

30/09/2025

Patrick Jordan
Wyndham Jordan Architects
Heron House
8 Faversham Beach
Faversham
Kent
ME13 7LA

OUR REF #: BCQ/2025/0521

Dear Mr Jordan,

QUOTATION

Single storey rear extension including raising of flat roofs and incorporating rooflights at 27 Bridge Street , Wye, Ashford , Kent , TN25 5ED

Thank you for your recent enquiry, to which I have great pleasure issuing our fee quotation to provide a Registered Building Control Approver Service for the above property.

Our all-inclusive quote is valid for a period of 3 months.

This is made up of:

A plan assessment fee and inspection fees (allows for up to 5 site inspections).

The total amount of £1,050.00 including VAT will be invoiced upon receipt of the completed acceptance form below.

*Please note: The price is based on all listed works being carried out simultaneously, and site inspections exceeding the allocated figure will incur further charges of **£175.00 plus VAT per site visit.***

Please note that due to recent changes in legislation this quote is subject to submission of a full specification and detailed technical plans to enable the proposed works to be checked for compliance with the Building Regulations.

Our quotation includes:

1. Issuing all the relevant notices to the Local Authority.
2. Checking of the submitted drawings.
3. Consulting the water and fire authority (if applicable).
4. Undertaking all site inspections.
5. Issuing the final certificate when work is complete.

We have a lawful requirement to serve notice on the Local Authority 5 working days before work starts on site, therefore, if you choose to use our Building Control services, we would be grateful if you could return the project detail form with a 1:1250 site plan as soon as possible.

LSE Building Standards Ltd will aim to provide the services indicated within our scope of services listed on our website.

Should our quotation be acceptable could you please complete and return to me the attached project acceptance form to the address indicated, at which time we will commence work on your project. In the meantime, should you wish to discuss the above matter further, or indeed any other aspect of the project, please do not hesitate to contact me.

I look forward to hearing from you shortly.

Yours sincerely,

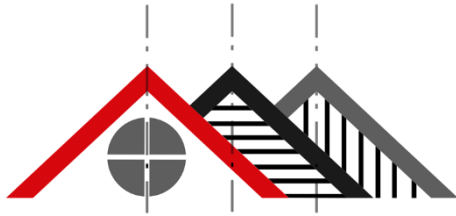


Darren Parrett
BEng(Hons) C.Build E MCABE

For LSE Building Standards Ltd.

Enclosed: Project information/acceptance form,
Fee proposal
Scope of Services





LSE Building Standards Ltd

Project information/acceptance form

Please complete the form below to identify key information about the project. Please note that we require the information below in order to commence work on this project. See guidance notes below this form.

Project address: 27 Bridge Street Wye Ashford Kent TN25 5ED	Client: Lydia Prentice Challis Owner's address: 27 Bridge Street Wye Ashford Kent TN25 5ED Tel no: Email:
Name of Local Authority: Ashford Borough Council	
Description of work: Single storey rear extension including raising of flat roofs and incorporating rooflights	
Principal Designer: Wyndham Jordan Architects Address: Wyndham Jordan Architects Heron House 8 Faversham Beach Faversham Kent ME13 7LA Contact name: Patrick Jordan Tel no: 07961 240541 Email: emmpat2@btinternet.com For further info click on the link https://www.lsebs.co.uk/wp-content/uploads/2024/07/Building-safety-competence-information-for-principal-contractors-and-principal-designers-1.pdf	Principal Contractor: Address: Contact name: Tel no: Email: If not known at this stage, we will be required to be notified before works commence on site. For further info click on the link https://www.lsebs.co.uk/wp-content/uploads/2024/07/Building-safety-competence-information-for-principal-contractors-and-principal-designers-1.pdf
Person responsible for payment of fees: (if different from owner)	

Important: If the work involves the erection or extension of a building, **a site plan** to a scale of not less than 1:1250 is required showing the boundaries and location of the site and a proposed **block plan** at scale of 1:500

Please confirm:

Proposed drainage arrangement in respect of the proposals: (tick as appropriate)

Existing manholes No new drainage New sewer connection

Details of plans/other

information enclosed: *Please send any drawings or other information by email or WeTransfer*

This section needs to be completed. Please do not leave the date fields blank. We are unable to process your application without them. Please note we cannot accept backdated dates on this form, as we require 5 clear working days' notice for the consultation with the local authority.

Approximate Start on site date:.....

(First-day work begins, i.e. for an extension, this would be digging foundations or clearing of the site)

Approximate date of oversite or when 15% of the project is complete :.....

(This is when it is proposed the work will reach the point when it is to be regarded as substantially commenced, i.e. for an extension, this would be oversite; for any other work, this would be when approximately 15% of the work has been completed.)

