



Building Control Ltd
Corporate Approved Inspectors

Clifton House
68 Ashbourne Road
Derby
DE22 3AF

T: 01332 340909
E: info@mfa.uk.com
W: www.mfa.uk.com

Mr Adrian Smith
ARS Build It Solutions
Unit 14 Steel Fabs Ind Est
Victoria Crescent
Burton upon Trent
Staffordshire
DE14 2QA

Our Ref: P2019/09/01660
Date: 10/09/2019

Dear Mr. Smith,

Re: Two Extensions to Both Ends of Existing Building, East Elevation Ground Floor Extension One Bay longer, West Elevation First Storey Extension to Provide New Meeting Room and Side Office/Kitchen – 161st Derby (Hilton) Scout Group, Back Lane, Hilton, Derby, DE65 5LA

In accordance with your instructions, I confirm that the Initial Notice for the above property was signed on your behalf and has been submitted to the Local Authority.

Our fees for this service will be £950.00 plus VAT, payable by you on receipt of your invoice. Please find enclosed our Inspection Plan for the project, we would be grateful if you or your builder can ensure that outlined inspections are arranged at the appropriate times.

Your dedicated Building Inspector on this project will be Ray Smallwood.

Our Standard Terms and Conditions can be found at www.mfa.uk.com or alternatively please contact us on 01332 340909 for a copy.

Please ensure that no works on site start until five working days have passed from the date of this letter.

Please ensure that any gas work subject to the Gas Safety (Installation and Use) Regulations 1998 and/or Electrical work notifiable under the Building Regulation 12(6A) is done by installers registered with an appropriate competent person scheme. You should receive a self-certified compliance certificate from the installer within 30 days of completion. This work is not checked by MFA Building Control Ltd.

On completion of construction we will issue a Final Certificate, this must be done within 8 weeks of occupancy of the building or part to which this Initial Notice relates. If the work is not sufficiently complete to enable us to issue the Final Certificate within the 8-week limit, the Initial Notice will cease to be in force, the work may then revert to the local authority who will charge a further fee.

If you have any queries or questions regarding your project or our services, please contact us and we will be happy to help.

Yours Sincerely,

Ray Smallwood
T: 01332 340909
E: info@mfa.uk.com
Enc. Inspection Plan

INSPECTION PLAN

Project Reference: **P2019/09/01660**

Location: **161st Derby (Hilton) Scout Group, Back Lane, Hilton, Derby, DE65 5LA**

I should be pleased if you could notify me for Building Inspection at the stages indicated below: -

Excavation for foundations

Floor slab prior to concreting

Underground drainage works

Pre-Plaster Board

The completion of the project

We will also require the following documentation before a Final Certificate is issued: -

Electrical certificates for the emergency lighting

Electrical certificates for the fire alarm

Our Building Inspections are normally carried out between 10:00am and 3:00pm but if you wish to get a more precise time then please telephone the inspector before 09.30am on the day of inspection.

Please Note: Should the building proposals be occupied before a final certificate is issued your Building Regulation application could be Null and Void.

Contact: **Ray Smallwood**
Telephone: **07864 904109**

Please give as much notice as possible.