

1. SITE ADDRESS INCLUDING POST CODE

ADDRESS 54 REGENTS PARK ROAD
LONDON

POSTCODE NW1 7SX

2. FULL DESCRIPTION OF THE WORKS

FULL REFURBISHMENT OF 4 STOREY RESIDENTIAL HOUSE , WITH REAR EXTENSION ,
1ST AND 2ND FL EXTENSIONS, DORMA ROOF EXTENSIONS

3. DETAILS OF THE PERSON INTENDING TO CARRY OUT THE WORKS

NAME TBC

ADDRESS

EMAIL

TELEPHONE NUMBER

4. INVOICE DETAILS (IF DIFFERENT FROM [3])

NAME DAVID YEO C/O SAY ARCHITECTS

ADDRESS 45 MITCHELL STREET

EMAIL GORDON@SAY-ARCHITECTS.CO.UK

TELEPHONE NUMBER 0203 1376068

PURCHASE ORDER NUMBER (if applicable)

5. COMMENCEMENT DATE

TBC.

SIGNED*

*By signing this document you confirm that:

- You are satisfied for Clarke Banks to complete and sign the Initial Notice on your behalf.
- That you agree to our standard terms and conditions.

If the proposed works include an extension or new building please provide a site location plan which is at least to a scale of 1:1250.

Independent Building Control Scope of Services | Generic

Clarke Banks Limited

Abbey House
Wellington Way
Brooklands Business Park
Weybridge, KT13 0TT

W: clarkebanks.com
T: 01932 268260
E: hello@clarkebanks.com
🐦: [@clarke_banks](https://twitter.com/clarke_banks)

Corporate Approved Inspector

Registered Office: First Floor, 131 High Street,
Teddington, Middlesex, TW11 8HH
VAT Reg No: 159 3905 78
Registered in England and Wales No. 8415109

SCOPE | SERVICES

Taking such steps as are reasonable to enable satisfaction within the limits of the professional skill and care, confirming that the plans and the works comply with the Building Regulations, Clarke Banks Limited shall undertake the Statutory functions.

1. Instructions

Receive instructions, brief and necessary documentation from the Client.

Advise on procedure and programme for Building Regulation certification.

2. Initial notice

Submit an initial notice(s) to relevant local authorities, and copy to the Client.

3. Assessment of Plans

Undertake an assessment of plans or compliance and communicate to the Client observed non-compliance with the Building Regulations, conditions pertaining to the approval or passing of plans and remedies available in the event of a dispute over compliance.

Compile a schedule of modifications specified and/or further plans or information required to demonstrate compliance of plans.

Maintain appropriate records of the design assessment process.

4. Statutory consultations

Consult with the fire authority and forward observations to the Client.

Undertake all other statutory consultations and forward observations of consultees to the Client.

Consider the desirability of undertaking additional consultations and communicate to the Client any consultees' observations or advice beyond the scope of the Building Regulations.

Alert the Client to provisions of legislation outside the Building Regulations believed to be relevant.

5. Plans certificate

If requested by the Client, when satisfied that the plans show no observed contraventions of the Building Regulations, issue a plans certificate.

6. Inspection notification framework

Prepare an inspection notification framework (INF) and if requested provide a copy to the Client.

Adopt an appropriate site inspection regime taking account of relevant factors, and keep under review.

Make inspections of the site to observe compliance with the Building Regulations.

Make further inspections of the site over and above those identified in the INF, as agreed.

Maintain appropriate records of site inspections, identifying the work inspected and any observed non-compliance.

Communicate any observed contraventions of Building Regulations.

Notify observed significant departures from plans to consultees.

Consider the need for tests, throughout construction and at completion, inform the Client of the requirements; witness tests and receive certificates as appropriate.

Request copies of such plans as are necessary in relation to the commissioning of services prior to issue of a final certificate(s).

7. Final certificate

Having taken reasonable steps to be satisfied that the whole or part of the works has been completed for Building Regulations purposes, issue a final certificate(s) and send to the Client.

If requested by the Client, provide a list of inspections carried out.

Retain statutory records for an appropriate period.

References to the Client include persons designated by the Client

Clarke Banks Limited shall undertake the following additional services as agreed:

- Attend design team meetings, as agreed.
- Undertake further consultations, as agreed.
- Attend site meetings, as agreed.
- Witness tests outside the site, as agreed.
- Participate in assessing plans by electronic means (such as web collaboration tools or building information modelling).
- Assist with advice on need for specialist studies and surveys of site.

