

## Section 1 - Contact Details

Main Contact

Company Name

Company Address

Company Registration No.  Telephone

Email

If the invoice details are different to above, please complete below

Main Contact

Company Name

Company Address

Company Registration No.  Telephone

VAT Number  Email

### Guidance Notes

These are the details of who will be contacted for information and who the quotation will be sent to

These are the details of the company who will be paying the invoice

## Section 2 - Services Requested

### RIBA Stage 1

Drawing Mark Ups

### RIBA Stage 2

Drawing Mark Ups

Outline Fire Strategy

London Plan Policy D12a Planning Fire Safety Strategy

London Plan Policy D12b Fire Statement

Gateway One Fire Statement

### RIBA Stage 3

Drawing Mark Ups

Fire Safety Strategy

### RIBA Stage 4

Drawing Mark Ups

Fire Safety Strategy

### RIBA Stage 5

Technical Support

Site Inspection Report

### RIBA Stage 6

Regulation 38 Support

Pre-handover Fire Risk Inspection

Post-handover Fire Risk Assessment

Fire Risk Appraisal of External Walls Report

EWS1 Form

As Built Fire Safety Strategy

Please select all the different services you would require a quotation for

### Section 3 - Project Details

Project Name

Project Address

#### Project Sector

- |              |                          |                              |                          |
|--------------|--------------------------|------------------------------|--------------------------|
| Education    | <input type="checkbox"/> | Mixed Use                    | <input type="checkbox"/> |
| Residential  | <input type="checkbox"/> | Office                       | <input type="checkbox"/> |
| Healthcare   | <input type="checkbox"/> | Other                        | <input type="checkbox"/> |
| Retail       | <input type="checkbox"/> | <i>If other, please note</i> |                          |
| Distribution | <input type="checkbox"/> | <input type="text"/>         |                          |

#### Project Type

- |            |                          |           |                          |
|------------|--------------------------|-----------|--------------------------|
| New Build  | <input type="checkbox"/> | Extension | <input type="checkbox"/> |
| Conversion | <input type="checkbox"/> |           |                          |
| Refurb     | <input type="checkbox"/> |           |                          |

#### Listed Building

- |           |                          |
|-----------|--------------------------|
| Grade I   | <input type="checkbox"/> |
| Grade II  | <input type="checkbox"/> |
| Grade II* | <input type="checkbox"/> |

Please select the sector this project relates to and indicate the type of project

Please leave this blank if the building is not listed

Please provide a description of the scheme:

Please include as much detail as possible including items such as: Number of Floors, Number of Units, Number of separate blocks, etc.

Anticipated date of planning application submission

Anticipated date of Building Regulations submission

Anticipated start date of construction

Anticipated completion date of construction

Is the building over 18m in height (to the top floor)? Yes  No

What are the main construction materials to be used?

Will the project involve cross-laminated timber? Yes  No

## Section 4 - Plans and Drawings Required

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Have you provided the following documents?

General Arrangement Plans	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Sections & Elevation Plans	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Site Plan	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Please tick to confirm that you have supplied the relevant plans with your request

## Section 5 - How Did You Hear About Us?

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Please select the most applicable

Web Search	<input type="checkbox"/>
Recommendation	<input type="checkbox"/>
Social Media (e.g. LinkedIn)	<input type="checkbox"/>
Worked with Previously	<input type="checkbox"/>

## Section 6 - Additional Information

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Please use the space below to provide any additional information that you believe would support your request