



Ref. No. For Office Use Only		
Quote No:	Project No:	Date Received:

Approved Inspector Building Control Service

&RPSD 1R 97 5H 1R 5HLVWHUHLFHGGUHV6DGHUVR RVH 6WDWLR
 5RDGHHGV6 177HO (PDLODGPLGEFFRN LIRGEF ERN

AGREEMENT FORM (Part 1) – Please complete the sections below. We will require copies of the plans for domestic work and also for non-domestic work. Where the proposed work involves a new building or the extension of an existing building we will require a site location plan at 1:1250 scale.

It is important that you read and understand the Terms & Conditions provided below and the accompanying Privacy Notice.

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Client Details Name: Address: Tel: Email:	If an email address is given, correspondence will be sent by email, unless instructed otherwise
Project Address:	
Description of Proposed Work (Inc. Building use and number of storeys)	Please confirm that any electrical works will be carried out by a Part P registered contractor: Yes No
Foul Drainage to: Surface Water Drainage to:	
New Dwelling Optional Requirements	In the case of a new dwelling, please specify whether any of the following optional requirements have been imposed by the planning authority: 1. Regulation 36(2)(b) (optional water efficiency requirement of 110 litres per person per day) 2. Schedule 1 Part M optional requirement M4(2) (category 2- accessible and adaptable dwellings) 3. Schedule 1 Part M optional requirement M4(3) (category 3- wheelchair user dwellings) No optional requirements apply:
Agent Details Name: Address: Tel: Email:	
Total Agreed Fee:	£ inc VAT For fee and payment details please contact us: eeds - Tel: / Email: a mi Le - Tel: / Email: i
Contractor Name: Tel:	

I/we agree to the terms of business and have read and agree to the CIC contract terms (see item 15 below) for Yorkshire Dales building Consultancy Ltd (YDBC Ltd) and confirm on behalf of the client that I/we would like you to act in your capacity as Approved Inspector (See note 10 overleaf). Please sign and submit the Initial Notice to the Local Authority on our/their behalf.

Name..... Date.....

Signed On behalf of (client's Name)

For Electronic Submissions please tick in lieu of signing above.

5. These terms of business cannot be varied unless agreed in writing. Full terms of business are as provided in the CIC contract for Approved Inspectors (copy available upon request).
6. A valid Agreement must include the fee as in 2 above for YDBC Ltd to be able to act as Approved Inspector for the project and proceed to serve the statutory Initial Notice. Unless agreed in writing fees will not be refundable in the event any project does not proceed. Where significant changes in a project are proposed including additional structural design information or, where structural design calculations are found to be incomplete or unsatisfactory, additional fees may be charged.
7. Fee scales/quotes, orders, invoicing and method of working will be as stated in each term contract.
8. Where payment of fees has been agreed then the amount must be paid in full prior to the issue of a Final Certificate or part Final Certificate.
9. Where additional site inspections are requested, over and above those agreed at the instruction stage, a fee will be charged per additional inspection. The fee will be notified prior to any of the additional inspections being carried out.
10. Where you are signing the Agreement form on behalf of a Client you are confirming that the Client accepts that YDBC Ltd will be undertaking the building control function for their project.
11. Complaints. YDBC Ltd has a complaints procedure. If you are not satisfied in any way with any aspect of the service you receive then please contact YDBC Ltd. A copy of our complaints procedure is available upon request.
12. Please return the completed Agreement to our Leeds office at Sanderson House, 22 Station Road, Leeds, LS18 5NT - email address: admin@ydbc.co.uk or to our Leyburn office at Unit 1 Elite Apartments, Harmby Road, Leyburn, DL8 5FE - email address: info@ydbc.co.uk
13. An Initial Notice, once served upon the Local Authority, does not become valid until it has been accepted by the Local Authority. Local Authorities have 5 (working) days within which to accept or reject an Initial Notice served upon them. The commencement of work to which an Initial Notice relates within this period is done entirely at the risk of the person carrying out the works.
14. YDBC Ltd. will carry out its duties with reasonable skill care and diligence and shall act with integrity in and for the interests of the Client for whom we act, maintaining confidentiality at all times, subject to our obligations in respect of current statutes or statutory provisions which are applicable to the functions of Approved Inspectors. YDBC Ltd. will undertake the function of Building Control Body and carry out the duties and obligations required by The Building Act 1984 and The Building (Approved Inspectors etc.) Regulations 2010.

15. APPROVED INSPECTOR ADDITIONAL CLAUSES

Compliance with the Building Regulations

The Client has the statutory responsibility for the Project's compliance with the Building Regulations and the Services do not include advising the Client or managing the Project to ensure that compliance is achieved or give rise to any duty to do so.

The Approved Inspector shall, in performing the Services exercising the level of skill and care provided in clause 14 above, take such steps as are reasonable to enable it to be satisfied as to the Project's compliance with the Building Regulations and if so satisfied, it shall issue a final certificate. The final certificate is not a representation that the Project as a whole or every aspect of the Project complies with the Building Regulations.

