

# WEST SCOTT ARCHITECTS

NB/NB

6<sup>th</sup> March 2020

The Vicar & Churchwardens of St Matthew's Church  
St Matthew's Church, Surbiton  
Surrey KT6 6JQ  
c/o Mr Simon Hancock

Dear Simon,

## **ST MATTHEW'S CHURCH: REPAIRS & ALTERATIONS** **Universal Stone Contract – Practical Completion Certificate**

Following my inspection on Thursday 27<sup>th</sup> February, and information provided by the contractor in advance of that, I am pleased to enclose our Practical Completion Certificate dated 24<sup>th</sup> February 2020.

Please note the following important points relating to Practical Completion.

1. Possession of the site reverts fully to your control with immediate effect.
2. You are now solely responsible for insurance of the building and its contents and you should inform your insurers that Practical Completion has been achieved.
3. The retention held against the contractor is reduced from 5% to 2.5%. We propose to issue a further interim payment certificate shortly to release half of the retention monies.
4. The Rectification Period, in this case twelve months, begins from the date of Practical Completion. After twelve months we will re-inspect the works and ask the contractor to address any contractual defects, by which we mean failures of materials or workmanship, not wear and tear.
5. There remain a number of outstanding issues which are either of a minor nature or were additional works which we agreed would be deemed not material to Practical Completion. Ongoing activities by the contractor in respect of these items must be managed by you under your normal procedures for routine maintenance work.

### Snagging/core-scope items:

- Wood stain to timber stair balustrading.
- Adjustment and painting of external pipework in rose garden.
- Full commissioning of powered door drive to DG01

### Additional works:

- Vestry steps handrail
- Replacement of defective floorboards in belfry and preservative to floor
- Additional ironmongery fittings to DG02

The Studio 3A Bath Road Bedford Park London W4 1LL  
020 8995 4275 [studio@westscottarchitects.co.uk](mailto:studio@westscottarchitects.co.uk) [www.westscottarchitects.co.uk](http://www.westscottarchitects.co.uk)

Also at Chipstable Somerset

Oliver West and John Scott Architects Ltd trading as West Scott Architects

Directors John B I Scott BA Hons Dip Arch RIBA AABC Nicholas M Bethune MA (Cantab) Dip Arch RIBA AABC  
Company Reg No 5616067 VAT Reg No 224 4786 56 Registered Office The Studio 3A Bath Road Bedford Park London W4 1LL

The project health and safety file is being compiled by AGA with information already provided by us and the contractor; this will be issued to you within the next two weeks.

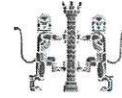
I also enclose the Building Regulations Final Certificate for your records.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Nick Bethune', with a long, sweeping underline.

Nick Bethune

cc	Ian Wilson	IWSA
	Ken Donaldson	Universal Stone Ltd
	Andrew Goddard	AGA Ltd



# Practical Completion Certificate

Issued by: WEST SCOTT ARCHITECTS  
address: THE STUDIO, 3A BATH ROAD, LONDON W4 1LL

Employer: THE VICAR AND CHURCHWARDENS  
address: ST MATTHEW'S CHURCH  
ST MATTHEW'S AVENUE, SURBITON KT6 6JQ

**SBC16/IC16/MW16**

Job reference: 1015

Contractor: UNIVERSAL STONE LTD  
address: GRANGE FARM BUSINESS PARK, WOODHAM RD  
BATTLESBRIDGE, WICKFORD, ESSEX SS11 7QU

Works: TOWER AND SPIRE RPAIRS AND NEW WCs  
situated at: ST MATTHEW'S CHURCH, SURBITON

Under the terms of the ICD 2016 Building Contract dated 12/03/2019

I/We hereby certify that in my/our opinion Practical Completion of the Works has been achieved

on 24<sup>TH</sup> FEBRUARY 2020

To be signed and dated by or on behalf of the Issuer named above

Signed  Dated 06/03/2020

- |                     |   |  |   |  |
|---------------------|---|--|---|--|
| <b>Distribution</b> | <input checked="" type="checkbox"/> Employer          | <input type="checkbox"/> Structural Engineer | <input type="checkbox"/> Principal Designer (CDM Regulations) | <input type="checkbox"/>                 |
|                     | <input checked="" type="checkbox"/> Contractor        | <input type="checkbox"/> M&E Consultant      | <input checked="" type="checkbox"/> <b>CDM ADVISER</b>        | <input type="checkbox"/>                 |
|                     | <input checked="" type="checkbox"/> Quantity Surveyor | <input type="checkbox"/> Clerk of Works      | <input type="checkbox"/>                                      | <input checked="" type="checkbox"/> File |

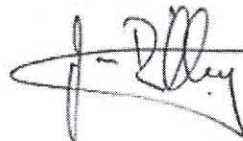
Section 51 of the Building Act 1984 ("the Act")  
 The Building (Approved Inspectors etc.) Regulations 2010 ("The Regulations")

## Final Certificate

1	This certificate relates to the following work: <b>Tower and Spire repairs and improvements to WCs including adding accessible facilities</b> <b>St Matthew's Church, St Matthew's Avenue, Surbiton, KT6 6JQ</b>	Date: 06/03/2020  Oculus Ref: TA186071
2	We, Oculus Building Consultancy Ltd, are Approved Inspectors for the purposes of Part II of the Act and the above work is [the whole] / [part] of the work described in an initial notice given by us and dated as opposite.	Date: 18/04/2018
3	The work [does] / [does not] concern a new dwelling	
4	No optional requirement in the Building Regulations 2010 applies to the work	
5	<del>One or more of the following optional requirements in the Building Regulations 2010 applies, namely –</del> <del>(a) regulation 36(2)(b) (optional water efficiency requirement of 110 litres per person per day)</del> <del>(b) Schedule 1 Part M optional requirement M4(2) (category 2 – accessible and adaptable dwellings)</del> <del>(c) Schedule 1 Part M optional requirement M4(3) (category 3) – wheelchair user dwellings)</del>	
6	The work described above has been completed and we have performed the functions assigned to us by regulation 8 of the Regulations	
7	A Final Certificate has now been issued in respect of all the work described in the initial notice referred to in paragraph 2 above.	
8	Copies of the notice of approval and of a declaration of insurance relevant to the work described in this notice are on a register kept by the body designated under regulation 3 of the Regulations.	
9	The work [is] / [is not] minor work.	'Minor Work' has the meaning given in regulation 9(5) of the Regulations.
10	We, Oculus Building Consultancy Ltd, declare that we have had no financial or professional interest in the work described since giving the initial notice described in paragraph 2	If the work is not minor work then this declaration must be made. Financial or professional interest has the meaning given in regulation 9 of the Regulations.
11	This certificate is evidence (but not conclusive evidence) that the requirements specified in the certificate have been complied with.	

Signed:

Signed:

Name: RICHARD BATTE  
 Oculus Building Consultancy Ltd  
 Approved Inspectors  
 Date: 06/03/2020

Name: JOHN DILLEY  
 Date: 06/03/2020