



12 June 2026

Dear David,

**Re: Adastra Park Public Toilets**

You advised that you will be taking ownership of the building next April and that, by then, you would wish to have a manageable facility that provides park users with something appropriate to their needs and sufficiently robust to deter wilful damage.

Currently, you are awaiting a condition report on the existing building, but are aware of a number of issues, including a levels problem, which might prevent easy alteration.

To achieve your desired outcome, we envisage the following process:

**Design & Approval**

We will arrange drawn proposals for your internal approval, based on the findings of the report and current compliance requirements.

Following review, we will provide budget costings based on the preferred scheme.

**Planning**

Should there be a need for planning approval, we will develop the approved scheme and make the necessary application.

**Procurement**

Following successful planning approval, we will further develop the scheme and issue tenders to a number of local contractors for competitive pricing. Upon receipt, we will issue a tender report and associated costs for comparison with your budget.

**Project & Cost Management**

At an agreed time, we will arrange for the works to be carried out and managed through to completion.

At regular intervals during the build, we will value the works completed and issue interim valuations, together with the appropriate payment paperwork.

Upon completion, we will manage the defects process, agree the contractor's accounts, and issue the appropriate certification.

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### **Quantum Surveyors Fee Proposal**

Our fee for these works will be £14,500 plus VAT. Within this fee, we will include the following:

- Design for approval
- Planning drawings
- Construction drawings
- Planning application
- Cost advice
- Tender issue and management
- Construction planning and management
- As-built drawings

### **Other Costs/Exclusions**

As part of the process, there will be a need for other services to ensure the works are compliant. These services will be undertaken by others, for which you will be billed directly. These are likely to include:

- Approved Inspector Services for Building Control approval
- Principal Designer appointment to provide compliance under Health & Safety requirements
- Structural Engineer design (if needed)

Kind Regards

Craig Denyer  
Quantum Surveyors