

MK Building Control

Civic, 1 Saxon Gate East, Central Milton Keynes, MK9 3EJ

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Telephone: 01908 252721

Website: www.buildingcontrolmk.com

Access to Building Control Records & Copy Documents

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 covered by Approved Inspectors. You can access Building Control records online from www.buildingcontrolmk.com.

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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](#).
- 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.

Miscellaneous Charges ↗

All charges listed below are inclusive of VAT at the rate of 20% (where appropriate) effective from 1st April 2023. A payment link will be sent to you for online payment, alternatively you can request for an invoice to be sent to you. Fees and charges which are set within the statutory frameworks relating to Building Regulations are issued separately.

Copy of Building Regulation Decision or Completion Certificate.

- | | |
|--|---------|
| • To professionals for commercial purposes or owners/buyers within one day (if practically possible) * | £160.87 |
| • To professionals for commercial purposes or owners/buyers within 3-5 days approximately | £84.47 |

First issue of Completion Certificates (requested by homeowner or their representative only).

- | | |
|---|--------|
| • In respect of applications submitted before June 1992 | £84.47 |
| • In respect of applications submitted from June 1992 + | FREE |

Examination of Building Regulation records.

- | | |
|--|---------|
| • To professionals for commercial purposes | £188.03 |
| • To residential owners/occupiers for private purposes | £49.05 |

Responses to Site Specific enquiries:

- | | |
|---|---------|
| • To Professional for commercial purposes | £188.03 |
| • To Residential owner/occupiers for private purposes | £49.05 |
| • Exemption Certificate | £38.15 |

Historical Property Searches for Building Regulation information:

- | | |
|--|---------|
| • Response within 3-5 working days approximately * | £158.05 |
| • Response within 48 hours | £316.10 |

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

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 Certificate 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 Inspect. 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.

Documents Copy ↗

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 note that for applications which have been completed for more than 16 years or deposited more than 21 years ago, the physical file, containing copies of documents, will have been destroyed in accordance with our retention policy.

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.

Competent Person Schemes ↗

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

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|----------|----------|----------|----------|----------|
| • APHC | • BESCA | • BINDT | • BMCL | • BRECEC |
| • BSI | • CEPCO | • CERTAS | • CIGA | • CORGI |
| • ECBRC | • ECPL | • ELECSA | • FENSA | • GASAFE |
| • HETAS | • NAPIT | • NPRCCR | • 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 a [Competent Persons Register](#).

Completion Certificates ↗

A completion certificate 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 is evidence that building work carried out 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 homeowner may purchase a 'first issue' Completion Certificate from us retrospectively for a fee.

No Completion Certificates are available on any Building Regulations application received before 11th November.

Exemption Certificate ↗

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.

Site specific Information ↗

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.

Unlike Planning Applications there is no 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 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.

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.

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 our records are kept on site.

Examination of Files ↗

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