Building Control Services (Approved Inspectors) Ltd
Moulsham Mill
Parkway
Chelmsford
Essex CM2 7PX

Tel. 01245 895466

Terms & Conditions & Service Level Agreements

Building Control Services
General Terms & Conditions

Part 1 General Terms

1 By signing the Project Information Sheet the Client agrees that:

(1) BCS (Approved Inspectors) Ltd will as a Registered Building Control Approver ('Building Control Approver') act as agent for the Client only for the purposes of signing the Initial Notice.

(2) The Building Control Approver will provide the services in the Schedule of Services as detailed below.

(3) The Client appoints the Building Control Approver and the Building Control Approver accepts the appointment for the project.

(4) The Client shall pay the Building Control Approver the agreed fee within 14 days of the date stated on the relevant invoice(s) unless an alternative agreement is made and confirmed in writing by the Directors prior to service of the Initial Notice.

(5) The Building Control Approver will maintain an insurance scheme approved by the Department for Communities and Local Government in accordance with the Building Act 1984.

(6) Written communication by the Building Control Approver will be via electronic communication.

(7) The liability of the Building Control Approver shall be limited pursuant to Part 2 below.

(8) The total aggregated limit of the Building Control Approver to the Client referred to in clause 11 below is the sum of

[NOTE – This is not the fee for our services]

2 Schedule of Services

(1) BCS (Approved Inspectors) Ltd shall at all times operate within the *Building Inspector Competence Framework (BICoF)* produced by the *Building Safety Regulator*.

(2) BCS (Approved Inspectors) Ltd shall be responsible for:

(a) Serving the Initial Notice on the Local Authority.

(b) Reviewing plans and information submitted as part of a building regulation application for compliance with the current relevant Building Regulations requirements.

(c) Advising the Client or Client's agent of any additional information required to assess the plans for compliance with the Building Regulations

(d) Under Regulation 9 of the Building (Registered Building Control Approvers etc.) (England) Regulations 2024, we will consult with the relevant Fire and Rescue Authority (where necessary).

(e) Under Regulation 10 of the Building (Registered Building Control Approvers etc.) (England) Regulations 2024, we will consult with the relevant Water Authority (where necessary).

(f) Maintaining records of plan appraisals, emails and project information where guidance other than guidance within the Approved Documents is interpreted to consider building regulation approval. Providing a copy throughout the project for the Client, designer, design team or other stakeholder if requested, of relevant information.

(g) Undertaking site inspections in accordance with the inspection regime of work in progress and at completion to ensure that as far as reasonably possible the works satisfy the Requirements of the Building Regulations.

(h) Issuing the Final Certificate to the Local Authority and copying to the Client (and fire authority when applicable).

3 Compliance with Building Regulations

(1) The Client and not the Building Control Approver shall be responsible for the project's compliance with the Building Regulations.

(2) The services do not include

(a) confirming whether the Building Regulations have been complied with, or

(b) advising the Client and or managing the project to ensure that compliance with the Building Regulations is achieved.

(3) The Building Control Approver shall take steps as are reasonable to enable it to determine that a Final Certificate can be issued; if the Building Control Approver makes such determination, it shall issue a Final Certificate.

(4) A Final Certificate is issued based upon the information provided and the carrying out of the services and is not a representation that every aspect of the project complies with the Building Regulations.

(5) The Building Control Approver shall not be responsible or liable for any delay in issuing the Final Certificate and shall not be responsible for

(a) any additional fees that are payable to the local authority, and or

(b) any other costs

as a result of the Building Control Approver being unable to issue a Final Certificate at any time.

(6) The Client shall not, and shall ensure that a third party shall not,

(a) take possession of the works forming part of the project, and or

(b) issue any certificate of completion or other similar formal documentation in respect of the works forming part of the project unless a Final Certificate has been issued.

4 Fees

(1) All fees will be invoiced in accordance with the quotation document issued.

