



Head Office: 85 Great Portland St
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www.paramountbuilt.co.uk
Company Number: 15067256

Invoice

PBCR-INV-284656

Balance Due
£500.00

Invoice Date : 10/10/2025

Terms : Custom

Due Date : 15/10/2025

Bill To
Mr. Nick Bushell

#	Item & Description	Qty	Rate	Amount
1	Quotation – Structural Calculations & Site Visit for Timber Rear Extension Project Description: Structural calculations for a single-storey timber-framed rear extension, constructed under Permitted Development. The extension is approximately 3 metres in depth and 4.5 metres in width, located to the rear of the existing property.	1.00	500.00	500.00

Structural Calculations & Design

Full structural calculations for timber elements, including:

- Floor and roof joists
- Wall studs and plates
- Beams and lintels (e.g. over doors or openings)
- Foundation guidance (subject to site conditions)
- Preparation of Drawings & Documentation
- Annotated structural layout drawings (PDF)
- Supporting structural calculation pack

Documentation suitable for submission to Building Control or a private Approved Inspector

Building Regulations Compliance

All designs will be prepared to satisfy Part A of the Building Regulations.

We will coordinate with your builder or architect as required.

We also provide support in responding to Building Control queries at no additional charge.

#	Item & Description	Qty	Rate	Amount
Fee Summary:				
Payment Terms:				
	50% deposit upon instruction			
	50% upon delivery of final calculations			
		Total		£500.00
		Balance Due		£500.00

Total In Words: **Pound Sterling Five Hundred**

If you decide to appoint ParamountBuilt for the construction phase of your project, the full design fee will be refunded making your planning and design effectively free

How to make payments?

1. Bank Transfer

Bank Account Details:

Account Name: PARAMOUNTBUILT LTD

Sort Code: 04-00-03

Account No: 67814613

GB52 MONZ 0400 0367 8146 13

please use invoice no. PBCR-INV-284656 as a payment reference

Paramountbuilt Ltd Ltd.

Terms and Conditions of Service

(Company Registered in England, No:
15067256)

1. Definitions

- "**Company- "**Client- "**Proposal- "**Services********

2. Acceptance of Terms

By signing or accepting the Proposal electronically or physically, the Client acknowledges acceptance and agreement to these Terms and Conditions.

3. Scope of Services

The Company shall provide services detailed explicitly within the signed Proposal. Any services outside this agreed scope shall require a separate written agreement.

4. Consultations

Consultations (Zoom, phone, or otherwise) are by appointment. Extended sessions beyond agreed duration may incur additional charges.

Architectural Design & Planning Permission Services

1. Scope of Architectural Services

- At **Paramountbuilt Ltd**, we provide **architectural design, structural engineering, and party wall services**, covering everything from design concepts and planning drawings to structural calculations and party wall documentation.
- Our work may involve the coordination of planning applications in line with recognised professional standards, British Standards, local planning policies, and building regulations.
- Paramountbuilt Ltd does not provide legal advice. Where planning legislation, party wall matters, or other laws are relevant, clients may wish to obtain independent legal advice.

2. Planning Permission Services

At ParamountBuilt Ltd, we strive to deliver excellence in all our projects. As a registered company in England and Wales (registration no. 15067256), we are dedicated to providing exceptional services to our clients. Our registered address is 85 Great Portland Street, First Floor, London, England W1W 7LT. Trust us to turn your vision into a reality. Contact us today to learn more about our services.

- **Application preparation:** When instructed, we will prepare and submit a planning application on your behalf. This may include drawings, planning statements, design-and-access statements and other documents required by the local planning authority (LPA).
- **Decision criteria:** Local planning authorities assess applications against their development plans. They consider factors such as the number, size, layout and external appearance of buildings, infrastructure availability, landscaping needs, proposed use and effects on the surrounding area.
- **Statutory time limits:** Most planning applications are determined within 8 weeks; unusually large or complex applications are determined within 13 weeks. Statutory limits under Article 34 of the Town and Country Planning (Development Management Procedure) Order 2015 are 13 weeks for major developments and 8-11 weeks for other developments. The government's "planning guarantee" policy aims for major applications to be decided within 26 weeks and non-major applications within 16 weeks. These timelines are set by the LPA and are outside Paramountbuilt Ltd's control.
- **No guarantee of approval:** Paramountbuilt Ltd will use reasonable skill and care in preparing and submitting your application, but we cannot guarantee that planning permission will be granted. Planning decisions rest solely with the Local Planning Authority (LPA).
- **Client-submitted applications:** If you choose to submit your own application, Paramountbuilt Ltd is not responsible for communications with the LPA. We will provide documentation and, within reason, adjustments to our design if the LPA requests changes, but it is your responsibility to liaise with planning officers.

