



Mr C Nicholson  
Octagon Developments Ltd  
Weir House  
Hurst Road  
East Molesey  
Surrey  
KT8 9AY

27<sup>th</sup> August 2013

Our Ref: 80498

Dear Mr Nicholson

**THE BUILDING ACT 1984  
THE BUILDING REGULATIONS 2010  
THE BUILDING (APPROVED INSPECTORS ETC) REGULATIONS 2010**

**Erection of dwelling and associated works  
The Haybarn,  
Dye House Road  
Thursley  
Surrey  
GU8 6QN**

In accordance with your instructions, we confirm that the Initial Notice for the above property was signed on your behalf and has been submitted to the Local Authority. A copy of this legal document is attached for your records.

If at any time, either prior to or during construction, any amendments are made to the plan or layout of the building you must send us copies of these amendments. This is essential to enable us to ensure compliance with the Building Regulations and keep the local Fire Authority informed.

Please advise your contractor to contact us prior to commencement of works to arrange site inspections. We also enclose a copy of our Stage Notice Form. Please fill in the details of the proposed dates for each of the stages and return it to this office or contact us by phone in order to arrange the necessary site inspections.

On completion of the project we will issue a Final Certificate to the Local Authority. This must be carried out within 4 weeks of occupation, otherwise the work may then revert to the Local Authority who will charge a further fee.

Please do not hesitate to contact us should you have any queries.

Yours sincerely

**Alison Morse  
Project Manager**

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E-mail: [alison.morse@byl.co.uk](mailto:alison.morse@byl.co.uk)  
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Encs: Initial Notice