(2) An invoice for the full amount detailed in the quotation document will be issued either upon

(a) completion of the Plan Vet, or

(b) receipt of notification that works are to start on site (Start of Works form); or

(c) commencement of works on site, or

(d) expiry of 90 days beginning on the day the Initial Notice is served on the Local Authority

whichever occurs first (unless a prior written agreement has been made).

(3) All fees stated on the quotation document are exclusive of VAT unless otherwise indicated. VAT will be charged at the relevant rate (currently 20%).

(4) All fees stated on the quotation document are based on all work elements of the project being carried out concurrently (unphased) and works starting on site within 6 months from the date the Project information Agreement is signed; the Building Control Approver reserves the right to re-evaluate and increase the fee to the current rate where works are not being carried out concurrently or have not started within 6 months from the date the Project information Agreement is signed.

(5) All fees mentioned within this agreement are exclusive of VAT and any VAT chargeable is to be payable by the Client or other invoice payer in addition to and at the same time as any fees unless expressly stated to the contrary.

(6) Invoices must be paid and settled in full within 14 days from the date of invoice.

(7) Other fees payable to the Building Control Approver must be paid and settled in full within 14 days of from the date of the notification electronic mail.

(8) Should a Project Information Sheet be completed by a person/organisation that is different to the person who is to be invoiced and pay fees, BCS (AI) Ltd will issue a contract document to that person as instructed. BCS (AI) Ltd reserves the right to pursue the person/organisation for the value of works carried out, should such contract document not be returned or subsequent payment made.

(9) BCS (AI) Ltd reserves the right to terminate the contract unless all fees including any additional fees have been paid in accordance with these provisions or any other arranged written agreements.

(10) Fees are exclusive of specific additional administration fees.

5 Additional Fees

(1) Where an additional fee below is payable to the Building Control Approver

(a) the Building Control Approver shall confirm to the Client, Agent or other invoice payer via electronic mail such additional fee(s) payable

(b) the sum must be paid pursuant to clause 4(7) above; and

(c) any sum specified in this clause, 5, shall be exclusive of VAT and any VAT chargeable is to be payable by the Client or other invoice payer in addition to and at the same time as any fees unless expressly stated to the contrary.

(2) Amendment Notice

(a) Where an Initial Notice that has been served is required to be amended, a sum of one hundred and twenty five pounds (£125) is payable to the Building Control Approver.

(b) If the Building Control Approver is of the opinion that an amendment notice is necessary as a result of a clerical error made by the Building Control Approver, the amendment notice fee shall not be payable.

(3) Initial Notice extension of time request

(a) Where an Initial Notice extension of time request is required to be submitted to the relevant Local Authority, a sum of seventy five pounds (£75) is payable to the Building Control Approver.

(b) The Client may opt to not have an extension of time request submitted by the Building Control Approver expressed by way of unequivocal written communication to the Building Control Approver, however the Building Control Approver will be compelled to cancel the initial notice and terminate this agreement upon the expiry of the statutory time period unless the Client makes a further written request to the Building Control Approver for an extension of time to be submitted prior to cancellation.

(c) Particular project types and or the circumstances of the project at the time a request is sought might preclude the Building Control Approver from submitting a request to the relevant Local Authority. The Building Control Approver may refuse to submit an Initial Notice extension of time request where it believes at its sole discretion that it is so precluded or otherwise unable to submit such request.

(d) It is understood that an extension of time is legally intended solely to grant a short and temporary extension to allow for the completion of any remaining items necessary for the final completion of the project; it may not be used to hold a project open long-term or indefinitely.

(e) Except in exceptional circumstances at The Building Control Approver's sole discretion, any Initial Notice extension of time request shall be limited to a total aggregated maximum period of 12 months beginning on the date of

(i) the final site inspection; or

(ii) the relevant event triggering a statutory expiration period under Regulation 19 of The Building (Registered Building Control Approvers etc.) (England) Regulations 2024

whichever occurs first.

