

MKCC Building Control

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

E-Mail: building.control@milton-keynes.gov.uk

Telephone: 01908 252721

Website: www.buildingcontrolmk.com

Building Regulation Building Notice Form (England)

The Building Act 1984, The Building Safety Act 2022, The Building Regulations 2010 (as amended).

IMPORTANT: This Building Notice application CANNOT be submitted for:

- Building work in relation to a building to which the [Regulatory Reform \(Fire Safety\) Order 2005](#) applies or will apply after the completion of the building work (includes commercial buildings and communal areas to flats),
- Works located near or over mapped public sewers, or
- New buildings that front onto a private street.

If your project falls into any of these categories, please submit one of the following:

- [Building Regulations Approval Application with Full Plans](#) – a detailed review/approval before work begins.
- [Regularisation Application](#) – if work has already [commenced](#)/completed without prior approval.
- [Reversion Application](#) - if there is an Initial Notice Cancellation in place by a previous Building Control authority.

1 Location of site to which the building work relates			
Address (Including postcode)		Notes: Please provide an accurately site location address, as registered with national databases - Royal Mail and National Address Gazetteer .	
2 Applicant The person submitting this application.		3 Client If different from Applicant, such as property owner.	
Name		Name	
Address (Including postcode)		Address (Including postcode)	
Phone		Phone	
Email		Email	
4 Principal/sole contractor		5 Principal/sole designer	
Name		Name	
Address (Including postcode)		Address (Including postcode)	
Phone		Phone	
Email		Email	
6 Proposed works			
Provide a brief description of the proposed work:		Notes: What and where - for example, 'Single storey rear extension', 'internal alterations', 'garage conversion' etc.	
Other additional information:		Notes: Intended use for example 'to create dining room', 'self-contained annexe' etc.	
7 ONLY For New Build Dwelling(s)			
Please specify the number of units required under the planning permission for the following:			
	Part M4(2) Accessible and Adaptable Dwellings		
	Part M4 (3) Wheelchair User Dwellings		

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8 Estimated cost of the building work - Tick (✓) the relevant box.

- | | |
|---|---|
| ☐ £0 – £5,000 | ☐ £5,001 – £25,000 |
| ☐ £25,001 – £50,000 | ☐ £50,001 – £100,000 |
| ☐ £100,001 and above | |

Notes: Reasonable amount as charged by a person in business to carry out such work. No reduction is permitted for DIY work. Please exclude VAT, land acquisition costs, and fees paid to architects, engineers or surveyors.

9 Checklist - Tick (✓) the relevant box(es) to indicate which document(s) you are attaching.

- | | |
|--|--|
| ☐ Site location and block plan (required for an extension). | Notes: The checklist items will help us process/validate your application. If required, we may ask for further information. |
| ☐ Existing & proposed floor plans with measurements. | |
| ☐ Structural calculations (required for structural work). | |
| ☐ Supporting information for new dwelling(s). | |

10 Competent Person Schemes

Tick (✓) this box ☐ if any of your work was covered by [Competent Person Schemes](#) – and specify below.

11 Payment - Payment will be requested once all relevant information has been received. To avoid delays, please ensure payment is made within 28 calendar days of the requested date. Payee name must include FIRST NAME & SURNAME.

Payee Name

Method of payment

Tick (✓) the relevant box.

- | | |
|--|--|
| ☐ Pay securely by phone. Payee phone number: | <input type="text"/> |
| ☐ Request a Payment Link to an payee email address which is registered with Milton Keynes City Council - My Account . | |
| Payee login email address: | <input type="text"/> |
| ☐ Other method: | Call 01908 252721 to discuss further or specify in your email. |

12 Declaration

This application for **Building Notice** in relation to the building work etc., as described above. It is submitted in accordance with [Regulation 12\(2\)\(a\)](#) and is accompanied by the appropriate charge.

IMPORTANT - If the application is submitted by someone acting on behalf of the property owner, a signed statement from the owner must be provided. This can be an email, scanned document, or photo of a written statement confirming: 1) their consent for the application to be submitted, and 2) that the information provided is accurate. **Applications will not be processed without this confirmation.**

I apply for Building Notice as described on this form and as detailed on any supplementary documents, and my electronic signature is legally equivalent to my handwritten signature.

Full name of applicant:

Signature of applicant:

Date:

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The use of a building notice to inform the local authority of building work etc., is restricted to certain building types. Additional information will also be required to accompany your building notice depending upon the work proposed. Further information can be found in the attached [notes and checklist](#). This form cannot be used for building control approval applications for higher-risk building work or stage of higher-risk building work or for work to existing higher-risk buildings. Applications for building work to higher-risk buildings can be made [here](#).

Instructions:

- We recommend you download and fill out the form in [Acrobat Reader](#).
- Complete all fields, and save the form on your device, and [email us](#) all necessary documents.
- If using a web browser to fill out the form, complete all fields, Save the form on your device, and [email us](#) all necessary documents.
- To open embedded links and avoid losing changes, hold down Ctrl+Shift (MacOS is command ⌘) and click on link to open in new tab.