

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

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

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

- If your building work has already [commenced](#) – Please submit [Regularisation Application](#).
- If your Initial Notice was cancelled by your previous Building Control authority – Please submit [Reversion Application](#).
- **Please complete all fields or justify your reasons for not completing the information when submitting this 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>
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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	

Principal/sole contractor		Principal/sole designer	
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 buildings (append additional information where necessary).

- (i) Please provide a description of the existing building.

- (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:

- | | |
|----------------------|---|
| <input type="text"/> | Part M4(2) Accessible and Adaptable Dwellings |
| <input type="text"/> | Part M4 (3) Wheelchair User Dwellings |

8 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.

9 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\(a\)](#).

10 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.

11 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.
- ☐ 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.

12 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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13 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.

Plan fee

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 above.

Email:

Inspection fee – tick (✓) ☐ if same as Plan fee or provide detail 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 above.

Email:

For Internal Use Only

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

14 Declaration (Mandatory).

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 'Person(s) or organisation the work is being carried out for' 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:

Person(s) completing/signing this form.

Signature of applicant:

Person(s) completing/signing this form.

Date:

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.

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](#).

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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.