

## Practice Profile

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Llewellyn Smith Ltd  
Chartered Surveyors  
ASK House  
Northgate Avenue  
Bury St Edmunds  
Suffolk  
IP32 6BB

**Trading Name**

Llewellyn Smith Ltd (Chartered Building Surveyors)

**Address**

ASK House, Northgate Avenue, Bury St Edmunds, Suffolk, IP32 6BB  
Telephone: 0870 766 2510  
Facsimile: 0870 766 2520  
Web: [www.llewellynsmith.co.uk](http://www.llewellynsmith.co.uk)  
E-mail: [info@llewellynsmith.co.uk](mailto:info@llewellynsmith.co.uk)

Date of establishment: 2<sup>nd</sup> February 2002

**Principals**

David Llewellyn MCIOB  
Paul Smith FRICS, MB Eng

**Geographical Location**

The office is located about one mile from the centre of Bury St Edmunds, adjacent to the A14, and operates mainly in the south of the United Kingdom. As some clients are national organisations we operate for them on a national basis using locally based permanent staff.

**Other Disciplines**

We work closely with a number of other professional organisations and, combined with our own areas of expertise; can offer “one-stop” advice in the following areas.

- All Building Surveying functions
- Building Services design & defect surveys
- Structural design & defect surveys
- Document preparation
- Quality Assurance post installation inspection
- Asbestos Surveys compliance with CAWR 2002
- Partnering
- Contracting Services
- Planning Supervision

**Staff**

The Llewellyn Smith Ltd practice has well trained and appropriately qualified personnel. David Llewellyn and Paul Smith take a personal interest in each client and each instruction.

### **Introduction**

Llewellyn Smith Ltd offers a full range of building surveying and quality assurance services. Some of the services are described below. Further details of other services can be obtained by contacting us.

### **Building Surveying Services**

The Practice offers a full range of services and uses modern technology to enhance the traditional values of accuracy, clarity, thoroughness, attention to detail, response speed and personal attention.

We undertake refurbishment schemes, major repairs or a combination of any of these. We also manage a wide range of contracts for Local Authorities and Housing Associations particularly cyclical maintenance, refurbishment, disabled adaptations, demolition and reinstatement.

We also carry out full on-site monitoring of the work in progress with cost control and reporting services.

### **Feasibility Studies**

#### **Rehabilitation and Alterations**

We undertake many refurbishment projects to include most building types and client categories. Our past work includes rehabilitation of Local Authority or Housing Association Housing, restoration of historic buildings, upgrading of Means of Escape or alarm provisions, extension and conversion and work of a similar nature.

We carry out a building survey, scheme design and obtain all necessary approvals, prepare plans and specifications and obtain tenders. If the client has Computer Aided Drafting (CAD) facilities, record drawings can be provided on disk. The full contract administration services as set out by the RICS are normally undertaken.

#### **Major Repairs**

We have considerable experience of investigating and analysing major defects in many types of building and specifying and monitoring the progress of the remedial works. We carry out all the normal cost controls except where we are working in conjunction with a quantity surveyor. We can undertake specific material or component investigations in conjunction with specialist testing

Laboratories and advise on the appropriate remedial works. Litigation reports can also be prepared if the defects were caused by negligent work by a contractor.

### **Maintenance Planning**

We act for Local Authorities and Housing Associations which need to plan their maintenance expenditure to make best use of the funds available. This is particularly important where revenue funds are fixed and can not be exceeded. A Maintenance Plan will list the repairs required and forecast the annual expenditure for a number of years. The Plan can then be adjusted to take into account the priority of work and the available moneys. The Plan is based upon a detailed investigation of the buildings and often includes a detailed condition report as well as other maintenance advice. We use hand held computers for stock condition surveys and other modern technology to ensure an efficient service.

### **Condition and Measured Surveys**

We undertake Condition Surveys of all types of building we do not carry out structural surveys of ordinary houses on a one off basis for the general public. We are able to investigate specific defects or give an overview of the condition and the repairs required. The purpose of the survey can affect the type of report prepared and Condition Surveys are sometimes combined with Feasibility Studies where building work is anticipated.

### **Planning Supervisor for Health and Safety Matters**

Llewellyn Smith Ltd acts as Planning Supervisor under the Construction (Design and Management) Regulations 1994 for projects of notifiable status. The practice carries out the duties of the Planning Supervisor as defined by the Regulations, liaising with the designer where this role is not performed by Llewellyn Smith Ltd. The work includes the preparation of the Health and Safety Plan and the Health and Safety File as well as offering health and safety advice.

