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## RESTRICTED COMMERCIAL

REMOVED

Astun Technology Ltd  
The Coach House  
17 West Street  
Epsom  
Surrey  
KT18 7RL

Date: 18 October 2016

Sent by e-mail to:  
REMOVED

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Dear REMOVED

### Geographical Information System for the Planning Inspectorate Contract Reference: PINS 17/2/719

- 1) On behalf of the Planning Inspectorate, I am pleased to confirm that we wish to enter into a contract with Astun Technology Ltd for the provision of a Geographical Information System.
- 2) This acceptance letter and the documents listed below form a binding contract between you and the Planning Inspectorate:
  - a) The Planning Inspectorate's Requirement dated 25 August 2016;
  - b) The following terms and conditions of contract:

Crown Commercial Service framework  
Local Authority Software Applications (RM1059)  
Lot 11 - Other Local Authority business systems;
  - c) Your proposal dated 21 September 2016, including the completed price schedule;
  - d) The Planning Inspectorate's request for clarifications dated 5 October 2016 and your response dated 7 October 2016; and
  - e) The Planning Inspectorate's request for clarification dated 14 October 2016 and your response also dated 14 October 2016.

## **Contract duration**

- 3) The contract will commence on 18 October 2016 for development, to be completed by 12 February 2017. The contract will then run for a period of 3 years from 13 February 2017 with an option to extend for a further 2 years subject to business need and performance.

## **Cost**

- 4) Your services will be provided at the costs as specified in the agreed price schedule, summarised below:

REMOVED

## **Invoicing**

- 5) So that we can set you up on our finance system, please complete the enclosed SAP7B form and return it to me as soon as possible. If you have any queries regarding how to complete it, please get in touch.
- 6) Once you are set up in our finance system we will provide a purchase order number. To avoid any delay in payment, it's important that you clearly quote that on any invoices for the contract and send them:

### **by e-mail to:**

[CLGInvoices@communities.gsi.gov.uk](mailto:CLGInvoices@communities.gsi.gov.uk)

PDF or tiff files, single or multipage (including attachments) can be accepted, but only 1 invoice may be sent per email.

### **by post to:**

The Planning Inspectorate  
c/o DCLG FSSD CP2P Team  
High Trees  
Hillfield Road  
Hemel Hempstead  
Herts  
HP2 4XN

## **Contract Manager**

- 7) REMOVED will be the contract manager. Her contact details are as follows:

Tel: REMOVED

E-mail: REMOVED

- 8) Please contact REMOVED as soon as possible to arrange a kick-off meeting
- 9) I would be grateful if you would confirm receipt of this acceptance. If you have any queries or require any further information please do not hesitate to contact me. We look forward to working with Astun.

Yours sincerely

A handwritten signature in black ink that reads "Gemma Warren". The signature is written in a cursive, flowing style.

**Gemma Warren MCIPS**  
**Commercial Manager**

For and on behalf of the Secretary of State for Communities and Local Government acting through the Planning Inspectorate