

## Project Information Form

Project Details:				
Site address:				
Description of works:				
Anticipated start date:		Duration of project:		Are you aware of a foul/surface water public sewer below or within 3m of the proposal? Yes <input type="checkbox"/> No <input type="checkbox"/>
Floor area:		Estimated cost of works:		Is the building subject to the Regulatory Reform (Fire Safety) Order 2005? Yes <input type="checkbox"/> No <input type="checkbox"/>
Please indicate to whom the Building Control fees should be invoiced:			Plan fee:	Client <input type="checkbox"/> Agent <input type="checkbox"/> Contractor <input type="checkbox"/>
			Inspection fee:	Client <input type="checkbox"/> Agent <input type="checkbox"/> Contractor <input type="checkbox"/>

New Dwelling:		
Has <u>Planning Permission</u> already been granted?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have any of the following planning conditions been applied?		
• Water efficiency of 110 litres per person per day? (Regulation 36 (2)(b))	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Designated as an <u>Accessible and Adaptable</u> dwelling? (Part M (M4 category 2))	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Designated as a <u>Wheelchair</u> user dwelling? (Part M (M4 category 3))	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Client Details:			
Name:			
Address (if different to above):			
Contact detail:	Tel/Mob:		Email:

Agent Details:			
Name:			
Address:			
Contact detail:	Tel/Mob:		Email:

Contractor Details:			
Name:			
Address:			
Contact detail:	Tel/Mob:		Email:

I agree to your terms of business, including payment of the fees as outlined in the OWL quotation and confirm on behalf of the client that I would like you to act in your capacity as Approved Inspector. Please sign and submit the Initial Notice to the Local Authority on their behalf.

Name:	Date:
Signed:	On behalf of Client's name:

### Terms and conditions.

1. These terms and conditions are for the provision of approved building control inspector services in accordance with The Building (Approved Inspectors Etc.) Regulations.
2. It should be noted that an Approved Inspector is not able to provide Building Control services if:
  - a. The project has already 'commenced' or
  - b. There is a likelihood that works are due to 'commence' within a five-working day period following the receipt of the confirmation of appointment  
(If in doubt please contact us for a description of 'commencement')
3. Work on a building control project can only commence upon receipt of a valid confirmation of appointment from either the client or the clients agent. (Completed OWL Project information Form)
  - a. Letters confirming appointment can be sent either by post or email
  - b. Agents confirming on behalf of clients should bring the terms of conditions of business to the client's notice prior to signing.
4. Fees, and the schedule of payment of them, will be outlined in the quotation provided by OWL Building Control Solutions Limited at the start of the project and are valid for a period of 3 months.
  - a. Additional design reviews and consultation services provided which result in revision to plans may incur additional fees at a rate of £80.00 per hour.
5. By signing the confirmation of appointment form or letter, the client/agent is agreeing to the payment of those fees quoted and in accordance with the terms set out below.
6. All invoices are to be paid within 14 days of them being issued. Late payments may incur an additional 2% per month interest charge.
7. VAT is applicable to all fees and is charged at the standard rate.  
(VAT registration number 182 2463 86.)
8. Plans submitted shall be in accordance with the building regulation and fire service authority requirements.
  - a. Full size hard copy plans and A3 size PDF documents received by email or other electronic method attract no additional fee.
  - b. Larger format plans received electronically will be subject to printing costs at the rate charged by OWL Building Control Solution Limited's supplier.
9. Upon completion of plan checking OWL Building Control Solutions Limited will provide a site inspection plan indicating at which stages of work an inspection is required.
10. Inspection plans are based on works for all parts of the project running concurrently. Additional fees may apply if this is not the case.
11. The client, his agent or the contractors should give adequate prior notice (24 hours) of the key stage inspections.
12. Additional site inspection visits which occur as a result of either late completion of the stage, non-compliance or changes to the project will be charged at £100.00 per visit.
13. OWL Building Control Solutions Limited reserve the right to suspend services to the client if invoices are not paid in accordance with the payment schedule detailed above. OWL Building Control Solutions Limited will give notice to the client that services have been suspended.
14. All fees must be paid before the final completion certificate will be issued.
15. OWL Building Control Solutions Limited reserve the right to cancel the Initial Notice by sending a Notice of Cancellation to the Local Authority in the following circumstances:
  - a. After a formal notice of contravention has been served and no action has been taken by the client to remove the contravention within the time requested.
  - b. An inspector is prevented from carrying out their legitimate functions as an Approved Inspector by undue restrictions placed upon them by the client or their agents.
  - c. An inspector is prevented from making site inspections due to dangerous or unsafe site conditions.
  - d. Failure on the part of the client to submit requested information in a reasonable period of time.
  - e. If after 3 years from the date the Initial Notice was served, works have not commenced.
  - f. Any other condition or situation that prevents the inspector from carrying out their function as an Approved Inspector.
16. In accordance with the Building Regulations Approved Inspector scheme, OWL Building Control Solutions Limited will maintain adequate insurance which is in accordance with the requirements of the Secretary of State. The liability of OWL Building Control Solutions Limited in providing the services shall not exceed the limitations of this insurance and shall be the same as that of Local Authority Building Control. Insurance details are available on request.
17. Complaints, detailed in writing, will be handled in accordance with the OWL Building Control Solutions Limited complaints procedure, details of which can be provided on request.