

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

IMPORTANT: This application CANNOT be submitted for: Any building work to which the [Regulatory Reform \(Fire Safety\) Order 2005](#) applies (includes **commercial buildings or developments** and **communal areas of flats**); Work near or over a public sewer; New buildings that front onto a private street; or Works that are **exempt** from the Building Regulations. If your project falls into any of these categories, please submit one of the following: if work not **commenced**, a [Building Regulations Approval Application with Full Plans](#); if work has already **commenced**/completed without prior approval, a [Regularisation application](#); if an Initial Notice Cancellation in place by a previous Building Control body, a [Reversion Application](#).

1 Location of site to which the building work relates			
Address (Including postcode)		Notes: Please provide the exact site address as registered with Royal Mail and National Address Gazetteer . Tip: You may also include a What3Words location to help us match the site accurately on the map.	
2 Applicant – The person submitting this application (e.g., land/property owner or on behalf of the Q3 Client)		3 Client - If different from Applicant, (e.g., land/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: <input type="text"/>		Notes: What and where - for example, 'Single storey rear extension', 'internal alterations', 'garage conversion' etc.	
Other additional information: <input type="text"/>		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:			
<input type="text"/>	Part M4(2) Accessible and Adaptable Dwellings		
<input type="text"/>	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. We use Windows systems and cannot open Mac-only file types. Please submit files in PDF, JPG or PNG format.

- [Site location and block plan](#) (required for an extension).
 Existing & proposed floor plans with measurements.
 Structural calculations (required for structural work).
 Supporting information for new dwelling(s).

Notes: The checklist items will help us process/validate your application. If required, we may ask for further information.

10 Competent Person Schemes - It is assumed that any controllable work (i.e., gas, electrical, window, roof, insulation etc.) will be certified by a [Registered Competent Person](#). Please check this with your installer.

If your installer is not registered and you need us to apply supplementary charges, please tick (✓) and provide details below.

11 Payment – Payment will be requested when all required information has been received.

Please note: The application **fee must be paid within 28 calendar days** of the request date.

First name & Surname:

Phone:

Email:

Payment method – please tick below

Phone

Online – the email address you provide must be registered with [Milton Keynes City Council](#).

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:

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](#).

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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.