

14 August 2020

Ref: 00005.200814.Q4

John Doe

KP Acoustics Ltd.

By email to:

Dear

00005: 66 Leicester Road, RM15 8JD, AVELEY, UK

BASIC SITE VISIT WITH ADR Q

Further to your recent enquiry, we are pleased to present you with our scope of work and fee proposal for the above project.

A: Site Visit

This is random text number 7 guys, because I could not find it now, but who found can edit service when he wants.

Following the assessment of the sound insulation performance of the existing constructions, we would review any available construction details in parallel with the survey results in order to recommend any acoustic treatment and detailing as necessary.

The current construction performances will be reviewed against the requirements of the Building Regulations, Approved Document E: 'Resistance to the passage of sound' (2003 Edition).

The review would consider the requirements of the Building Regulations and any other relevant British Standard as well as any specific client performance requirements.

A bespoke sound insulation upgrade solution, dependent on budgetary and performance requirements would be proposed within our report, with references to proprietary materials and suppliers as appropriate.

B: Noise Mapping

This is random text number 11 guys, because I could not find it now, but who found can edit service when he wants.

Following the assessment of the sound insulation performance of the existing constructions, we would review any available construction details in parallel with the survey results in order to recommend any acoustic treatment and detailing as necessary.

The current construction performances will be reviewed against the requirements of the Building Regulations, Approved Document E: 'Resistance to the passage of sound' (2003 Edition).

The review would consider the requirements of the Building Regulations and any other relevant British Standard as well as any specific client performance requirements.

A bespoke sound insulation upgrade solution, dependent on budgetary and performance requirements would be proposed within our report, with references to proprietary materials and suppliers as appropriate.

C: Planing Compliance Review

A noise impact assessment of the plant installation would be produced based on the findings of the environmental noise survey and the available plant proposals and layout drawings.

The suitability of the plant installation would be determined and any mitigation measures, such as acoustic screening, would be determined to satisfy the noise emissions criterion. Detailed calculations will accompany the report in order to demonstrate planning compliance.

We would liaise with the Local Authority, should it be necessary, in order to agree on a noise emissions criterion based on the measured background noise levels. Our assessment would be based on the following Standards and Good Practice Documents:

- BS4142: 2014: 'Method for rating industrial noise affecting mixed residential and industrial areas'
- BS8233: 2014: 'Sound Insulation and Noise Reduction for Buildings - Code of Practice'
- WHO Guidelines

If compliance to the noise emissions criterion cannot be achieved within the flexibility of practical mitigation measures, a redesign / reselection of the plant units may be recommended. Any additional assessment of alternative plant installation schemes are not included in this scope of work, and may be subject to additional fees, as appropriate.

Fee Proposal

Our professional fees for carrying out the above scope of work would be as follows:

A: Site Visit	£650 (+VAT)
B: Noise Mapping	£550 (+VAT)
C: Planing Compliance Review	£980 (+VAT)

This fee is inclusive of all UK expenses, but exclusive of VAT, which would be charged at the current rate.

Payment should be made within a 30-day period after issue of our invoice which would be done after the completion of our site visit. Payment would be required to clear prior to the release of our technical report, unless otherwise agreed in writing.

Please note that this scope of work reflects the time for survey and office work, commensurate to the type and size of the project. Any additional visits will be charged at our hourly rate of £120.00 per hour (+VAT), and additional meetings charged at £550.00 (+VAT). Additional site visits or meetings will only be undertaken with prior approval from yourselves.

The above fees include one (1 No.) revision of the report. Additional fees may be applied based on our

hourly rate of £120.00 (+VAT), should further amendments be required.

Additional fees for commuting to and from the site may be applied as per our hourly rate of £120.00 (+VAT) in the instance of an abortive site visit, where circumstances are within the control of the Client. These would include but are not limited to: access to the site not being possible at the time of visit, the site not being in a suitable state for any acoustic measurements, or the site being deemed to be insecure at the time of visit. Please see our instruction form for further clarifications.

Please note that the above fee proposal is valid for a period of 12 months from the date of issue. Hourly fees are revised at the beginning of every calendar year, which may result in incurring an additional charge, depending on when a revised report is requested.

Should you wish to proceed as per this proposal, please complete and return the acceptance form attached.

We trust this is sufficient for your requirements. Should you have any questions, please do not hesitate to contact us.

Yours Sincerely,

George Hadjilambri AMIOA

KP Acoustics Ltd.

INSTRUCTION FORM

1 Galena Road
London
W6 0LT
T: +44(0)208 222 8778
F: +44(0)208 222 8575
email: info@kpacoustics.com

Please complete and return this form

Client Name	
Invoicing Address	
Accounts Email Address	
Purchase Order Number	
Contact telephone numbers	
Site Contact	
Site full postall address	

1. Full access to site should be allowed with a secure location to install the noise monitoring equipment without risk of theft or vandalism
2. Site plans / services drawings / manufacturer's noise emissions data / planning conditions to be provided prior to the survey
3. Full payment to be made within 30 days of the date of issue of our invoice

This is a formal appointment of KP Acoustics Ltd. to undertake and fulfil the scope of work referenced 20982.200611.Q1. Terms of contract of KP Acoustics Ltd. can be provided upon request.

Print Name:

Date: