

CELTECH CONSULTANCY LTD

CORPORATE APPROVED INSPECTORS

18 CHARLES STREET

CAERPHILLY

CF83 3AQ

TEL: 02920 889068

WWW.CELTECH.ORG.UK

APPROVED INSPECTOR SERVICES CLIENTS INSTRUCTION

Please carry out the above service in respect of the following :

Address of Development:

.....

..... **Post code:**.....

Description of "Building Works" to be carried out:

.....

.....

Start on site date:

Invoicing Details (the person or company liable for the fee)

Owner/Company Name:

.....

Invoicing Address:.....

.....

.....

Purchase Order No.....Tel Number:

Contact Name : Mob Number.....

E Mail:

DECLARATION AND AUTHORISATION

I/We acknowledge having read and accept your terms and conditions.

I/We confirm that if I am not the building owner I have informed the building owner that I am appointing Celtech Consultancy Ltd to carry out the building control function for this project.

I/WE acknowledge that payment is due within 30 days after the date of any invoice.

Signed..... Name.....

Position..... Date.....

The fee payable to Celtech Consultancy Ltd for the above service is:-

£..... + VAT



REGISTERED OFFICE: 18 CHARLES STREET, CAERPHILLY, CF83 3AQ

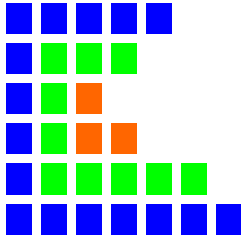
REGISTERED IN CARDIFF NO. 5089349

VAT REGISTRATION NO 742167636

CONSTRUCTIONLINE REF: 122284



APRIL 2017 WEB



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Building Regulation Compliance Assessment Terms & Conditions

Approved Inspector Service

Celtech Consultancy Ltd means, any of its employees, performing on behalf of the Company, its function of an Approved Inspector under Part II of the Building Act.

Client means an individual, company or organisation, its employees, servants or agents in either case specifically identified in the client's instruction, and represented by the person submitting that instruction or any other duly authorised representative. Where the client is not the building owner, all reasonable steps shall be made to ensure that the building owner is aware that Celtech Consultancy Ltd is carrying out the Building Control function for the building work to their property.

Building Regulation Compliance Assessment means - To assess the design, attend design team meetings, carry out statutory consultations, site inspections and issue the necessary Final Certificate for the purposes of the Building Regulations.

A "Site Inspection Stage Notification Plan" will be agreed at the first inspection. Ensuring this plan is followed will be the responsibility of both you and your contractor. Failure to follow the site inspection notification plan may result in a final certificate not being issued. In such a case the works may revert to the control of the local authority.

Celtech Consultancy Ltd will execute the service as required by the current Code of Conduct for Approved Inspectors and the Building Control Performance Standards issued by CICAIR, DCLG and WAG.

Celtech Consultancy Ltd recognises the importance of any customer complaints as a valuable feedback of our services. We are committed to using this information to help implement improvements. Our complaints procedure is available on request or alternatively visit www.celtech.org.uk.

Payment

Fee means a sum or sums payable by the Client to Celtech Consultancy Ltd in respect of the agreed services.

Invoicing will commence when either a plan assessment has been issued or the first site inspection has been carried out. Projects with fees of £750.00 + vat or below will be invoiced in full.

Projects with fees above £750.00 + vat can be invoiced incrementally to suite the amount of fee. Amounts and stages to be agreed.

The Client shall pay to Celtech Consultancy Ltd, within 30 days of the date of issue of an invoice, the amount thereof together with VAT as applicable.

Celtech reserves the right to charge interest on late payments as a statutory right under the Late Payment and Commercial Debts (Interest) Act 1988.

If you pay us with a cheque, direct debit or BACS and your bank does not honour the cheque, direct debit or BACS, we may charge you a £10.00 return payment fee to cover costs we incur. You are also responsible for any costs that we have to pay in recovering overdue payments from you. This includes costs we may incur in using a third party such as a solicitor or debt collection agency, and any costs that they themselves incur in trying to recover a debt on our behalf.



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