(f) The Building Control Approver does not make the decision to grant or refuse any extension of time requests once submitted to the relevant Local Authority; BCS cannot and does not guarantee, warrant, or make any representation or stipulation as to a particular outcome of a submitted request to the relevant Local Authority.

(4) Additional Plan Check for revised scheme

(a) Where the Building Control Approver has undertaken a plan check and additional/revised plans are provided to the Building Control Approver for vetting, a fair and reasonable sum

(i) of at least one hundred and seventy five (£175) pounds and

(ii) not exceeding thirty percent (30%) of the total fee payable to the Building Control Approver is payable to the Building Control Approver.

(b) The sum shall take into account the nature and complexity of the revised scheme.

(5) Revised Fee

(a) The Fees are calculated on the basis that the Works shall Commence within six months of the Initial Notice being served on the Local Authority.

(b) Where the Works have not Commenced within six months of the Initial Notice being served, the Building Control Approver reserves the right to revise the Fees at its then-current rates and charge such additional sums as it reasonably considers necessary to reflect increases in costs, inflation,

changes in legislation or regulation, market conditions, or other circumstances affecting the provision of the Services.

(c) Any revised Fees shall be payable by the Client upon demand and shall form part of the Fees for the purposes of this Agreement.

(6) Replacement documents

(a) Replacement copies of archived documents issued by the Building Control Approver can be provided upon request; a sum of forty (£40) pounds is payable to the Building Control Approver for this service.

(b) Where a current valid Initial Notice is in place covering the works to which the document request relates, the fee shall not be payable to the Building Control Approver.

(7) Non-electronic documents/correspondence

(a) The Building Control Approver may communicate by paper letters or provide paper copies of electronic communication upon request; a sum of twenty five (£25) pounds per letter shall be payable to the Building Control Approver for this service to cover the additional administration costs.

(8) Additional admin work

(a) Where any required evidence, forms or other documentation is required to be submitted to the Building Control Approver and the Building Control Approver receives repeated incorrect or insufficient such documentation, a sum of seventy five pounds (£75) is payable to the Building Control Approver to cover the additional administration costs to process the excess documentation.

(9) Reinstatement

(a) Where a project is capable of being reinstated and such reinstatement is agreed at the sole discretion of the Building Control Approver, a minimum fee of three hundred and twenty five pounds (£325) shall be payable to the Building Control Approver in respect of the additional administrative costs incurred.

(b) Where a project is reinstated prior to completion of all works on site, an increased fee may be payable to reflect the additional costs incurred as a result of further inspections and other services undertaken by the Building Control Approver. Any such increased fee shall be calculated and notified to the Client prior to the service of a new Initial Notice.

(c) Nothing in this clause shall oblige the Building Control Approver to agree to resubmit an initial notice to reinstate a project.

(10) Third-Party Fees and Statutory Charges

(a) All Fees are exclusive of any fees, charges, levies, disbursements, contributions, costs or other sums payable to any local authority, government department, regulator, statutory body, utility provider or other third party in connection with the Services ("Third-Party Charges").

(b) The Client shall be responsible for all such Third-Party Charges arising in connection with the Services, whether such Third-Party Charges are in force at the date of this Agreement or are introduced, amended or increased subsequently.

(c) Where any Third-Party Charges are required to be paid by the Building Control Approver on behalf of the Client, the Building Control Approver shall be entitled to recover such amounts from the

Client and may invoice or otherwise notify the Client accordingly. The Client shall pay all such amounts within 14 days of the date of the invoice or notification.

(d) For the avoidance of doubt, if any legislation, regulation, governmental policy, statutory requirement, guidance or direction results in the introduction of any new fee, levy, charge or contribution payable in connection with the submission, processing, assessment or administration of an Initial Notice or any other aspect of the Services, such amount shall constitute a Third-Party Charge and shall be payable by the Client in addition to the Fees.

