

Our Ref: 2431

Client: Kirkbymoorside Town Council, Church House, 7 High Market Place, Kirkbymoorside,
YO62 6AT

FORM OF APPOINTMENT

Date: 11.06.2026

Project Reference: Sports Recreation Ground, New Road, Kirkbymoorside, YO62 6DL

Scope of work: Erection of Groundkeepers Storage Unit

Peter Rayment Design Ltd is instructed to undertake the role of designer and provide professional services relating to the above project.

This engagement letter is to be read in conjunction with our terms and conditions.

To enable us to carry out your work, you, the client, agree to provide us with all reasonable information that we may request and to act on all reasonable instructions given by us. You are responsible for the reliability of the information that you provide and the consequences of failure to comply with our instructions to you.

Peter Rayment Design Ltd cannot be held responsible for changes in legislation or policy development, nor does it guarantee that statutory approvals will be granted.

FEES & EXPENSES SUMMARY

Work will be carried out in accordance with the fee proposal (2431-Fee-P.02.) provided.

Disbursements will be charged accordingly and can include OS map licences, printing, travel, etc.

Invoices will be issued monthly in arrears.

All figures and costs are exclusive of VAT, which will be charged at 20%

Payments are to be made no later than 14 days from the date of the invoice.

THIRD PARTY CONSULTANTS

Third-party consultants required to facilitate the project will be engaged on your behalf, and the contractual obligation will be direct with you, the client (unless agreed otherwise). Third-party consultees may include, but are not limited to, structural engineers, mechanical engineers, kitchen designers, ecologists, landscape designers, interior design consultants, lighting designers, etc.

You, the client, are responsible for the payment of all fees for statutory applications, including but not limited to all types of Planning and Listed Building Applications, Building Regulations Applications, etc.

CDM 2015 PRINCIPAL DESIGNER DUTIES

You confirm that you are aware of your duties under the CDM 2015 Regulations.

Peter Rayment Design Ltd is instructed to undertake the role of Principal Designer under the CDM 2015 Regulations and provide professional services relating to the above project.

Our role as Principal Designer for CDM 2015 will terminate on completion of our professional services in line with the stages identified in section 3.0 of the fee proposal.

For and on behalf of Peter Rayment Design Ltd

CLIENT'S DECLARATION

I confirm that I have read and understood the contents of this letter, along with the fee proposal, terms & Conditions and our client responsibilities, including CDM.

Client's Names (s) _____

Client's Signature(s) _____

Date: / /

For and on behalf of: