

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 Name: Address: Tel: Email:	2	Agent Details (if applicable) Name: Address: Tel: Email:												
3	Location of building to which work relates Address:	4	Description of proposed work Please tick this box if this work is not for domestic use <input type="checkbox"/>												
5	Use of building – Does this application concern a new building? Proposed use: _____ Present use: _____														
6	Conditions Please tick this box if you DO NOT agree to a conditional approval <input type="checkbox"/>														
7	Charges Please make cheques payable to 'Milton Keynes Council' If Table A work please state number of (a) dwellings _____ (b) house types _____ If Table B or D work please state floor area: _____ m ² If Table C or E work please state estimated cost of work excluding VAT: £ _____ Plan charge: £ _____ Insp. charge: £ _____ Building Notice charge: £ _____ Please state the name of person/company responsible for payment of the inspection fee: _____														
8	Electrical work Please tick this box to confirm that any notifiable electrical works will be registered under an appropriate Competent Persons Scheme <input type="checkbox"/> <i>If such works are not being registered an additional charge is payable (see Building Regulations Charges Guidance)</i>														
9	Extension of time Please tick this box if you DO NOT agree to an extension of time <input type="checkbox"/>														
10	Trees Please tick this box if there are any trees within 30 metres of the proposed work <input type="checkbox"/> <i>If you have ticked this box please indicate the type, height and distance from the building/extension of the trees and include a suitable foundation and floor design in your submission.</i>														
11	Optional requirements for new dwellings (Please indicate the appropriate details) <table style="width: 100%; border: none;"> <tr> <td>No optional requirements have been set by the planning permission</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>Planning permission has not yet been granted</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>The optional requirements detailed below have been set by the planning permission</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>1. Regulation 36(2)(b) - Optional water efficiency requirement of 110 litres per person per day</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>2. Part M (Optional requirement M4(2) - Accessible and adaptable dwellings)</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>3. Part M (Optional requirement M4(3) – Wheelchair user dwellings)</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> </table>			No optional requirements have been set by the planning permission	<input type="checkbox"/>	Planning permission has not yet been granted	<input type="checkbox"/>	The optional requirements detailed below have been set by the planning permission	<input type="checkbox"/>	1. Regulation 36(2)(b) - Optional water efficiency requirement of 110 litres per person per day	<input type="checkbox"/>	2. Part M (Optional requirement M4(2) - Accessible and adaptable dwellings)	<input type="checkbox"/>	3. Part M (Optional requirement M4(3) – Wheelchair user dwellings)	<input type="checkbox"/>
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12	Application type Please tick this box if you want to use a building notice <input type="checkbox"/> Name: _____ Signature: _____ Date: _____														

Please see notes overleaf

1	<p>Making an Application.</p> <p>Full Plans Application - One completed copy of this form with two copies of any plans, specifications, calculations and details should be provided.</p> <p>Note: If the work is not for domestic use an extra copy of the plans should be provided so that the Fire Brigade may be consulted.</p> <p>Building Notice Application - One completed copy of this form. Where the work is for an extension, this should be accompanied by a location plan showing the existing building and extension (scale 1:1250) and drainage details.</p> <p>Note: A building notice can not be used for commercial work or where the work is within 3m of a public sewer. Additional information may be asked for if the work is not straight forward.</p>
2	<p>Public sewers</p> <p>If a building or extension is within 3m of a public sewer we may need additional information so that we can consult Anglian Water, you will be told of this as soon as possible.</p>
3	<p>Charges</p> <p>See our Building Regulation Charges Guidance for details of our charges and how to calculate them or contact us on 01908 252403 for help or for a quotation.</p> <p>We will assume that the applicant will pay for any inspection charges, when invoiced, unless otherwise stated in part 7 overleaf.</p>
4	<p>Conditions</p> <p>Conditions may suggest changes to the plans or ask for extra information. (Not applicable for a Building Notice).</p>
5	<p>Extension of Time</p> <p>An extension of time, gives an extra three weeks for you to answer any queries or to provide any additional information that may be needed. (Not applicable for a Building Notice).</p>
6	<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>
7	<p>Data Protection</p> <p>We collect and use information about you so that we can provide you with building control services under The Building regulations 2010 (as amended). Full details about how we use this data and the rights you have around this can be found at https://www.milton-keynes.gov.uk/planning-and-building/building-control/building-control-our-services/building-control-services-milton-keyes-council</p> <p>If you have any data protection queries, please contact the Data Protection Officer at data.protection@milton-keynes.gov.uk</p>
8	<p>Optional requirements</p> <p>From 1 October 2015, optional requirements may be set as a condition of planning permission in relation to new dwellings. If this is known at the time the building notice/full plans application is made, details of the applicable optional requirements should be given. If not known at the time the application is made, you must let us know if, and which, any applicable optional requirements have been set, within 28 days of the grant of the planning permission.</p>
9	<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>