8. Add additional services as required

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Construction Industry Council

**Building Act 1984
The Building (Approved Inspectors etc.) Regulations 2010**

The Construction Industry Council hereby gives notice that, in accordance with section 49(1) of the above Act and regulation 4(1) of the above Regulations, it has approved

Clarke Banks Limited

as an approved inspector for the purposes of Part II of the above Act.

This approval takes effect on

30 July 2013

and, by virtue of regulation 6(1) of the above Regulations, it will continue in force for five years from the date of this notice unless it is withdrawn by virtue of any of the other provisions of regulation 6.

This approval is for all types of building work and buildings in England.

In Wales this approval is for all types of building work and buildings subject to the limitations set out in Annex B of the ODPM circular letter dated 31 October 2005.

Chief Executive

Registrar

The Secretary of State has, with effect from 8 July 1996 and 1 March 1999, designated the Construction Industry Council, with its consent, under section 49 of the Building Act 1984 and regulation 4 of the Building (Approved Inspectors etc.) Regulations 1985, for the purpose of approving individuals and bodies corporate as inspectors for the purposes of Part II of that Act.

SERIAL NUMBER: 167

**“Insurers’ Declaration for the Purposes of the
Building (Approved Inspectors etc) Regulations 2010”**

Name of Approved Inspector: **Clarke Banks Ltd**

Registration Number: **167**

Address: **Abbey House
Wellington Way
Brooklands Business Park
Weybridge
Surrey
KT13 0TT**

Policy No’s: **Professional Indemnity Insurance - 13/1/01157
and
Public Liability Insurance - PL/0004894**

Insurance Period: **16 August 2014 to 15 August 2015**

We certify that the above is insured under a Scheme (“The Griffiths & Armour Scheme”) approved in respect of supervision of building work.

The Scheme provides cover to the Approved Inspector, who has been approved by the Construction Industry Council as an approved inspector to act for all purposes, subject to the limitations set out in the Construction Industry Council approval.

The Scheme is subject to insuring agreements, exclusions, conditions and declarations contained therein. The above is accurate at the date of signature. No obligation is imposed herein on the signatory to advise of any alterations.

Signed:

Dated: 24 July 2014

**Steve Abrahams
Professional Indemnity Portfolio Manager
UK Underwriting, RSA Insurance**

**For and on behalf of: Royal & Sun Alliance Insurance plc
Registered in England & Wales No. 93792
Registered Office: St Mark’s Court
Chart Way, Horsham, West Sussex
RH12 1XL**

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

PROFESSIONAL INDEMNITY INSURANCE

We confirm the following details relating to our client's Professional Indemnity Insurance:

Insured: **Clarke Banks Ltd**

Address: **Abbey House
Wellington Way
Brooklands Business Park
Weybridge
Surrey
KT13 0TT**

Lead Insurer(s): **Royal & Sun Alliance Insurance plc**

Period of Insurance: **16 August 2014 to 15 August 2015**

Policy Number: **13/1/01157**

Limit of Indemnity: **An amount which our Insured consider to be commensurate with their responsibilities arising from the overall conduct of their business**

Signed:

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.....

Carl Evans
Managing Director Griffiths & Armour Professional Risks

GROUP OFFICES Liverpool London Manchester Glasgow Dublin Guernsey

Date:

24 July 2014

The policy is subject to the insuring agreements, exceptions, exclusions, limitations, conditions and declarations contained therein. The above is accurate at the date of signature. No obligation is imposed herein on the signatory to advise of any alteration.

Griffiths & Armour Professional Risks Ltd is an appointed representative of Griffiths & Armour which is authorised and regulated by the Financial Conduct Authority in the United Kingdom

Disclosure – PI Insurance

PUBLIC LIABILITY INSURANCE

We confirm the following details relating to our client's Public Liability Insurance:

Insured: **Clarke Banks Ltd**

Address: **Abbey House
Wellington Way
Brooklands Business Park
Weybridge
Surrey
KT13 0TT**

Lead Insurer(s): **Royal & Sun Alliance Insurance plc**

Period of Insurance: **16 August 2014 to 15 August 2015**

Policy Number: **PL/0004894**

Limit of Indemnity: **£5,000,000 any one claim and unlimited in the period of insurance
but subject to separate aggregate limits of indemnity for all claims
in the period relating to**

- **products liability**
- **pollution or contamination**

Signed:

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Carl Evans
Managing Director Griffiths & Armour Professional Risks
GROUP OFFICES Liverpool London Manchester Glasgow Dublin Guernsey

Date: **24 July 2014**

The policy is subject to the insuring agreements, exceptions, exclusions, limitations, conditions and declarations contained therein. The above is accurate at the date of signature. No obligation is imposed herein on the signatory to advise of any alteration.