

Project	Land rear of 46 Priory Road, Haringey, London, N8 7E
Date	March 2026
Job No.	TQ/26-036

Merchant & Associates Ltd
Structural & Civil Engineering Consultant

WRC Group,
1/F Lyttelton House
2 Lyttelton Road
Hampstead
N2 0EF

Dear Wilson,

RE: Appointment of Merchant & Associates Limited

Thank you for appointing us. Please find below documents including basis of fees, scope of services, fees and payment information and signature return page for appointment. We thereby request you to kindly return the last page with your details confirming your acceptance for the appointment with the agreed documents.

Regards

Yours Sincerely

Imran Merchant

Director Merchant & Associates Limited

MSc (Structural Engg.), B.E (Civil Engg.), Member of IStructE

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BASIS OF FEE:

The proposed fees include Lower Ground (Basement)+ground+1 storey residential development. Our fees have been calculated based on the following information:

- Identify any further information required. Ongoing consultancy with Client and Architect as required to develop final scheme.
- Allow for all information required for issue to Party Wall Surveyor and checking Engineers if required.
- Provide Structural Engineer's design calculations, all structural drawings, foundation drawings, steel drawings, structural timber drawings, structural junction details for Building Regulations.
- Allowance for input and comment by Architect / Client and making necessary structural amendments to create seamless design.
- Advice/comments from Architect/Client to ensure design is coordinated and any structural amendments are picked up.
- Ongoing consultancy and advice / dealing with site technical queries via e-mail and phone once on site throughout the build including any queries raised by the Contractor, Client, Architect or Building Control once on site.
- All drawings provided in PDF format. Full package will to be issued including calculations with our final invoice.

Please note we only provide Structural Engineering and do not provide drainage design. However, any drainage requirement for Thames Water approval will be provided.

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SCOPE OF SERVICE:

Structural Engineering Services	Included	Not Included	Notes
Initial site survey		✓	As new development
Design Team Co-ordination via phone/email	✓		Liaise with Architect/client after issue of preliminary drawings for review/comments.
Site visits and meetings during construction		✓	We envisage an initial site visit gathering all the existing information should be sufficient for completing the design for proposed addition. The Builder will liaise with Building Inspector on site during construction at every stage. In case the client intends us to visit during construction an additional fee of <u>£150</u> per site visit will incur.
Advice on the cost effect if any alternative proposal suggested by Builder during Tender stage	✓		
Contractors alternative designs	✓		Review and advice on any alternative designs proposed by the contractor.
Fulfilling CDM obligations i.e. design risk register/method statement along with H&S designer's risk register		✓	Should the client require, an additional cost of <u>£500</u> will incur

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FEES AND PAYMENT INFORMATION:

Based on the above details and scope of works, the fees will be **£5000**.
Please note VAT is not applicable as my company is below VAT threshold.

The payment will be taken in 2 stages as below:

1. Job deposit with initial site survey – £2000
2. Issue of structural drawings with specifications & calculations – £3000

Online payment information will be issued after confirming the fees.

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Merchant & Associates Ltd
Structural & Civil Engineering Consultant

To,
Merchant & Associates Limited
18 Rectory Road,
Sutton, Surrey
SM1 1QW

**RE: Acceptance of Merchant & Associates Limited appointment as
Structural Engineer Consultant**

I the undersigned in charge of Land rear of 46 Priory Road, Haringey, London,
N8 7E have read and agree to all the attached documents with details including
basis of fees, scope of services and fees and payment information.

Name(s) : Wilson Cai.....

Date : 05/05/2026.....

Email : info@wrcgroup.co.uk.....

Contact No. : 0796 628 8888.....

Signature :