



REQUEST FOR QUOTE

What is the name of the person intending to carry out the work (This is the person or company that is paying for the building work and is usually the owner or occupier)	Name				
	Address				
	Postcode				
	Telephone			e-mail	
Please enter details of any Architect or Agent acting on behalf of the person carrying out the work	Name				
	Address				
	Postcode				
	Telephone			e-mail	
Who will be the contractor undertaking the work	Name				
	Address				
	Postcode				
	Telephone			e-mail	
What is the location of the work	Address				
	Postcode				
Please give a description of the proposed work					
What is the use of the building	As Existing:-		As Proposed:-		
Will there be a new sewer connections	Yes / No	If Yes confirm location:-			
If not how will the building be drained?	Foul to;	Sewer	Septic Tank	Packaged Treatment	Cesspool
	Storm to;	Sewer	Soakaway	Watercourse	
Will you be building over a sewer?	Yes / No	If Yes confirm location;			
Are you aware of any local enactment relevant to the work	Yes / No	If Yes confirm steps to be taken to comply with it:-			
If a new dwelling(s) is(are) created please confirm warranty provider and reference number (see Note 4)	[N/A] [NHBC] [Premier Guarantee] [BLP] [Other] Warranty Provider Ref No:-				



What is the name and address of the Local Authority where the building is located	Name	
	Address	
Have you applied for planning permission	[yes] [no] If yes please confirm application reference [] or attach copy of approval	
Estimated Cost of Works	£	Internal Floor Area m ²
Site Works Programme Works must not commence until our notice is given to the Local Authority and accepted	Weeks/Months	Date of Commencement

Notes

1. Initial Notice

The Initial Notice will inform the Local Authority that we will be acting as the Approved Inspector for your project. This must be deposited at least 5 days before works commence so please ensure that you confirm our appointment in plenty of time.

2. Plans required

- a) **Location plan** to a scale of not less than 1:1250, showing the boundaries and location of the site.
- b) **Drainage plan(s)** where appropriate, showing the general proposals for discharging foul and surface water drainage, including the location of public sewer, cesspits, septic tanks or waste water system.
- c) **“As existing” plan(s)** showing the premises as existing.
- d) **“As proposed plan(s)** showing the proposed work- please include specification notes on the drawing or as a separate word file
- e) **Fire Safety plan(s)** showing the general proposals for means of escape in case of fire. In the case of works relating to only a part of a floor, please show the full means of escape route to the final exit.
- f) **Format** The preferred format is pdf for items a-d .For item e 2 hard copy plans will need to be posted to us for onward transmittal to the fire service

3. Regulatory Reform (Fire Safety) Order 2005

We will consult the Fire Authority on all applications relating to buildings or parts of buildings, which come under the Regulatory Reform (Fire Safety) Order 2005 (RRO). Please note that approval under Building Regulations does not automatically mean compliance with the RRO, as Building Regulations do not require betterment of an existing non-compliance.

4. Residential developments for sale or private rent.

Under Government guidelines new residential developments for sale or private rent, including mixed use and conversions, should be registered with a Designated Warranty Provider prior to commencement in order for Approved Inspectors to carry out the building control function.