

# 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)



Milton Keynes  
City Council



## **Building Regularisation Certificate Application Form (England)**

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

**IMPORTANT:** [Regularisation Certificate](#) is applicable in accordance with [Regulation 18](#) for retrospective approval of Unauthorised Work from a Local Authority Building Control Body. This form cannot be used for [higher-risk building work, stage of higher-risk building work or for work to existing higher-risk buildings](#).

<b>1 Location of site to which the building work relates</b>	
<b>Address</b> (Including postcode)	<b>Notes:</b> Please provide an accurate 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>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>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>5 Principal/sole designer</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/previous buildings</b> (append additional information where necessary)	
(i) Please provide a description of the existing building.	
<input type="text"/>	
(ii) Details of the current use of the building, including the current use of each storey.	
<input type="text"/>	
(iii) <input type="text"/> <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) <input type="text"/> <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.	
<input type="text"/>	

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

(i) Provide a brief description of the 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 on which the work reached the stage where it is considered to have commenced, in accordance with [Regulation 46A](#) (regarding lapse of building control approval due to non-commencement).

Tick (✓) the relevant box.

Completed. If so, please state Date:

Ongoing. If so, please provide details of stages completed to date:

## 11 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.

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

**Site location and block plan (required for an extension).**  
 Existing & proposed floor plans, elevations, and sections with measurements.  
 Specifications.  
 Structural calculations (required for structural work).  
 Fire strategy/drawings where the [Regulatory Reform \(Fire Safety\) Order 2005](#).  
 [Build Over Agreement](#) (if building over or near a public sewer).  
 For new dwelling(s) including flats: Full design thermal calculations, Overheating calculations, and Connectivity plan.

**Note:** 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.

## 13 Competent Person Schemes

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

## 14 Payment

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	<p>Tick (✓) the relevant box.</p> <p><input type="checkbox"/> Pay securely by phone. Payee phone number: <input type="text"/></p> <p><input type="checkbox"/> Request a Payment Link to an payee email address which is registered with <a href="#">Milton Keynes City Council - My Account</a>. Payee login email address: <input type="text"/></p> <p><input type="checkbox"/> Other method: Call 01908 252721 to discuss further or specify in your email.</p>	

## 15 Justification

Please outline which aspects of the work currently comply with Building Regulations, which do not, and detail the actions taken or planned to achieve full compliance.

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## 16 Declaration

This application is made in relation to the building work etc., as described above. It is submitted in accordance with [Regulation 18](#) and is accompanied by the appropriate charge.

I, the property/land owner, hereby apply for regularisation of the works described in this form and any supporting documents. I acknowledge that my electronic signature is legally equivalent to my handwritten signature.

Full name of applicant:		Date:	
Signature of applicant:			

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## 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.

## Notes

<b>1</b>	<b>Making an application</b> Your application should include: <ul style="list-style-type: none"><li>• Plans showing the building before and after the work.</li><li>• Any additional drawings, specifications, or calculations needed to demonstrate compliance with the relevant Building Regulations.</li></ul>
<b>2</b>	Work completed before 11 November 1985 is not eligible for Regularisation.
<b>3</b>	<b>Charges</b> The correct charge applicable to this work will be determined on receipt of this form and the supporting information.  VAT is not incurred for Regularisation applications.
<b>4</b>	<b>Validation</b> Once payment and all supporting information relevant to your project are received, your application will become valid. A Registered Building Inspector will review your application and contact you to: <ul style="list-style-type: none"><li>• Submit further information is required, or</li><li>• Schedule an inspection.</li></ul>
<b>5</b>	<b>Inspection</b> Inspections are scheduled based on project requirements and current workload. There is <b>no set timeframe</b> , but we aim to progress all applications as efficiently as possible.
<b>6</b>	<b>Uncovering Work and Compliance Checks</b> If the application relates to work that has been covered, it may be necessary to expose certain areas of the building to allow Registered Building Inspector to assess compliance with the Building Regulations.  It is the owner's responsibility to arrange and carry out any opening-up work requested by Registered Building Inspector. If any part of the work does not meet the required standards, the owner must ensure that appropriate remedial action is taken.  If you fail to comply with inspection or corrective work requests, and the building work does not meet the required standards, the Local Authority has statutory powers to enforce compliance.
<b>7</b>	<b>Town and Country Planning</b> 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 <a href="#">Planning Enquiries</a> contact information on 01908 252358.
<b>8</b>	<b>Data Protection Act and the General Data Protection Regulation (GDPR)</b> 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 on our <a href="#">website</a> .
<b>9</b>	The above information is simplified general guidance notes if you would like any further or more detailed information, please Building Control general enquiries 01908 252721.