(e) The Building Control Approver reserves the right to increase its Fees where it reasonably considers that any change in legislation, regulation, governmental policy, statutory requirement, guidance or industry practice has resulted in an increase in the cost of providing the Services. Any such increase shall be proportionate to the additional cost incurred or expected to be incurred by the Building Control Approver and the Building Control Approver shall notify the Client of the increase as soon as reasonably practicable.

(11) Additional fees relating to site inspections

(a) Refer to clause 6 below

6 Site Inspections

(1) Site inspections are scheduled for an inspection of particular elements of the project as confirmed in the inspection regime document following appointment and or as confirmed by an inspector within a site report.

(2) The Client shall

(a) contact the Building Control Approver to book an inspection via an accepted booking method;

(b) ensure that the Building Control Approver has sufficient and safe access to undertake an inspection of such elements on the day the inspection has been scheduled; and

(c) ensure that the Client or a person authorized to act on the Client's behalf is present on site during the site inspection, unless the Building Control Approver has otherwise agreed in advance.

(3) If the Building Control Approver determines at its sole discretion that an inspection cannot be carried out due to

(a) an inspector being unable to gain safe access to the site or to any part of the site necessary for the undertaking of the inspection,

(b) the inspection is unnecessary or untimely, or

(c) any other reason that may be directly, indirectly, or consequentially attributed to any acts or omissions by the Client or any person acting for them that could foreseeably result in the Building Control Approver being unable to undertake such inspection,

the Building Control Approver is entitled to require the Client to pay to the Building Control Approver a sum equal to

(d) the cost of a single inspection at that location as valued at the time the inspection was unable to be carried out, but in any event shall be valued at not less than one hundred and fifty pounds (£150) exclusive of VAT,

(e) plus any additional costs or expenses incurred by the Building Control Approver in connection with being unable to undertake such inspection,

(f) plus VAT.

(4) Subclause (3)(b) above, includes but is not limited to inspections where

(a) the works have not sufficiently progressed or are otherwise not ready to be inspected;

(b) the works have been covered over;

(c) the works have already been inspected; or

(d) the site or works are in a condition or state otherwise than as expected.

(5) If the Building Control Approver chooses to exercise subclause (3) above, the Building Control Approver shall raise an additional invoice for the value to the Client or an otherwise agreed invoice payer payable pursuant and subject to ordinary invoice terms in this agreement.

(6) A site inspector is not required to wait for the Client or a person authorized to act on the Client's behalf if they are not present on site, unless the Building Control Approver has agreed otherwise for a particular inspection.

(7) Additional Site Inspections

(a) Where the Building Control Approver is requested to carry out a site inspection in addition to that which is specified within the Inspection Regime, the Building Control Approver may at its sole discretion require the Client to pay the Building Control Approver a sum of one hundred and fifty (£150) pounds exclusive of VAT to cover the additional site visit.

(b) Where the Building Control Approver is of the opinion that an additional site inspection is required or works are otherwise required to be reinspected as a result of a building regulations contravention or other defect or deficiency, the Building Control Approver may at its sole discretion require the Client to pay the Building Control Approver a sum of one hundred and eighty (£180) pounds exclusive of VAT to cover the additional site visit.

7 Information, documentation, and commissioning certificates

(1) The Client shall provide to the Building Control Approver any plans, drawings, calculations, photographs, videos, documentation, commissioning certificates, and or any other information or evidence ("supporting evidence") the Building Control Approver requires to carry out the statutory functions of a Registered Building Control Approver or its obligations under this agreement.

(2) Photographic and video evidence provided to the Registered Building Control Approver must be visibly marked with

(a) a date/time stamp; and

(b) a geo-tag

pursuant to rule 3.10 of the Operational Standards Rules (OSRs).

(3) The Registered Building Control Approver shall reject any such supporting evidence which does not comply with the requirements of the Operational Standards Rules or any building regulations requirement.

