

Date: 25/05/2021

Our Ref: 21-0415-Q

Darren Knight
K-Architects
Design Studios
18 Llwyn Coch
Broadlands
Bridgend
CF31 5BJ



Head office:
Coast 2 Coast Building Control Ltd
Old Coach House
Glanogwr Road
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Dear Darren,

Approved Inspector Services – The Building Act 1984 / The Building Regulations 2010
RE: Proposed Bridgend Town Hall Conversion at Ty'r Ardd, Sunnyside, Bridgend CF31 4AR

I refer to your recent enquiry regarding the above project. To check the design, carry out site inspections and issue approvals for the purposes of the Building Regulations, the fee for this service will be **£1,500.00 + VAT**.

If our fee proposal is acceptable, you will receive an invoice at the following stages of your project.

- Submission of Initial Notice £ 500.00 + VAT
- Commencement on Site £1000.00 + VAT

In order to proceed please complete and return the attached Appointment Form.

Please be aware it is a legal requirement for Coast 2 Coast to give the Local Authority 5 working days' notice of a new project before you start any works on site. By signing the attached appointment form you are agreeing to these terms and conditions and confirming no work has commenced. In the event of the Initial Notice being rejected by the local authority due to commencement of works within the 5-day period an administration fee of £250.00 inclusive of VAT will be charged.

It is your responsibility to advise Coast 2 Coast, prior to occupation that works are complete, in order for your final site inspection to be arranged.

If you require any further information regarding any of the above, please do not hesitate to contact me.

Yours Sincerely,

A handwritten signature in blue ink, appearing to read 'Steve Thomas'.

Steve Thomas, C Build E MCABE
Director

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