

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

Regularisation Application Form (England)

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

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](#).

- 1 Applicant – (The Owner – Mandatory)** – Under [Regulation 18](#) of the Building Regulations 2010, an application for a Regularisation Certificate must be made by ‘the owner’ (Applicant) of the building.

Full name	
Address (Including postcode)	
Phone	
Email	

- 2 Location of site to which the building work relates.**

Full Address (Including postcode)	<i>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.</i>
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- 3 Dutyholder(s) – Where building work is incomplete, or where remedial works are required to achieve compliance, the dutyholder requirements under [Part 2A of the Building Regulations 2010](#) will apply. Please provide details of the appointed Client, Principal Designer and Principal Contractor, or explain why these details have not been provided. Without this information, validation of your application may be delayed, and further information may be requested.**

Client - Person(s) or organisation the work is being carried out for.

Full name	
Address (Including postcode)	
Phone	
Email	

<u>Principal/sole contractor</u>		<u>Principal/sole designer</u>	
Full name		Full name	
Address (Including postcode)		Address (Including postcode)	
Phone		Phone	
Email		Email	

- 4 Regulatory Reform (Fire Safety) Order 2005 (as amended) - Tick (✓) the relevant box.**

Is the building a building to which the [Regulatory Reform \(Fire Safety\) Order 2005](#) applies or will apply after completion of the building work? YES ☐ NO ☐

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5 Existing/previous building before works started (append additional information where necessary).

- (i) Please provide a description of the existing/previous building (before work started).

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

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

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

Additional information.

6 Proposed works (append additional information where necessary).

- (i) Provide a brief description of the proposed work (**Mandatory**)

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.

- (vii) Other additional information:

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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.

8 Date work commenced/completed (if known).

State the date on which the unauthorised building work commenced.

Commencement Date:

Completion Date (if relevant):

9 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.

10 Checklist - Tick (✓) the relevant box(es) to indicate which document(s) you are attaching. We use Windows systems and cannot access Mac file types. Please submit files in PDF, JPG or PNG format.

- ☐ [Site location and block plan](#) (required for extensions & new buildings).
☐ Existing & proposed floor plans, elevations, and sections with measurements.
☐ Specifications/details (if required).
☐ 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.

11 Gas/Electrical installation works - It is assumed that any Gas/Electrical installation work is or will be certified and registered by an approved self-certification scheme (such as [Competent person scheme](#)). Check with your installer.

If such works are not being registered, please tick (✓) ☐ and provide details below.

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12 Payment – Please provide payee(s) details. The quickest way to pay is by Phone or Payment Link. For other options, please contact us. For MKCC ITOs, please complete the For Internal Use Only section below.

Full name:
Phone:
Email:

Payment method – please tick below

☐ Phone

☐ **Payment Link** – The link will only work with a valid [Milton Keynes City Council](#) login email. Please provide your valid Milton Keynes City Council login email below, if different from that entered.

Email:

For Internal Use Only

☐ **MKCC ITO:** Please provide a valid MKCC Project code (e.g., 50CPX#####):

13 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.

14 Declaration (Mandatory).

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

I, **'the 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: This must be the full name of 'the owner' completing/signing this form.		Under Regulation 18 of the Building Regulations 2010, an application for a Regularisation Certificate must be made by 'the owner' (Applicant) of the building.
Signature of applicant: This must be the signature of 'the owner' completing/signing this form.		
Date:		

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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	
1	Making an application The application can only be submitted by 'the Owner' (Applicant) and should include: • Plans showing the building before and after the work. • Any additional drawings, specifications, or calculations needed to demonstrate compliance with the relevant Building Regulations. Work completed before 11 November 1985 is not eligible for Regularisation.
2	Charges 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.
3	Validation 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: • Submit further information is required, or • Schedule an inspection.
4	Inspection Inspections are scheduled based on project requirements and current workload. There is no set timeframe , but we aim to progress all applications as efficiently as possible.
5	Uncovering Work and Compliance Checks 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.
6	Town and Country Planning 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 Planning Enquiries contact information on 01908 252358.
7	Data Protection Act and the General Data Protection Regulation (GDPR) 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 website .
8	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.