### **Party Wall procedures**

Llewellyn Smith Ltd advises on party wall procedures under the Party Wall etc Act 1996 and prepares or agree party wall awards.

### **Contracting Services**

A principal of Llewellyn Smith has over 20 years experience working for a number of Local Authorities. During this time he had responsibility for the delivery of a range of building maintenance services. From this experience we have prepared a range of contracting services tailored to help local authorities deliver programmes of work such as disabled adaptations and asbestos removal. This can include acting as 'the contractor' where we can produce a priced menu of works so allowing budget planning from the outset. This 'all in' service incorporating selected sub-contractor's from the East Anglia and outer London region can provide a fast 'one-stop' professional service to meet client's requirements.

- General Building Surveying
- Post installation quality control inspections
- Contracting Services

### **Investigation**

Development appraisal  
Feasibility studies  
Cost analysis  
Building suitability appraisal  
Condition surveys

### **Advice**

Defect diagnosis  
Expert reports and Expert Witness  
Planning/building control advice  
Conservation advice and Energy Audits  
Cost in use advice  
Maintenance planning  
Fire insurance valuations and claims  
Party wall awards adjoining owner problem  
Dilapidations

### **Design**

Rehabilitation works  
New-build design  
Specifications  
Design and Build - design or advice

### **Management**

Supervision of works  
Development monitoring  
Employer's Agent  
Description of Services  
Planning Supervisor (Construction (Design and Management) Regulations 1994)

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### QUALITY AND PRACTICE POLICIES

#### Quality Assurance

The Practice has policies in place to ensure that high quality standards are maintained. The Quality Policy manual is available upon request.

#### Other Practice Policies

The Practice has policies for Health and Safety, Risk Assessment, equal opportunities and the like.

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### INSURANCES

#### Professional Indemnity Insurance

The Practice is covered by professional indemnity insurance of £2,000,000. Additional cover has been negotiated and is available for one-off projects or generally, depending upon requirements. The scope of work covered by the policy includes all normal Building Surveying duties, all normal duties of Planning Supervisor under the Construction (Design and Management) Regulations 1994.

#### Other Insurances

Public and Employer's Liability Insurance are in place to the levels of £2,000,000 & £10,000,000 in any one instance respectively.

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### EQUIPMENT AND COMPUTER SOFTWARE

We own all our own equipment with none on hire purchase, lease or rent. All data is held on a secure server that has uninterruptible power supply, running 2 hourly automated back up twenty four hours a day seven days a week. Each night additional back ups are stored onto digital tape, and are stored off site in two separate locations.

#### Furniture

The office is fully furnished with good quality modern furniture with workstations for surveyors, other technical staff and clerical staff and with allowance for expansion. Full access facilities are available for wheelchair users and people with disabilities.

#### Office Equipment

All normal modern office equipment is available for the staffing capabilities of the office. We use computers wherever a benefit is identified, particularly where greater accuracy, clarity or speed is the result. We have modern computers and software all of which is regularly reviewed to ensure all necessary updates and compatibility.

### Tools and Technical Equipment

The Practice has extensive equipment for surveying purposes, supplemented where necessary by hired equipment. We have worked with a technical partner who has supplied flexible boroscopes to our site inspection team, which allow for internal inspection of structures.

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### REFEREES

We can offer various referees from clients for all services carried out. Please let us know if you would like further details.

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### CURRENT ACTIVE CLIENT LIST

- Aldwyck Housing Association
- Cambridge City Council
- Scottish Power Plc
- London Energy Plc
- Seeboard Energy Plc
- SWEB Energy Plc
- Powergen Plc
- British Gas Plc
- Dearle & Henderson Ltd
- Energy Savings Partnership
- Energy Savings Trust (via the national network of Energy Efficiency Advice Centres)
- Centre for Sustainable Energy
- Tees and Durham Energy Advice
- Hereford Council
- Eon
- Severnside Housing
- Elsom Spetigue Associates
- Numerous contracting organisations and developers

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### CONTACT

Paul Smith  
ASK House, Northgate Avenue, Bury St Edmunds, Suffolk, IP32 6BB  
Telephone: 0870 766 2510  
Facsimile: 0870 766 2520  
E-mail: [paul.smith@llewellynsmith.co.uk](mailto:paul.smith@llewellynsmith.co.uk)