001 / DEX*.

References for applications prior to 1997 are indicated as *BR / Number / Year* but these do not appear on Public Access and any CON29 search.

Personal Search companies - The information on Public Access for building control records will only show applications that have either **commenced** or been **completed**.

All applications have a 'unique reference ending' which denote what type of work is being undertaken. Some application types **do not** result in a Completion Certificates being issued.

IN - Initial Notice - Work dealt with by an Approved Inspector - You need to contact the Approved Inspector involved for further information.

CWI - Cavity Wall Insulation Building notice - These are notifications from Cavity Wall Insulation companies. We do not issue Certificates for these applications; these are for reference only.

UNAUTH - Unauthorised Work - This indicates unauthorised work that has been reported to Building Control and where no application has been received. You are advised to speak to a member of our admin team regarding this type of record.

DOM - This application type refers to a Full Plans application for new houses or flats.

OTH - This application type refers to a Full Plans application for commercial work.

DEX / DGA / DRO / OTHFP / MULFP - These application types relate to Full Plans applications for domestic work such as extensions, loft conversions or garages.

(DEX / DGA / DRO / OTH)BN - Building Notices - Any applications ending in BN denote an application for a Building Notice. This type of application requires no plans to be submitted for formal approval.

Status Reports

Each application has a status. This indicates where the application is in relation to the work being undertaken

BCO - Building Work Complete - This means that the work complies with the Building Regulations and that a Completion Certificate has been issued (some exceptions may apply).

BST - Building Work Started - Work has commenced on the application but so far not completed. No Completion Certificate will exist and further inspections may be necessary before one can be issued.

NOTPR - Not Proceeded With or WDN - Withdrawn - This relates to any applications that were submitted but subsequently not proceeded with or withdrawn.

NOCERT - Visual Inspec. of Work - No Cert Issued - This means that we were unable to inspect enough of the work to issue a Completion Certificate from a visual inspection of the work. We may be able to provide a letter to solicitors to explain this.

Competent Person Work

The following references refer to Competent Person's records submitted by the relevant scheme providers, to indicate work done at the property.

| | | | | |
|--------|--------|--------|--------|--------|
| APHC | BESCA | BINDT | BMCL | BRECEC |
| BSI | CERTAS | CORGI | ECBRC | ECPL |
| ELECSA | FENSA | GASAFE | HETAS | NAPIT |
| NFRCCR | NICEIC | OFTEC | REPWIN | STROMA |
| TRADA | VEKA | | | |

These are notifications from the scheme providers and there aren't any documents available to purchase from us. You will have to contact the relevant scheme provider for copies of certificates.

For more information about all the current competent person schemes and their contact details please refer to the Competent Person Register at www.competentperson.co.uk

Copy Documents

Building Control documents may be available for viewing for any applications referred to on the online portal or those revealed in a CON29 search (see last page for published charges).

Please contact us (quoting application reference no.) to confirm the availability of any documents before sending us any payment by post.

Completion Certificates

A completion certificate or Building Regulations approval/consent is a legal document that is issued once Building Control have inspected and approved a completed project which was the subject of a Building Control application. It is also a vital document when attempting to buy or sell a property as it proves the building work carried out has been approved and that it complies with the legislation of the time.

A completion certificate will only be issued if: the work has been completed satisfactorily and all necessary inspections have been conducted and all fees have been paid.

Certificates are issued as standard on all completed applications from June 1992. This is indicated as the word 'Granted' in Question 1.1(g) on any CON29 Search result.

Between 1985 and 1992 Completion Certificates were not issued as standard. If an original was never requested then the home owner may purchase a 'first issue' Completion Certificates from us retrospectively for a fee. No Completion Certificates are available on any Building Regulations application received before 11th November 1985.

What documents can't we provide?

Milton Keynes Council applications start from 1974 but please note that records may not be available for applications completed more than 16 years ago.

Historical Property Search

If you want us to reveal building control applications which are not indicated on a local search (i.e. anything before August 1997) then you will need to request a historical property search for Building Regulations. There is a fee for this service.

Exemption Certificates

We often receive requests to confirm that some building work is exempt under the Building Regulations. Normally this is to assist when selling a house.

We are now able to offer an exemption certificate to confirm that works, as described by the applicant, were exempt from Building Regulations at the time they were carried out. You can download an Exemption Certificate application from our website, www.buildingcontrolmk.com. There is a small charge to cover the cost of assessing the submitted information and producing the certificate (see back page for published charges).

Examination of Records

Unlike Planning Applications there is no general public right to inspect plans deposited under the Building Regulations. However, as the owner of a property we do allow you (or your representative) to examine previously submitted plans where, for example, you are doing so in order to help prepare an application under the Building Regulations.

This access is subject to a nominal fee to owners of the property and a higher charge for accessing this information for commercial purposes. Please contact us to discuss the options.

Plans are always protected under Copyright and therefore copies cannot be provided without the express permission of the Architect/Author. There is also a charge for any associated printing costs.

Please note some of our records are kept on Microfiche and there may be a minimum fee associated with copies regardless of numbers printed. This can often be quite expensive and we cannot guarantee the quality of any prints once they are printed.

If you wish to view the original building control records then please contact us to arrange an appointment. Advance notice is always required as not all of our records are kept on site.

Response to Site Specific Enquiries

Written confirmation may be provided of site specific information held within our records where available. For example ground conditions, foundation types, form of wall and roof construction, and approximate age of construction.

Miscellaneous Charges

Fees and charges which are set within the statutory frameworks relating to Building Regulations are issued separately; please see guidance notes BC43 and 43A.

All charges listed below are inclusive of VAT at the rate of 20% (where appropriate) effective from 1st April 2014. Cheques are payable to 'Milton Keynes Council' and crossed A/C Payee. Payment may be made by debit/credit card by calling 01908 252403.

| ITEM | CHARGE |
|--|---------|
| Copy of Building Regulation Decision or Completion Certificate; | |
| <i>To professionals for commercial purposes or owners/buyers within one day (if practically possible)*</i> | £128.00 |
| <i>To professionals for commercial purposes or owners/buyers within 3-5 days approximately*</i> | £64.00 |
| First issue of Completion Certificates (requested by home owner or their representative only); | |
| <i>In respect of applications submitted before June 1992</i> | £64.00 |
| <i>In respect of applications submitted from June 1992 +</i> | Free |
| Examination of Building Regulation records; | |
| <i>To professionals for commercial purposes</i> | £146.00 |
| <i>To residential owners/occupiers for private purposes</i> | £35.00 |
| Responses to Site Specific enquiries: | |
| <i>To professionals for commercial purposes</i> | £146.00 |
| <i>To residential owners/occupiers for private purposes</i> | £35.00 |
| Exemption Certificate | £27.00 |
| Historical Property Searches for Building Regulation information: | |
| <i>Response within 3-5 working days approximately*</i> | £128.00 |
| <i>Response within 48 hours*</i> | £256.00 |

***Whilst we try to respond within these times this service cannot be guaranteed and is subject to availability.**

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