

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**); building over or near a public sewer (within 3 metres); 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 Applicant – The person completing/signing this form (Mandatory).			
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>	
3 Dutyholder(s) – Mandatory information. Please see Understanding Dutyholder Responsibilities . Please provide correct appointed Dutyholder(s) on submission or explain why these details have not been provided. Without this information your application may be delayed, deemed invalid or require resubmission. If you have more than one contractor/designer to add, please complete Notification of change of dutyholder (England) form .			
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	

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4 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.

5 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

6 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.

7 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 with measurements.
☐ Structural calculations (required for structural work).
☐ Specifications/details (if required).
☐ Supporting information for new dwelling(s).

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

8 Gas/Electrical Installation works - It is assumed that any Gas/Electrical installation work 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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9 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#####):

10 Declaration (Mandatory).

This application for **Building Notice** is in relation to the building work 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: Person(s) completing/signing this form.		If the application is submitted by someone acting on behalf of the Person(s) or organisation the work is being carried out for, a signed statement from them must be provided.
Signature of applicant: Person(s) completing/signing this form.		
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](#).

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.