If not an extension, then please state the stage of work you believe would constitute 15% commencement i.e. for a loft conversion it would be floor joists, for a removal of a load bearing wall it would be when steel is installed.

.....

.....

I/we accept the above quotation and agree to your terms of business (shown on our website) and confirm on behalf of the client that I/we would like you to act in your capacity of a Registered Building Control Approver to sign and submit the Initial Notice to the Local Authority on their behalf.

I/we also confirm that we have the written consent from the owner to act on their behalf in appointing LSE Building Standards Ltd.

Name:

Signed:..... Date:

For and on behalf of:

Please return the completed form to:

LSE Building Standards Ltd, The Office Hogs Green, Sandling Road, Hythe Kent CT21 4HG. Email: admin@lsebs.co.uk

Tel: +44 1303 237704

Guidance notes

1. Please ensure that the project address is correct, including postcode.
2. Please check that the description is correct for the work being carried out.
3. **The Principal Designer and Principal Contractor details will need to be completed.** The name, address, contact number and email address are required. If these roles are not known at the time of submission, the role will default to the client's responsibility.
4. **Please attach a full set of construction drawings** along with a specification along with this form.
5. **The start on-site and the substantially commenced dates are required on submission of this form.** If these are not known, then please give approximate dates.
6. Please sign and date this form.
7. Please do not hesitate to contact the office if you require help completing this form.
8. Further guidance on the changes is below.

Important update for Clients, Designers and Builders

CHANGES TO THE BUILDING REGULATIONS OCTOBER 2023

INFORMATION FOR DUTYHOLDERS

BACKGROUND AND WHAT HAS CHANGED

The Government has published amendments to the Building Regulations, which will apply to all applications for building control consent from 1 October 2023.

In addition, the Government has formed a new regulatory body within the Health and Safety Executive (HSE) called the Building Safety Regulator (BSR). The BSR will oversee many aspects of building safety, including Building Regulations and Building Control.

If you, or someone on your behalf, have submitted a building control application, you have new legal responsibilities from 1 October 2023 as a Client, Designer or Contractor. **You must follow these legal procedures** so that your building control application can be considered.

If you do not follow the procedures prescribed for your role, it will result in your application being rejected or reverted to local council building control, which will require the same information.

NOTIFICATION OF DUTYHOLDERS

The Client must give notification to LSE Building Standards Ltd when they appoint a Principal Contractor (or Sole Contractor) or a Principal Designer (or Sole Designer)

The notice must be given to LSE Building Standards Ltd and include,

- The name, address, telephone number and email address of the Dutyholder (PC or PD or both).
- If the appointment is a change of Dutyholder (PC or PD or both), the name, address, telephone number and email address of the previous Dutyholder (PC or PD or both) and the date their appointment ended.
- If the notice is given on behalf of the client, a signed statement from the client that they agree to the notice being given and that the information in the notice is correct.

Where the client is a Domestic Client, the relevant notices must be given to LSE Building Standards Ltd by the PC or PD and include a statement that the notice is given on behalf of a Domestic Client.

WHAT IS DEEMED COMMENCEMENT OF WORK

Notice before starting work and notice when work is deemed “commenced.”

To serve the Initial Notice, the client must advise LSE Building Standards Ltd of the date when it is proposed that sufficient work will have been carried out to deem the work as “commenced”.

Where work does not involve foundation or substructure works, the client must state what they consider will amount to 15% of the work described in the Initial Notice.

Work being deemed as commenced is,

- For the construction of a complex building,
- work is to be regarded as commenced concerning that building or the first stage of building work when the foundations supporting the building and the structure of the lowest floor level of that building (but not the other buildings or structures to be supported by those foundations) are completed.
- Where the work consists of (a) the construction of a building that is not complex or (b) the horizontal extension of a building,
- work is to be regarded as commenced when the sub-surface structure of the building or the extension, including all foundations, basement levels (if any) and the structure of the ground floor level, is completed.
- Where the work consists of any other building work, then work is to be regarded as commenced when the initial work is completed (“initial work” means the work set out in the initial notice, which the client considers amounts to 15% of all the work described in the initial notice)

After three years, the Initial Notice will automatically cease to have effect unless sufficient work (as above) has been carried out to deem the project commenced AND the client has given written notice to the Approved Inspector.

Dutyholders

Regulations made under the Building Safety Act define new Dutyholders who will have specific duties in relation to ensuring that building work complies with the Building Regulations.

They are key roles (whether fulfilled by individuals or organisations) assigned specific responsibilities at particular phases of the building life cycle.