8 Termination

(1) Either the Client or the Building Control Approver may terminate this contract forthwith by written notice to the other party if the other party is in material breach of its obligations under this contract and has

failed to remedy the breach within 28 days of such written notice of the breach from the terminating party.

(2) The Building Control Approver may terminate this contract forthwith by written notice to the Client if:

(a) The Building Control Approver believes that it will not be able to issue a Final Certificate

(b) The Building Control Approver considers that there is a conflict between its obligations under this contract and the statutory functions of a Registered Building Control Approver;

(c) The Building Control Approver considers it necessary to cancel the initial notice under section 52(1) of the Building Act 1984.

(d) The Building Control Approver reasonably believes that it is impossible or impracticable to perform the Services as a result of any circumstances for which Building Control Approver is not responsible; and or

(e) The Building Control Approver is unable to maintain professional indemnity insurance and public liability insurance as required to enable it to act as a Registered Building Control Approver.

(3) Clauses (2)(a), (2)(c) and (2)(d), above, include but are not limited to:

(a) failure by the Client, property owner, contractor, or other agent of the Client to contact the Building Control Approver to schedule an inspection at the relevant time;

(b) failure by the Client, property owner, contractor, or other agent of the Client to halt further construction until the Building Control Approver has carried out any requested inspections at the relevant time;

(c) failure by the Client, property owner, contractor, or other agent of the Client to provide any plans, drawings, calculations, certificates, or other documentation or evidence that the Building Control Approver requires to enable the Building Control Approver to provide the Service;

(d) failure by Client, property owner, contractor, or other agent of the Client to contact the Building Control Approver when required or requested to do so;

(e) failure by Client, property owner, contractor, or other agent of the Client to keep in contact with the Building Control Approver every 30 days; or

(f) the Building Control Approver is unable to establish communication or contact with the Client, property owner, contractor, or other agent of the Client as necessary for the Building Control Approver to perform the Service.

9 Effect of Termination

(1) Following any notice of termination by either the Client or Building Control Approver, the Building Control Approver is entitled to cancel the initial notice by way of submitting a cancellation notice to the relevant local authority; whereupon the functions of the Building Control Approver will revert to the relevant local authority and the Building Control Approver will be discharged from all requirements to complete the Services or any other work agreed.

(2) If this contract is terminated, any monies paid to the Building Control Approver are non-refundable subject to the provisions in this clause (clause 9).

(3) If this contract is terminated, the Client must pay a termination fee to the Building Control Approver calculated and subject to the provisions in this clause (clause 9); this is a fair, reasonable and

proportionate sum to be paid to the Building Control Approver for the Services performed and any costs and or expenses incurred as a result of termination. The Building Control Approver carefully manages its number of clients, with resources allocated and consultants engaged based upon the requirements of each project; this sum covers such costs and expenses and compensates the Building Control Approver for the risk that allocated resources cannot be redistributed without loss and or that other projects cannot be taken on instead.

(4) The termination fee is based upon how early the contract is terminated (Number of Days Before Termination) and whether the Building Control Approver has commenced performance of parts of the service and is a percentage of the total fee to be paid by the Client to the Building Control Approver.

(5) The Number of Days Before Termination means the number of days falling within the time period beginning on the day the Initial Notice is served and ending on the day the contract is terminated and includes the beginning and ending days.

The termination fee shall be calculated pursuant to the following tables as a percentage of the total fee payable to the Building Control Approver:

(a)

Event	Percentage of fee
After Initial Notice is served and prior to Plan Check	50%
After Initial Notice is served and upon Plan Check commenced	See table (b) below
Upon first site inspection	100%

(b)

Number of Days Before Termination (After Initial Notice is served and upon Plan Check commenced) (Beginning on the day the Initial Notice is served)	Percentage of fee
0-89 days	60%
90-120 Days	80%
121-364 days	85%
1 Year or more	100%

(6) The Building Control Approver will only issue a refund to the Client prior to the Building Control Approver undertaking the first site inspection and the Number of Days Before Termination is less than 365; If any fees, including termination fees, are payable, the Building Control Approver shall deduct and retain such fees from the total sum already paid to the Approved Inspector prior to issuing a refund.

