

Our Ref: P-0000276355
Telephone: 0345 7773322
Email: churchteam@ecclesiastical.com

Dear Mr Brown

**Re: The Rector and Churchwardens for the time being and the Parochial Church Council of
Selsdon St John the Divine in the Diocese of Southwark - P-0000276355**

Thank you for advising us of the proposed building works to be carried out. We understand that the scope of work is as follows:

- Date of building works: To be confirmed – awaiting Faculty approval
- Scope of works: Installation of a new heating system
- Value of contract (including professional fees and VAT): Approximately £250,000

It is our understanding that approval is required for your faculty application to proceed. Please accept this letter as confirmation that we are happy to provide this.

Important information: this letter is not confirmation that building works insurance is in place.

Important information

Use of Scaffolding

Cover for theft of parts of the building or its fixtures (including external metal) is **excluded** whilst any scaffolding is erected at the premises.

Where external scaffolding is in use, the following measures should be in place:

- 1) All lower level ladders including access ladders to any scaffolding are removed from the site, or rendered inaccessible at the end of each day's operations.

- 2) The base of the scaffolding is enclosed in either metal or timber sheeting to a minimum height of 3 metres.

Where the above measures cannot be implemented, or you have concerns relating to cover for theft of parts of the building or its fixtures (including external metal), please contact us to discuss.

What to do once the building works have completed

If your building works have materially changed the size, structure or footprint of the building, your sums insured may need to be reviewed. It is your responsibility to set the sum insured but your architect may be able to help you. In certain circumstances where there have been significant changes, we may resurvey your building.

Made Simple Guide

For straight forward step by step guidance on building works, please refer to the following link on our website <https://www.ecclesiastical.com/documents/building-works-made-simple.pdf>

Contractors

Please ensure you check that any contractors carrying out building works have their own Public Liability and Employers' Liability insurance. This insurance should be valid throughout the duration of the works and written proof of insurance from the contractor should be obtained. However, please note that you do not need to show proof of the contractor's insurance to us.

If you have any questions, please contact us and we will be happy to help.

Yours sincerely

M Karlsson

Matt Karlsson
CERT CII
Commercial Underwriter
Corporate Client Customer Services