**FORM 1**

**APPLICATION FOR PERMISSION TO UNDERTAKE BUILDING WORKS**

**ON THE ESTATE OF THE COMMISSIONERS FOR THE EXHIBITION OF 1851**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Dear Sirs | | | | | | | |
| **RE:** | |  | | | | | |
|  | |  | | | | |  |
|  | | | | | | | |
| 1 | We hereby apply to The Commissioners for the Exhibition of 1851 for a Licence for Alterations/Redevelopment to the above property. | | | | | | |
| 2 | We agree to pay The Commissioners surveyors’ fees and The Commissioners legal fees inclusive of VAT and disbursements in connection with this application whether or not a consent is given. Surveyors’ fees to be calculated in accordance with the agreed scale, solicitors costs on a time basis. | | | | | | |
| 3 | We enclose herewith our cheque in favour of Messrs Cluttons in the sum of  £ (inclusive of VAT) on account of Messrs Cluttons’ fees. | | | | | | |
| 4 | We agree that no work will be undertaken until we have the necessary planning permission and/or building regulation approval, copies of which must be submitted to The Commissioners and that we will comply with all conditions and requirements therein. | | | | | | |
| 5 | We agree to provide copies of the specification and drawings of the works. | | | | | | |
| 6 | We will allow representatives of The Commissioners full facilities to inspect the work whilst it is being carried out and will answer or will instruct those who are undertaking the work on our behalf to answer any queries about the work. | | | | | | |
| 7 | We will use our best endeavours to ensure that the works are carried out in a manner which cause the minimum level of nuisance, annoyance or inconvenience to the occupiers of neighbouring properties. | | | | | | |
| 8 | We will indemnify The Commissioners against any action claim or demand or anything done on our behalf in connection with the works. | | | | | | |
| 9 | We will not commence any work until we receive The Commissioners conditional letter of approval. This will be provided within the same timescale as the Planning Authority response to the Planning Application. | | | | | | |
| 10 | We will execute the counterpart of a formal consent for the works prepared by your solicitors whether the same have been completed or not, within fourteen days of the engrossment being submitted for signature. | | | | | | |
| **Signed** | | |  | **Date** | |  | |
|  | | | | | Cluttons  Projects & Building Consultancy  Portman House  2 Portman Street  London, W1H 6DU | | |

**FORM 2**

**INFORMATION ON APPLICATION**

We enclose herewith the following details in respect of the application made on the

[DATE\_Form 1].

1. Drawings
   1. Site plan x3
   2. Existing floor plans x3
   3. Existing elevation drawings x3
   4. Proposed floor plans x3
   5. Proposed elevation drawings x3
   6. Detail drawings x3
   7. Brief specification of proposals x3
2. Copies of Consents
   1. Town Planning
   2. Listed Building/Conservation Area Consent
   3. Building Regulations
   4. Others (state)
3. Details of costs for fee calculations

|  |  |  |
| --- | --- | --- |
| Net cost of building works for *[Insert Project code & title]* |  |  |
|  |  |  |
| **Total** (Excluding fit out works and VAT) |  |  |

The scale of charges on initial visit is as follows:

|  |  |  |
| --- | --- | --- |
| **Value of Construction** | **Fee Level (Excluding VAT)** | |
| £1 to £250,000 | 0.3% | £500(min) to £750 |
| £250,001 to £500,000 | 0.2% | £750 to £1,000 |
| £500,001 to £1,000,000 | 0.175% | £1,000 to £1,750 |
|  |  |  |
| **£1,000,001 to £3,000,000** | **0.1%** | **£1,000 to £3,000** |
| **£3,000,001 Upwards** | **0.075%** | **£3,000(min) Upwards** |