3. Delivery Timeline and Client Cooperation

- **Design timeline:** Delivery of architectural drawings and documents typically takes 7 to 15 working days, depending on the project scope and complexity. This time frame assumes we receive all required information and payment promptly.
- **Client obligations:** You must provide accurate and complete information, including site surveys, existing drawings and any covenants or restrictions. You must review and approve designs in a timely manner and pay all required planning fees. Delays in providing information or approvals may delay the project.
- **Communications with authorities:** When Paramountbuilt Ltd submits and manages the planning application, we will handle correspondence with the LPA and keep you informed of progress. However, we do not control the LPA's timetable and cannot guarantee prompt responses.

4. Limitations of Liability

Paramountbuilt Ltd will exercise reasonable skill and care in providing architectural services. However, we are not liable for:

- Decisions made by local planning authorities or other statutory bodies.
- Delays caused by the planning authority, statutory consultees or other third parties.
- Consequences of incomplete or inaccurate information supplied by the client.
- Our liability for any claim arising from our services is limited to the amount of our professional indemnity insurance.

Professional Standards and Builder Compliance Clause

1. Professional Standards and Recommendations

- Paramountbuilt Ltd is a team of qualified structural engineers, architects and party wall surveyors. Our advice and designs follow the principles of the Royal Institute of British Architects (RIBA), Royal Institution of Chartered Surveyors (RICS) and current Building Regulations. We provide recommendations to ensure that projects comply with building control requirements and best practice guidelines.
- Where we act as party wall surveyors, our work is guided by the Party Wall etc. Act 1996 and associated government guidance. We are committed to professional integrity and impartiality at all times.

2. Role of the Builder and Client Responsibility

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- **Builder's responsibility:** The person or contractor carrying out the building work is legally responsible for ensuring that the work complies with the Building Regulations. If building work does not comply, the person doing the work can be prosecuted and fined, and the local authority can require defective work to be corrected.
- **Client's responsibility:** As the client, you are responsible for appointing a competent builder and ensuring that the builder follows the plans, specifications and recommendations provided by Paramountbuilt Ltd. We will guide you about our recommendations and why they are necessary, but we do not supervise the builder's work.
- **Builder inquiries & project management:** Any additional builder-related inquiries, coordination, or supervision requests beyond our standard design service will be treated as project management and will incur additional charges at a rate of **£80 per hour**.

3.No Liability for Builder's Deviation

- Paramountbuilt Ltd does not accept responsibility for any work that deviates from our recommendations or drawings. If your builder builds something different to the agreed design, uses unapproved materials or fails to follow our guidance, you (and/or the builder) will be liable for any resulting noncompliance, defects, costs, delays or enforcement action by building control.

4.Professional Conflict

- Paramountbuilt Ltd works independently from contractors. On occasion there may be differences of opinion between our engineers/architects and your builder. Our duty is to adhere to the applicable professional standards and legal requirements. If our professional advice conflicts with your builder's approach, we will explain the reasons for our recommendations so that you can make an informed decision.
- Paramountbuilt Ltd is not responsible for mediating disputes between you and your builder. Any contractual or financial disputes with your builder must be resolved directly with them. We recommend that you retain a clear written contract with your builder to cover workmanship, quality and adherence to professional plans.

5.Changes, Variations and Additional Work

- If your builder or contractor has recommendations or suggests changes to the agreed design, you must inform **Paramountbuilt Ltd** before the work is executed. If changes are carried out without prior notification, any resulting revisions, inspections, or compliance checks will incur additional charges.
- If building control requires modifications to achieve compliance, these must be carried out by your builder at your expense. Paramountbuilt Ltd will not be liable for any cost of remedial work resulting from your builder's failure to follow our recommendations.

6. Fees and Payment Terms

Payment terms are specified in the accompanying Proposal and form part of this agreement.

