



Ministry of Housing,  
Communities &  
Local Government

## Award Form

This Award Form creates this Contract. It summarises the main features of the procurement and includes the Buyer and the Supplier's contact details.

<b>1. Buyer</b>	The Ministry of Housing, Communities and Local Government are acting as part of the Crown (the Buyer). Its offices are on: 2 Marsham Street, London, SW1P 4DF
<b>2. Supplier</b>	<p>Name: <b><i>Nathanial Lichfield &amp; Partners Limited, trading as Lichfields</i></b></p> <p>Address: <b><i>The Minster Building, 21 Mincing Lane, London, EC3R 7AG</i></b></p> <p>Registration number: <b>02778116</b></p>
<b>3. Contract</b>	This Contract between the Buyer and the Supplier is for a call-on-call-off agreement to provide specialist technical advice on matters related to planning proposals and potential proposals as set out in Schedule 2 (Specification).
<b>4. Contract reference</b>	<b><i>CPD4128022</i></b>
<b>5. Buyer Cause</b>	Any material breach of: the obligations of the Buyer or any other default, act, omission, negligence or statement of the Buyer, of its employees, servants, agents in connection with or in relation to the subject-matter of this Contract and in respect of which the Buyer is liable to the Supplier.
<b>6. Collaborative working principles</b>	The Collaborative Working Principles do not apply to this Contract. See Clause 3.1.3 for further details.
<b>7. Financial Transparency Objectives</b>	The Financial Transparency Objectives do not apply to this Contract.

		See Clause 6.3 for further details.
8.	<b>Start Date</b>	18 <sup>th</sup> January 2025
9.	<b>Expiry Date</b>	18 <sup>th</sup> February 2026
10.	<b>Extension Period</b>	Not applicable
11.	<b>Ending this Contract without a reason</b>	The Buyer shall be able to terminate this Contract in accordance with Clause 14.3.
12.	<b>Incorporated Terms</b> (together these documents form the " <b>this Contract</b> ")	<p>The following documents are incorporated into this Contract. Where numbers are missing we are not using these Schedules. If there is any conflict, the following order of precedence applies:</p> <ul style="list-style-type: none"> <li>(a) This Award Form</li> <li>(b) Any Special Terms (see <b>Section 14 (Special Terms)</b> in this Award Form)</li> <li>(c) Core Terms</li> <li>(d) The following Schedules (in equal order of precedence): <ul style="list-style-type: none"> <li>(i) Schedule 02 (Specification)</li> <li>(ii) Schedule 03 (Charges)</li> <li>(iii) Schedule 10 (Service Levels)</li> <li>(iv) Schedule 16 (Security)</li> <li>(v) Schedule 19 (Cyber Essentials Scheme)</li> <li>(vi) Schedule 20 (Processing Data)</li> <li>(vii) Schedule 21 (Variation Form)</li> <li>(viii) Schedule 30 (Exit Management)</li> </ul> </li> </ul>
13.	<b>Special Terms</b>	N/A
14.	<b>Buyer's Environmental Policy</b>	N/A
15.	<b>Social Value Commitment</b>	N/A
16.	<b>Buyer's Security Requirements</b>	As set out in Schedule 16 (Security)

	and Security and ICT Policy	
17.	Charges	<p><b>The maximum contract value is £540,000 (ex VAT)</b></p> <p>Applicable rates for this contract are set out in Schedule 03 Charges</p>
18.	Estimated Year 1 Charges	N/A
19.	Reimbursable expenses	None
20.	Payment method	<p>Payment of undisputed invoices will be made within 30 days of receipt of invoice, which must be submitted promptly by the Supplier. All invoices must be sent, quoting a valid Purchase Order Number (PO Number) and any other relevant details, to:</p> <p>CP2P Team, MHCLG, 1<sup>st</sup> Floor, The Forum, Marlowes, Hemel Hempstead, HP1 1DN</p> <p>Email: <b>[REDACTED]</b></p> <p>Within 10 Working Days of receipt of your countersigned copy of this Order Form, we will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.</p> <p>To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, item number (if applicable) and the details (name, email, and telephone number) of your Buyer contact (i.e. Buyer Authorised Representative). Non-compliant invoices may be sent back to you, which may lead to a delay in payment.</p> <p>Payments will be made by bank transfer:</p> <p><b>[REDACTED]</b></p> <p>If you have a query regarding an outstanding payment please contact our Accounts Payable team by email to: <b>[REDACTED]</b> or by telephone between 09:00-17:00 Monday to Friday</p>
21.	Service Levels	As set out in Schedule 10 (Service Levels) and Section 14 of Schedule (02 Specification)

<b>22. Liability</b>	<p>In accordance with Clause 15.1 each Party's total aggregate liability in each Contract Year under this Contract (whether in tort, contract or otherwise) is no more than £5 million</p> <p>In accordance with Clause 15.5, the Supplier's total aggregate liability in each Contract Year under Clause 18.8.5 is no more than the Data Protection Liability, being £10 million.</p>
<b>23. Cyber Essentials Certification</b>	Cyber Essentials Scheme [Basic / Plus] Certificate (or equivalent). Details in Schedule 19 (Cyber Essentials Scheme)]
<b>24. Progress Meetings and Progress Reports</b>	<p>The Supplier shall attend Progress Meetings with the Buyer as set out at Annex 2 – the Specification.</p> <p>The Supplier shall provide the Buyer with Progress Reports as set out in Annex 2 – the Specification</p>
<b>25. Guarantor</b>	Not applicable
<b>26. Virtual Library</b>	Not applicable
<b>27. Supplier's Contract Manager</b>	[REDACTED]
<b>28. Supplier Authorised Representative</b>	[REDACTED]
<b>29. Supplier Compliance Officer</b>	[REDACTED]
<b>30. Supplier Data Protection Officer</b>	[REDACTED]
<b>31. Supplier Marketing Contact</b>	[REDACTED]

32.	<b>Key Subcontractors</b>	<b>Key Subcontractor 1</b> Name (Registered name if registered): <b>N/A</b> Registration number (if registered): <b>N/A</b> Role of Subcontractor: <b>N/A</b>
33.	<b>Buyer Authorised Representative</b>	<b>[REDACTED]</b>

<b>For and on behalf of the Supplier:</b>		<b>For and on behalf of the Buyer:</b>	
Signature:	<b>[REDACTED]</b>	Signature:	<b>[REDACTED]</b>
Name:	<b>[REDACTED]</b>	Name:	<b>[REDACTED]</b>
Role:	<b>[REDACTED]</b>	Role:	<b>[REDACTED]</b>
Date:	14 <sup>th</sup> January 2025	Date:	30 <sup>th</sup> January 2025