(7) If the total value of costs or expenses incurred by the Building Control Approver as a result of termination exceeds the value of any monies paid by the Client to the Building Control Approver after payment of all fees, including any termination fees, the client shall pay the Building Control Approver a sum that taken together with any monies already paid affords the Building Control Approver a fair, reasonable and proportionate payment for the Services performed and any costs or expenses incurred as a result of termination.

Part 2 Limitation of Liability

10 Murphy v Brentwood District Council

(1) The liability of the Building Control Approver shall be limited to that of Local Authority Building Control held in *Murphy v Brentwood District Council* [1991] 1 AC 398.

11 Financial Cap

(1) Notwithstanding anything to the contrary in these provisions, the liability of the Building Control Approver under or in connection with this Agreement whether in contract or in tort, in negligence, for breach of statutory duty or otherwise (other than in respect of personal injury or death) shall not exceed in aggregate the sum specified in clause 1(8) above.

(2) If no amount is inserted in clause 1(8) above, the liability of the Building Control Approver shall not exceed in aggregate the lesser of

(a) a multiple of ten times the total of the fees payable to the Building Control Approver by the Client; or

(b) the amount of professional indemnity insurance required by virtue of clause 1(5) above.

12 Net Contribution

(1) Further and notwithstanding anything to the contrary contained in this Agreement and without prejudice to any provision herein whereby liability is excluded or limited to a lesser amount, the liability of the Building Control Approver, if any, for any loss or damage ("the loss or damage") in respect of any claim or claims shall not exceed such sum as it would be just and equitable for the Building Control Approver to pay having regard to the extent of the Building Control Approver's responsibility for the loss or damage and on the assumptions that:

(a) all other consultants and advisers, contractors and sub-contractors involved in the project shall have provided contractual undertakings to the Client on terms no less onerous than those set out in this Agreement in respect of the carrying out of their obligations in connection with the project; and

(b) there are no exclusions of or limitations of liability nor joint insurance or coinsurance provisions between the Client and any other party to the project and that any such other party who is responsible to any extent for the loss or damage is contractually liable to the Client for the loss or damage; and

(c) all the parties referred to in (a) above, have paid to the Client such proportion of the loss or damage which it would be just and equitable for them to pay having regard to the extent of their responsibility for the loss or damage.

13 Adequacy of work by contractors or subcontractors

(1) The Building Control Approver shall not be responsible for the supervision of any contractor or subcontractor, nor shall the Building Control Approver have any liability for ensuring the performance or adequate standard of workmanship of any contractor or subcontractor.

14 Liability of individual directors, members and contractors

(1) The Client shall if it considers that there has been any breach of this Agreement only seek redress from the Building Control Approver and not from any individual directors or members of the Building Control Approver or individuals engaged by the Building Control Approver;

(2) the Client agrees not to pursue any claims in contract, tort, negligence, for breach of statutory duty or otherwise against such individuals resulting from performance of any obligations under or in connection with this Agreement.

(3) The Client acknowledges that such individuals referred to in (1) above are entitled to enforce this provision of the Agreement pursuant to the Contact (Rights of Third Parties) Act 1999.

15 Non-exclusion of liability for Personal Injury or Death

(1) Nothing in this Agreement shall attempt to exclude liability for personal injury or death as a result of negligence;

(2) nor shall any provision be construed to attempt to exclude the same.

16 Severability

(1) In case any provision of this Agreement shall be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall, to the extent permitted by law, not in any way be affected or impaired thereby.

17 Governing law

(1) This contract is subject to the law of England and Wales and the Client and the Building Control Approver submit to the exclusive jurisdiction of the courts of England and Wales.

