

# Approved Inspectors Ltd

## Project Timeline

All paperwork will be sent to all duty holders by e-mail or post if an e-mail address is not available.

Payment is due on appointment of our services. Our Accounts team will send you an invoice.

Request a quote by contacting your local office or completing the quote request form on our website. If available, please provide plans to help us assess the scope of works.

If you would like to accept our quote please complete, sign and return the appointment form. Please check the quote e-mail to see if we have requested supporting documents/information.

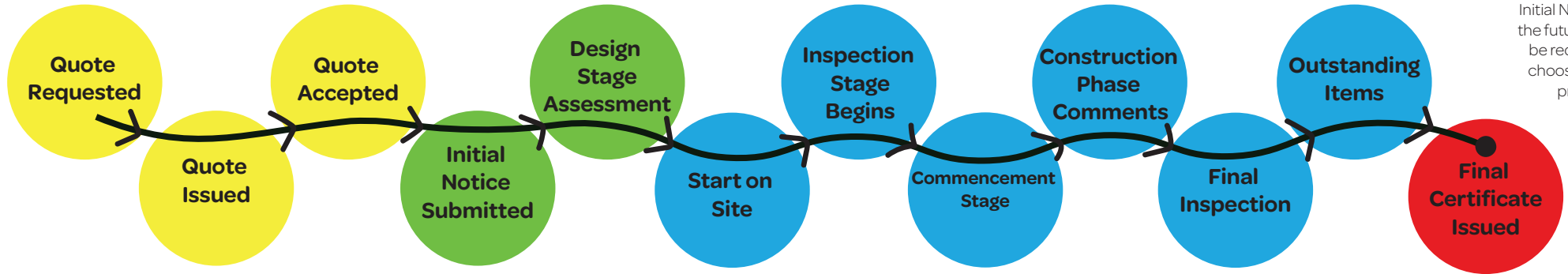
The Registered Building Inspector will carry out their Design Stage Assessment of the plans within 10 working days.  
If no plans have been provided they will send some standard guidance.  
For commercial projects the Fire Service Consultation will be carried out at this stage.

Please contact us to book an inspection at each of your key inspection stages.  
We require at least 24 hours' notice for bookings.

If any interventions or contraventions are raised on site we will send you a letter/e-mail detailing these. These items will need to be rectified before we can issue the Final Certificate.

Following final inspection, if any items remain outstanding or if any snagging items are identified we will send you a letter/e-mail detailing these.  
This letter will include the Regulation 19 deadline we must receive the items by.

Keep a copy of your Final Certificate and Initial Notice safe for the future. They may be required if you choose to sell the property.



Once we have received the quote request we will promptly prepare your quote. This will be issued by e-mail unless otherwise requested.

On receipt of the appointment form we will submit the Initial Notice to the Local Authority. The Client will receive a copy along with a letter which contains key project information like the inspection stages.

Please formally notify us when work starts on site. We will send you a link in your Initial Notice and Design Stage Assessment paperwork to assist.

Please formally notify us when work reaches commencement. We will send you a link in your Initial Notice and Design Stage Assessment paperwork to assist.

Once work is complete, or as soon as it becomes occupied, please contact us for final inspection.  
Once occupied, Regulation 19 is triggered and the Final Certificate must be issued within 4/8 weeks. If additional time is required the project can be assessed for Extension of Time eligibility.

Once we have received all required information we will issue the Final Certificate to all duty holders and the Local Authority.  
For commercial projects, this will also be sent to the Fire Service.

**Duty Holders**  
Once a Principal Designer and Principal Contractor have been appointed for the project, we must be notified within 14 days. If this information was not provided on the appointment form, please complete the links provided within your paperwork.

If we have been provided details of the Principal Designer and Principal Contractor we will send them a copy and tailored letter.

The Initial Notice must be submitted at least two working days before work starts on site.

**Compliance Declarations**  
All projects require compliance declarations to be completed by all duty holders on completion of the work. We will provide links in your Design Stage Assessment/Construction Phase Comments/Outstanding Items Letter to assist you in completing these.