- **Quotation:** Our fee proposal will specify the services included (e.g. concept design, planning drawings, planning/permission submission) and any exclusions. Planning application fees charged by the local authority are not included in our fees and must be paid separately by the client.
- **Payment terms:** A non-refundable deposit of 50% of the total project fee is payable prior to commencement of work, including any site visits. The remaining 50% is due upon project completion, and Final files or project deliverables will be released only upon confirmation that all outstanding payments have been received in full. Fees are invoiced according to our quotation. Payment is due within the time stated on the invoice. We reserve the right to charge interest on late payments under the Late Payment of Commercial Debts (Interest) Act1998.

7. Amendments and Additional Work

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Any additional work or modifications requested beyond the original Proposal must be agreed upon in writing and may incur additional charges of £80/ hour and timelines.

Structural Engineering Services

1. Scope of Structural Services

- Paramountbuilt Ltd provides a full range of structural engineering services, including load assessments, structural calculations, design drawings, feasibility studies, calculations for building control approval and advice on structural alterations. We work in accordance with relevant British Standards and the Building Regulations 2010.
- Our engineers are chartered or equivalent and follow professional guidance from bodies such as the Royal Institute of British Architects (RIBA) and the Royal Institution of Chartered Surveyors (RICS).

2. Delivery Timeline

- The usual turnaround time for structural calculations and drawings is 7 to 15 working days from receipt of all necessary information and payment. The exact time frame depends on the scope and complexity of the project.
- Any stated timescale is an estimate. Factors such as incomplete information, changes to the brief or third party delays (e.g. planning permission, party wall matters, utility searches) may extend the delivery time. We will notify you if we anticipate delays.

3. Building Control Approval

- **Building control applications:** We can prepare and submit a full plans application or building notice application to the relevant local authority/building control body or an approved inspector on your behalf. Local authorities must normally make a decision on full plans within five weeks, or up to two months with your consent. Completion certificates are typically issued within eight weeks of satisfactory completion. These timescales are set by building control bodies and are outside Paramountbuilt Ltd's control.
- **Separate fee:** Unless explicitly included in our quotation, the fee charged by the building control body is not included. We will charge you separately for building control application fees and any administrative costs. We will not submit the application until you have paid this fee.
- **Liaison with building control:** Where we submit your application, we will handle queries raised by the building control body and provide reasonable revisions to our structural design if required. We cannot guarantee approval; building control officers may require alterations or additional information.
- **Client-submitted applications:** If you choose to submit your own building control application, Paramountbuilt Ltd does not accept responsibility for communications with building control officers. We will provide structural calculations and drawings and will, within reason, make design adjustments requested by building control, but it is your responsibility to liaise with the authority.

4. Standards and Compliance

- All structural designs provided by Paramountbuilt Ltd aim to comply with the Building Regulations. Building control bodies set their own fees based on inspection costs, and what you pay depends on the type and size of the project.
- Approval by building control does not remove your responsibility, or that of your builder, to construct the works in accordance with our designs and with statutory requirements. The person carrying out the work could be prosecuted and fined if they do not comply with building regulations.

5. Changes and Additional Work

- The client must provide complete and accurate information (e.g. existing drawings, ground investigation reports, architectural plans) before we start work. Changes to the scope of work requested after we have commenced will be treated as a variation and may incur additional fees.
- If building control requires revisions that fall outside the original scope (e.g. additional calculations, site inspections or major design changes), we will quote for the extra work.

6. Payment Terms

- Fees for structural design work are payable as outlined in our quotation. Building control fees and any disbursements are payable in advance of the application. We reserve the right to charge interest on late payments in accordance with the Late Payment of Commercial Debts (Interest) Act 1998.
- Deliverables remain the property of Paramountbuilt Ltd until payment is received in full. We may withhold submissions to building control until outstanding invoices are settled.

7. Limitations of Liability

- Paramountbuilt Ltd will carry out its services with reasonable care and skill. However, we cannot accept responsibility for delays or decisions by building control bodies, or for the work of builders and contractors.
- Our structural designs are based on information provided and reasonable assumptions. We are not responsible for unforeseen site conditions, hidden defects or inaccuracies in client-supplied information.
- Our liability for any claim arising from our structural services is limited between £100,000 of professional indemnity insurance available at the time of the claim.

