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Mr Simon Glass
c/o Garden Flat
23 King Henry's Road
London
NW3 3QP

ref 0505
5 February 2007

by post and email simon.glass@gv100.com

Dear Simon

Alterations and repairs to Ground Floor Flat, 23 King Henry's Road, London NW3

Following our various emails and telephone conversations over the last couple of years, we confirm that we would be happy to advise you on works of alterations and possible repair to your flat in Primrose Hill.

This letter is intended to discharge certain formalities; we have written another letter of 6th February outlining the things we have discussed and also commenting on my visit to the flat this afternoon.

Before doing any substantive work on the project, we are required by our codes of conduct to record and agree with you our conditions of engagement, and accordingly we enclose a copy of our conditions made out for this project. As you can see, and in common with our other work, we are proposing that fees be charged at our current hourly rate of £95 plus expenses and VAT. We would record our time from today onwards - any previous work, such as the plan as existing and any sketch proposals will not be charged for.

We would be grateful if you could check through the document (or have it checked by a solicitor) and come back to us with any comments you may have if it is not acceptable, or with confirmation of your agreement if it is. Please note in particular that it includes clauses which limit our liability to you - particularly clause 4 on the second page.

Because you are renting out the flat, it is possible that health and safety legislation called *The Construction (Design and Management) Regulations 1994* apply to this project. This legislation requires that a consultant called a "planning supervisor" be appointed to advise on projects over a certain (small) size to provide health and safety management of the design. For "domestic" projects, such an appointment is not necessary. However, in a situation where a flat is being used for business purposes (for instance, being let out etc) it is likely that a project to the building would not be classed as "domestic", and it may therefore be prudent for you to appoint a planning supervisor in this case. We often carry out planning supervisor services as an integral part of our work and, whilst it does increase the fees by a small proportion, it means that there is no ambiguity on this point. Breach of the above regulations is a criminal matter.

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We have for the time being included in the agreement document the "planning supervisor" role in the list of services we are to provide. If this is not acceptable then please come back to us on this point.

We enclose our formal notification in relation to this matter.

We are also required by our professional Codes of Conduct to notify you at the time of our appointment of the following:

- we carry professional indemnity insurance
- as architects, we are subject to the disciplinary sanction of the *Architects Registration Board* in relation to complaints of unacceptable professional conduct or serious professional incompetence. The board's details are: Architect's Registration Board, 8 Weymouth Street, London W1W 5BU. Naturally we aim to give a high standard of service to all our clients, but please do not hesitate to bring to our attention in the first instance any complaints or worries you may have.

Please do come back to us if you need more or other information on any of the above points.

With best wishes.

Yours sincerely

Tim Gough
for Austin Winkley & Associates

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