

## SCOPE OF SERVICE

### Following Our Appointment we undertake to:

- Serve an Initial Notice on the Local Authority.
- Liaise as necessary with design consultants to ensure compliance with the Building Regulations.
- Consult with the local Fire Authority where required on the proposed fire strategy and notify them of any significant departures from the design.
- Retain full records of design assessment philosophy for future reference and continuity of control.
- Assess main design plans and documents and provide compliance report detailing compliance and non-compliance to the designated persons.
- Assess amendments throughout the scheme and provide written feedback on compliance and non-compliance to the designated persons.
- Issue a Plan Certificate for the scheme if requested.
- Consult with sewerage undertakers and other similar bodies where required, to ensure the design satisfies their requirements and notify such bodies of any significant departures from the design.
- Provide advice on Local Acts where relevant.
- Provide on request our complaints procedure.

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### Following Commencement of Site Works we undertake to:

- Liaise with the contractor/ designated persons to understand the build programme and to set out an Inspection plan.
- Provide a site inspection record book if requested which will detail the inspection carried out and any comments made.
- Carry out unannounced and announced site inspections in accordance with the Inspection Plan with no less than 1 visit per month for a live project.
- Identify non-compliance work promptly to the responsible persons and indicate measures believed necessary to remedy contraventions.
- Issue a Final Certificate to the Local Authority, Fire Service (where applicable) and designated persons where we are satisfied that the scheme meets compliance with the Building Regulations.

