

## MKCC Building Control

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

E-Mail: [building.control@milton-keynes.gov.uk](mailto:building.control@milton-keynes.gov.uk)

Telephone: 01908 252721

Website: [www.buildingcontrolmk.com](http://www.buildingcontrolmk.com)

### Building Regulations Application for Building Control Approval with Full Plans (England)

The Building Act 1984, The Building Safety Act 2022, The Building Regulations 2010,  
The Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023.

**IMPORTANT:** Building Regulation Approval Application with full plans cannot be submitted for the following:

- Works [commenced](#)/completed without prior Building Control approval – Please submit [Regularisation Application](#).
- Initial Notice cancelled by your previous Building Control authority – Please submit [Reversion Application](#).

<b>1 Location of site to which the building work relates</b>			
<b>Address</b> (Including postcode)		<b>Notes:</b> Please provide an accurately site location address, as registered with national databases - <a href="#">Royal Mail</a> and <a href="#">National Address Gazetteer</a> .	
<b>2 Applicant</b> The person submitting this application.		<b>3 Client</b> If different from Applicant, such as property owner.	
<b>Name</b>		<b>Name</b>	
<b>Address</b> (Including postcode)		<b>Address</b> (Including postcode)	
<b>Phone</b>		<b>Phone</b>	
<b>Email</b>		<b>Email</b>	
<b>4 Principal/sole contractor</b>		<b>5 Principal/sole designer</b>	
<b>Name</b>		<b>Name</b>	
<b>Address</b> (Including postcode)		<b>Address</b> (Including postcode)	
<b>Phone</b>		<b>Phone</b>	
<b>Email</b>		<b>Email</b>	
<b>6 Regulatory Reform (Fire Safety) Order 2005 (as amended)</b> - Tick (✓) the relevant box. Is the building a building to which the <a href="#">Regulatory Reform (Fire Safety) Order 2005</a> applies or will apply after completion of the building work? YES <input type="checkbox"/> NO <input type="checkbox"/>			
<b>7 Existing buildings</b> (append additional information where necessary)			
(i) Please provide a description of the existing building. <div></div>			
(ii) Details of the current use of the building, including the current use of each storey. <div></div>			
(iii)	<div></div> <b>Metres</b>	The height of the existing building in accordance with <a href="#">Regulation 5 of the Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023</a> .	
(iv)	<div></div> <b>Storeys</b>	Number of storeys in the building as determined in accordance with <a href="#">Regulation 6 of the Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023</a> .	
Other additional information. <div></div>			

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### 8 Proposed works (append additional information where necessary)

- (i) Provide a brief description of the proposed work. **Notes:** What and where - for example, 'Single storey rear extension', 'internal alterations', 'garage conversion' etc.

- (ii) Details of the intended use of the building, including the intended use of each storey.

- (ii)  **Metres** The height of the existing building in accordance with [Regulation 5 of the Higher-Risk Buildings \(Descriptions and Supplementary Provisions\) Regulations 2023](#).

- (iii)  **Storeys** Number of storeys in the building after the proposed work as determined in accordance with [Regulation 6 of the Higher-Risk Buildings \(Descriptions and Supplementary Provisions\) Regulations 2023](#).

- (iv) The provision to be made for the drainage of the building.

- (v) Where paragraph [H4 of Schedule 1](#) imposes a requirement, the precautions to be taken in the building over a drain, sewer or disposal main to comply with the requirements of that paragraph.

- (vi) The steps to be taken to comply with any local enactment that applies.

Other additional information:

### 9 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

### 10 Commencement (append additional information where necessary)

- Commencement Date** State the date when it is proposed the work will reach the point when it is to be regarded as commenced in accordance with [Regulation 46A](#) (lapse of building control approval, commencement of work); **OR**

Where the work does not consist of work to which [paragraph \(2\) or \(3\) of Regulation 46A](#) applies, state the details of the work which the client considers amounts to 15% of the proposed work.

### 13 Requirements

Please tick this box ☐ if you DO NOT consent to the application for building control approval with full plans being granted with requirements in accordance with [Regulation 14\(a\)](#).

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

- |   |   |
|---|---|
| <input type="checkbox"/> £0 – £5,000        | <input type="checkbox"/> £5,001 – £25,000   |
| <input type="checkbox"/> £25,001 – £50,000  | <input type="checkbox"/> £50,001 – £100,000 |
| <input type="checkbox"/> £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.

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

- |  |  |
|--|--|
| <input type="checkbox"/> <a href="#">Site location and block plan</a> (required for an extension).   | <b>Note:</b> Applications must include all essential information to enable fee calculation and accurate plan checking. Where information is missing and cannot reasonably be deferred through a condition, this may result in additional work leading to further fees. |
| <input type="checkbox"/> Existing & proposed floor plans, elevations, and sections with measurements.  |  |
| <input type="checkbox"/> Specifications.   |  |
| <input type="checkbox"/> Structural calculations (required for structural work).   |  |
| <input type="checkbox"/> Fire strategy/drawings where the <a href="#">Regulatory Reform (Fire Safety) Order 2005</a> .                           |  |
| <input type="checkbox"/> <a href="#">Build Over Agreement</a> (if building over or near a public sewer).   |  |
| <input type="checkbox"/> For new dwelling(s) including flats: Full design thermal calculations, Overheating calculations, and Connectivity plan. |  |

### 13 Competent Person Schemes

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

### 14 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.

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

### 15 Declaration

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

**IMPORTANT - [Regulation 14\(2\)\(b\)](#):** 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 Control Approval with Full Plans** 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 application for building control approval with full plans to inform the Local Authority of building work etc., is restricted to certain building types. Additional information will also be required to accompany your application for building control approval with full plans, depending upon the work proposed. Further information can be found in the [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.