

# PROJECT INSTRUCTION SHEET

Please complete this form in full as your instruction for jhai to carry out the Building Control function as a Corporate Approved Inspector as designated under the Building Act 1984 and the Building (Approved Inspectors) Regulations 2010.



**Please return by email to [adminmanchester@jhai.co.uk](mailto:adminmanchester@jhai.co.uk)**

Ref:Q/211601/MA/22

## SITE/PREMISES ADDRESS

All Saints Church, Crow Lane East, Newton-le-willows, Lancashire	
Postcode:	WA12 9UB

## DESCRIPTION OF WORK e.g. Single-storey rear extension / Two-storey side extension, etc.

Replacement floor to existing Nave of Church			
Does this project relate to a domestic premise?			<b>NO</b>
Does the work involve a new building or extension built over or within 3m of a public sewer?			<b>NO</b>
Anticipated start date:	19 July 2022	Estimated cost of work:	10 October 2022

## BUILDING OWNER DETAILS

Name / Company:	Parochial Church Council, Chairman The Reverend C Stafford		
Address:	All Saints Vicarage 243 Crow Lane East Newton-le-Willow		
Postcode:	WA12 9UB	Telephone:	01925 271421
Email Address:			

Wigan Regional Office  
Suite 7b Stone Cross Place, Stone Cross Park, Golborne, Wigan, WA3 2SH  
Tel : 01942 724690 Fax : 0161 3327880

All the approval you need



AGENTS DETAILS (if applicable)

Name / Company:	Robin Wolley B.Arch RIBA AABC Chartered		
	Architect		
Main Project Contact:	Robin Wolley		
Address:	St Andrews Business Centre Queens Lane Bromfield Industrial Estate Mold Flintshire		
Postcode:	CH7 1HE	Telephone:	01352 706201
Email Address:	info@robinwolleyarchitect.co.uk		

CONTRACTOR DETAILS (if known)

Name / Address:	Mr Darren Clayton GAC Construction Ltd 11 Common Nook Ince Wigan		
Postcode:	WN2 2TA	Telephone:	07769892440
Email Address:	gac ltd@outlook.com		

INVOICE DETAILS

Please indicate to whom the fee should be invoiced to:	Name:	Parochial Church Council, Chairman The Reverend C Stafford
	Address/Company:	All Saints Vicarage 243 Crow Lane East Newton-le-Willow WA12 9UB
	Telephone No:	01925 271421
Email Address:	chrisj.stafford@virginmedia.com	

**IMPORTANT:** Please clarify the person's involvement in the project and provide an email address where possible. By signing the declaration below we assume consent for payment has been sought from the invoice recipient. We will invoice the client/applicant direct if no invoicing information has been provided.

## ADDITIONAL INFORMATION/NOTES

If your building involves an extension or new build please attach a site plan. If the works are internal, a site plan is helpful, but it is not required.

### EXTENSION or NEW BUILD

Please provide a 1:1250 scale location plan, suitably scaled site plan and a site drainage layout including sewer connections/locations, etc [YES / NO]

### NEW DWELLINGS ONLY

Please confirm from your Planning Approval document if any of the following optional requirements in the Building Regulations applies to the work:

1. The water efficiency requirement of 110 litres per person per day [YES / NO]
2. One or more of the new dwellings is required to be to Category 2 standard - Accessible and adaptable dwellings [YES / NO]
3. One or more of the new dwellings is required to be to Category 3 standard - Wheelchair user dwellings [YES / NO] OR
4. The Planning Approval contains no reference to optional building regulation standards [YES / NO] OR
5. Planning Approval has not yet been granted for the work. If this is the case you must provide the information above as soon as is reasonably practicable after that permission is granted [YES / NO]

## WHAT TO DO WHEN WORK STARTS


Please notify the office when the work is due to start on site. Please ensure that you contact us in good time before your build reaches each relevant stage of work, as advised by our surveyor and we will arrange an inspection when necessary. Please note that the inspections may be an onsite inspection by a surveyor or remote inspections using evidence requested by a surveyor. It is essential to inform us in good time when the project is substantially complete and/or occupied as failure to do so may result in the statutory registration of your project no longer being valid. If this occurs the control of your work will automatically revert to the local authority.

See our Key Info page for more details - <http://www.jhai.co.uk/key-information>

## DECLARATION

By signing this form the applicant confirms that the building owner (person carrying out the work) authorises us to send the Initial Notice on their behalf.

A copy of this will be sent to the building owner so please include full contact details, including an email address, on this form.

Signature:	Print Name:	Date:
	Robin Wolley	18 July 2022

## CONTACT INFORMATION

Project Manager: Joe Dainty
Office Tel: 01942 724690
Mobile: 07974253546
Email: joseph.dainty@jhai.co.uk