



Department for Levelling Up,
Housing & Communities

Section II Order Form

1. Contract Reference	CPD4126158	
2. Buyer	<p>The Department for Levelling Up, Housing, and</p> <p>Its offices are on: 2 Marsham Street, London, SW1P 4DF</p> <p>In entering into this Contract, the Buyer is acting as part of the Crown and the Supplier shall be treated as contracting with the Crown as a whole.</p>	
3. Supplier	<p>Nathaniel Lichfield & Partners Limited, trading as Lichfields,</p> <p>registered address: The Minster Building, 21 Mincing Lane, London, EC3R 7AG, registration number: 02778116.</p>	
4. The Contract	<p>This Contract between the Buyer and the Supplier is for the supply of Deliverables.</p> <p>The Supplier shall supply the Deliverables described below on the terms set out in this Order Form and the attached contract conditions ("Conditions") and Annexes.</p> <p>Unless the context otherwise requires, capitalised expressions used in this Order Form have the same meanings as in the Conditions.</p>	
5. Deliverables	Goods	<p>None</p> <p>The Goods are to be Delivered in accordance with the following instructions: Not applicable</p> <ul style="list-style-type: none"> •
	Services	<p>Description: as set out in Annex 2 - Specification</p> <p>The Services are:</p> <ul style="list-style-type: none"> • To be performed at the stated location(s) detailed in the Commission, Annex 2 – Specification, including its Appendix. • Date(s) of Delivery: As detailed in the commission, Annex 2 – Specification
6. Specification	The specification of the Deliverables is as set out in Annex 2-Specification	
7. Start Date	On the date of signature of this Order Form	
8. Expiry Date	31/05/2024	
9. Extension Period	<p>The Buyer may extend the duration only of the Contract to enable the completion of the commission in Annex 2-Specification, for a period of up to 6 Months by giving not less than 10 Working Days' notice in writing to the Supplier prior to the Expiry</p>	

	Date. The Conditions of the Contract shall apply throughout any such extended period.
10. Buyer Cause	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 the Contract and in respect of which the Buyer is liable to the Supplier.
11. Optional Intellectual Property Rights ("IPR") Clauses	Not applicable. The relevant provisions in the Conditions shall apply.
12. Charges	<ul style="list-style-type: none"> The Charges for the Deliverables shall be as set out in Annex 3 (Charges) of the Conditions.
13. Payment	<p>Payment of undisputed invoices will be made within 30 days of receipt of invoice, which must be submitted promptly by the Supplier.</p> <p>All invoices must be sent, quoting a valid Purchase Order Number (PO Number) and any other relevant details, to: CP2P Team, DLUHC, 3rd Floor, High Trees, Hillfield Road, Hemel Hempstead, HP2 4XN.</p> <p>Email: CLGInvoices@levellingup.gov.uk.</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 to us by bank transfer:</p> <p>Account Name: Nathaniel Lichfield & Partners Ltd Bank: <Redacted> Sort Code: <Redacted> Account Number: <Redacted></p> <p>If you have a query regarding an outstanding payment please contact our Accounts Payable team by email to: CLGInvoices@levellingup.gov.uk or by telephone between 09:00-17:00 Monday to Friday.</p>

14. Data Protection Liability Cap	In accordance with clause 12.6 of the Conditions, the Supplier's total aggregate liability under clause 14.7.5 of the Conditions is no more than the Data Protection Liability Cap, being £500,000																						
15. Progress Meetings and Progress Reports	<ul style="list-style-type: none"> The Supplier shall attend progress meetings with the Buyer as set out at Annex 2 – the Specifications. The Supplier shall provide the Buyer with progress reports as set out in the Specifications at Annex 2 																						
16. Buyer Authorised Representative(s)	For general liaison your contact will continue to be <Redacted>, or, in their absence, <Redacted>.																						
17. Supplier Authorised Representative(s)	For general liaison your contact will continue to be <Redacted>, Head of London Office, Lichfields, The Minster Building, 21 Mincing Lane, London EC3R 7AG Mobile: <Redacted> Email: <Redacted> or, in their absence, <Redacted>, The Minster Building, 21 Mincing Lane, London EC3R 7AG Mobile: <Redacted> Email: <Redacted>																						
18. Address for notices	Buyer: The Department for LevellingUp Housing and Communities Attention: <Redacted> Email: <Redacted>	<Redacted> Lichfields, The Minster Building, 21 Mincing Lane, London EC3R 7AG Attention: <Redacted>, Senior Director Email: <Redacted> @lichfields.uk																					
19. Key Staff	<table> <thead> <tr> <th>Key Staff Role:</th><th>Key Staff Name</th><th>Contact Details:</th></tr> </thead> <tbody> <tr> <td><Redacted> Project Oversight and quality assurance</td><td></td><td><Redacted></td></tr> <tr> <td><Redacted> Advice on town planning matters</td><td></td><td><Redacted></td></tr> <tr> <td><Redacted> Advice on town planning matters</td><td></td><td><Redacted></td></tr> <tr> <td><Redacted> Environmental Impact and HRA advice</td><td></td><td><Redacted></td></tr> <tr> <td><Redacted> Environmental impact and HRA advice</td><td></td><td><Redacted></td></tr> <tr> <td><Redacted> Environmental impact and HRA advice</td><td></td><td><Redacted></td></tr> </tbody> </table>	Key Staff Role:	Key Staff Name	Contact Details:	<Redacted> Project Oversight and quality assurance		<Redacted>	<Redacted> Advice on town planning matters		<Redacted>	<Redacted> Advice on town planning matters		<Redacted>	<Redacted> Environmental Impact and HRA advice		<Redacted>	<Redacted> Environmental impact and HRA advice		<Redacted>	<Redacted> Environmental impact and HRA advice		<Redacted>	
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	<Redacted> GIS <Redacted>
20. Procedures and Policies	<i>Not applicable</i>
21. Special Terms	Special Term 1 - : Not applicable
	Special Term 2 – Not applicable
	Special Term 3 - Not applicable
22. Incorporated Terms	<p>The following documents are incorporated into the Contract. If there is any conflict, the following order of precedence applies:</p> <ul style="list-style-type: none"> (a) The cover letter from the Buyer to the Supplier - Not Used (b) This Order Form (c) Any Special Terms (see row 21 (Special Terms) in this Order Form) (d) Conditions (as they may be amended by the Parties in accordance with the Conditions) (e) The following Annexes in equal order of precedence: <ul style="list-style-type: none"> i. Annex 1 – Processing Personal Data ii. Annex 2-Specification and iii. Annex 3 - Charges

Signed for and on behalf of the Supplier	Signed for and on behalf of the Buyer acting on behalf of the Crown
Name: <Redacted> Chief Executive	Name: <Redacted> Deputy Director Commercial
Date: 25/01/24	Date: 25 th January 2024
Signature:<Redacted>	Signature: <Redacted>