Party Wall and Boundary Services

Paramountbuilt Ltd provides party wall surveying services under the Party Wall etc. Act 1996 ("the Act"). This includes assisting building owners with serving notices, acting as surveyor or agreed surveyor under the Act and preparing the party wall award. The company is not a law firm and cannot give legal advice. Clients should seek independent legal advice where necessary.

1. Appointment of Surveyors

- Under the Act, if a dispute arises you and your neighbour may agree on a single "agreed surveyor" or each appoint your own surveyor to draw up a party wall award. The two surveyors then select a third surveyor if they cannot agree.
- Neighbour's right to appoint another surveyor: The adjoining owner has the statutory right to appoint their own surveyor. Paramountbuilt Ltd cannot prevent them from doing so. In most cases the building owner (our client) pays the reasonable fees of both surveyors. Should your neighbour appoint an additional surveyor, our fees will be adjusted accordingly.

2. Schedule of Condition

- The party wall award often contains a record of the condition of the adjoining property before work begins. This "schedule of condition" involves describing and photographing walls, floors and ceilings and is recommended because it allows any later damage to be properly attributed.
- Although a schedule of conditions is not mandatory under the Act, Paramountbuilt Ltd strongly recommends it. If you instruct us to carry out a schedule of condition there will be an additional charge of £400, which will be included on your quotation. Should you decline this service, you accept that it may be harder to prove damage later; Paramountbuilt Ltd accepts no liability for disputes arising from the absence of a record.

3. Confidentiality

- Both parties agree to maintain confidentiality of all sensitive and proprietary information relating to the Services unless disclosure is required by law.

4. Public Liability Insurance

- The Company holds appropriate Professional Indemnity Insurance coverage compliant with UK regulations, details available upon request.

5. Right to Engage Third Parties

- Paramountbuilt Ltd. reserves the right to subcontract or collaborate with third-party consultants or specialists as required, maintaining ultimate responsibility for project delivery quality.

6. Marketing and Portfolio Use

- The Company reserves the right to use completed project materials, images, or descriptions for marketing purposes unless otherwise explicitly agreed in writing.

7. Force Majeure

- Neither party will be liable for delays or failures resulting from circumstances beyond reasonable control, including but not limited to acts of God, strikes, pandemics, governmental regulations, or natural disasters.

8. Termination

- Either party may terminate the agreement upon fourteen (14) days' written notice. The client remains liable for all fees incurred up to the termination date. No fees already paid will be refunded under any circumstances.

9. Dispute Resolution

- Any disputes arising shall first be subject to negotiation between the parties. Should this fail, disputes shall proceed to mediation or arbitration according to English law standards.

10. Governing Law and Jurisdiction

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- These Terms and Conditions shall be governed by and construed in accordance with English law. Both parties agree to submit exclusively to the jurisdiction of the courts of England.

11. Amendments to Terms

- The Company reserves the right to amend these Terms and Conditions at its own discretion, provided reasonable written notice is given to the Client. The client must be updated through our website quotation/ invoice.

12. Entire Agreement

- These Terms and Conditions, together with the Proposal, constitute the entire understanding and agreement between Paramountbuilt Ltd. and the Client, superseding any previous understandings, negotiations, or agreements.

Refund & Cancellation Terms (Paramountbuilt Ltd – all services)

1. Formation of Contract and Scope

- Paramountbuilt Ltd offers professional services including structural engineering, architectural design, party wall surveying and planning permission submissions. A contract is formed when you accept our quotation or give us a clear instruction to proceed—whether this is done in writing, orally or by paying a deposit. These terms apply to all such contracts.

2. No Refund Policy Once Work Has Started

- Paramountbuilt Ltd allocates professional staff time and resources when a project commences. For all services, if a survey has commenced, there will be no refund as it's a custom service based on client's need.
- If you wish to cancel after we have begun preparing drawings, calculations, party wall notices or other work, you remain liable for full fees for services performed, including any site visits, research, calculations, drawings, liaison with third parties and administrative work. You may also be charged for materials or items that cannot be returned or reused.
- Any deposit paid may be retained to cover these costs. We may invoice you for additional labour and expenses incurred up to the date of cancellation.

3. Cancellation Before Work Starts

- If you cancel before work starts or site visit, you are entitled to a full refund.

4. Governing Law

These refund terms are governed by the laws of England and Wales. Nothing in this clause affects your statutory rights (including the right to dispute unfair terms through alternative dispute resolution).