Client	Domestic Client
<p>Definition:</p> <p>Client means any person for whom a project is carried out.</p> <p>Duties of a Client</p> <ul style="list-style-type: none"> ➤ To ensure suitable arrangements for planning, managing, and monitoring building work to ensure compliance with the Building Regulations. ➤ Ensure that these arrangements are maintained throughout the life of the project. ➤ Must take all reasonable steps to ensure any designers or contractors they appoint are competent to carry out the work they are being appointed to do. ➤ Give a minimum of two days' notice to the Approved Inspector for work starting. 	<p>Definition:</p> <p>Domestic Client means a client for whom a project is being carried out which is not in the course or furtherance of a business of that client.</p> <p>Duties of a Domestic Client</p> <ul style="list-style-type: none"> ➤ To ensure suitable arrangements are made for planning, managing, and monitoring building work to ensure compliance with the Building Regulations ➤ Ensure that these arrangements are maintained throughout the life of the project. ➤ Must take all reasonable steps to ensure any designers or contractors they appoint are competent to carry out the work they are being appointed to do. ➤ NB – the Contractor / Principal Contractor must carry out the above duties unless the Domestic Client agrees in writing that the Principal Designer shall carry out these duties.

Designers	Principal Designers
<p>Definition:</p> <p>Designer means any person (including a client, contractor or other person) who in the course of a business, (a) carries out any design work, or (b) arranges for, or instructs, any person under their control to do so.</p> <p>Duties of a Designer</p> <ul style="list-style-type: none"> ➤ Plan, manage, and monitor design work to ensure it complies with Building Regulations if built accordingly. ➤ Collaborate with the client, other designers, and contractors to ensure compliance with Building Regulations. ➤ Only begin design work if the client understands their responsibilities. ➤ Ensure that the design complies with Building Regulations. ➤ Provide adequate information about the design, construction, and maintenance to enable compliance. ➤ If working on a portion of the design, consider other design work and report compliance concerns to the Principal Designer. ➤ Advise the Principal Designer or the Client if the work they're designing is considered Higher-Risk building work. 	<p>Definition:</p> <p>The Principal Designer is the designer appointed under regulation 11D (Principal Designer and Principal Contractor) to carry out the responsibilities of a Principal Designer according to these Regulations.</p> <p>Duties of a Principal Designer</p> <ul style="list-style-type: none"> ➤ Plan, manage, and oversee design work during the design phase. ➤ Coordinate design-related matters to ensure that if construction follows the designs, it complies with Building Regulations. ➤ Ensure all Dutyholders collaborate with each other. ➤ Ensure designers align their designs so that construction following these designs meets Building Regulations ➤ Ensure designers fulfil their duties. ➤ Communicate and collaborate with the Principal Contractor. ➤ Consider input from the Principal Contractor regarding compliance with Building Regulations. ➤ Assist the client in providing information to designers. ➤ Review the arrangements made by any previous Designer.

Contractor	Principal Contractor
<p>Definition:</p> <p>A contractor is anyone (excluding domestic clients) who, in their business, performs, manages or oversees building work.</p> <p>Duties of a Contractor</p> <ul style="list-style-type: none"> ➤ Plan, manage, and oversee building work to ensure compliance with Building Regulations if the building work follows that design. ➤ Collaborate with the client, designers, and other contractors to ensure compliance with Building Regulations if the construction adheres to the design. ➤ Only initiate design work after ensuring the client understands their responsibilities. ➤ Ensure that the building work they perform meets Building Regulations. ➤ Provide appropriate supervision, information, and instruction to workers to comply with Building Regulations. ➤ Offer enough information about the work to enable the client, other designers, and contractors to comply with Building Regulations. ➤ When handling some of the building work, consider other construction aspects and report compliance concerns to the Principal Contractor. ➤ Provide advice to the Principal Contractor or the client regarding whether any work is considered Higher-Risk building work. 	<p>Definition:</p> <p>The Principal Contractor is the contractor chosen to carry out the responsibilities of a Principal Contractor under these Regulations when multiple contractors are involved.</p> <p>Duties of a Principal Contractor</p> <ul style="list-style-type: none"> ➤ Plan, manage and oversee building work during the construction phase. ➤ Coordinate matters related to building work to ensure compliance with Building Regulations. ➤ Ensure all Dutyholders collaborate with one another. ➤ Coordinate all building work to ensure it adheres to Building Regulations. ➤ Ensure contractors fulfil their duties. ➤ Communicate and collaborate with the Principal Designer. ➤ Take into account comments from the Principal Designer regarding compliance with Building Regulations. ➤ Assist the client in providing information to contractors. ➤ Review the arrangements made by any previous Principal Contractor.