18 General limitations

(1) The Building Control Approver does not accept any contractual obligations or duties, and shall not be liable for any contractual liabilities arising from any contractual obligations or duties, that are greater, longer lasting or more onerous than those which are contained in the ACAI/CIC approved 'CONTRACT FOR THE APPOINTMENT OF AN APPROVED INSPECTOR'.

Part 3 Level of Service

BCS (Approved Inspectors) Ltd will complete the following on all projects:

19 Pre-submission checking

(1) We can discuss and provide our opinion on aspects of your proposal prior to a formal application. Opinions and interpretations are those of BCS (Approved Inspectors) Ltd only, based on the information provided at the time. We reserve the right to alter our opinions or give a different opinion should a non-compliance with the building regulations be identified at any stage prior to completion of a project.

20 Plan check

(1) The submission of application/project information or the plan check process will assess compliance with the Building Regulations and we may also offer advice/recommendations in connection with related legislation, to help meet with building regulation compliance. Projects will be checked in house however where necessary and to assist in the plan checking process, we may choose to use the following specialist consultants or professionals:

(a) Structural engineering
(b) Fire safety advice and fire engineering
(c) Accessibility for disabled people and Inclusive Design
(d) Sustainable design and development
(e) Energy conservation

(2) If we believe that the services or submission of information is required from a specialist or professional as part of an application to demonstrate compliance with a building regulation requirement, we will advise you. For example, a structural engineer design package and calculations; or a fire engineered solution.

21 Building Regulations Approval/Plans Certification

(1) It is always wise to ensure that any plans are checked for conformity with the regulations. This Approval can be conditional or in agreed stages. All but the most straightforward work will require an application supported by design information to be approved subject to some conditions.

(2) If requested BCS (Approved Inspectors) Ltd can issue a Plans Certificate for a project to the Local Authority (and Fire Authority if relevant). Any variations found on site or due to further design variations, will result in the revocation of such Plans Certificate.

22 Site inspections

(1) Periodic inspections appropriate to the type of project and based on a risk assessment approach, will be carried out by BCS (Approved Inspectors) Ltd in accordance with the inspection regime. There are no statutorily prescribed inspection stages, as such BCS (Approved Inspectors) Ltd will not in the normal course of the project's progression notify you when an inspection is required. It is the client's ultimate responsibility to comply with the building regulations and therefore, the client or their delegated person should notify us in advance of when a site inspection is required.

(2) An inspection plan or regime can be discussed based on project duration, type and risk. Should additional inspections be requested, this should be discussed and agreed (and could incur additional fee charges).

(3) Site inspection requests are to be made only via our website site inspection booking form or by the office telephone numbers, 01245 895466.

(4) All inspections are recorded within a site report; a link to the site report will be emailed to the client or their representative within 3 working days of site inspection having been carried out.

(5) The Site Inspection report includes date, site address, application number, name of surveyor. It also states the works viewed and any comments that have been made by the inspector. Any items unresolved, subject to dispute or found unsatisfactory will be immediately communicated to the contractor, client, or the client's representative. Electronic records of all site inspections and photographs can be made available to a design team following instruction from a client.

23 Completion

(1) A Final inspection can be carried out following notification of completion of the works. A Final Certificate will be issued following a satisfactory Final inspection and submission of compliance evidence referenced with the site report or covering communications (typically by email.)

(2) A verbal completion report can be provided to the client or his representative on site with provisional findings to assist with providing any evidence required to demonstrate compliance with the building regulations.

(3) Fire systems including emergency lighting, fire alarms and signage should be tested throughout. Normal NICEIC installation and commissioning certificates or amendments must be provided by contractors at completion or via email within the specified timeframes.

(4) Installers / designers / manufacturers of other systems, such as air-handling units, boilers and flues are also required to provide suitable evidence of compliance with relevant legislation or standards.