

Planning and Borough Development

DEPARTMENT OF BUILDING CONTROL, TOWN HALL, HORNTON STREET, LONDON, W8 7NX

Executive Director Planning and Borough Development

Mr David Prout

Head of Building Control

John Jackson BSc(Hons) CEng MICE MRICS MBE



THE ROYAL BOROUGH OF
**KENSINGTON
AND CHELSEA**

Janet Rhymes
Consultancy Services Manager
Kensington & Chelsea TMO
Charles House
375 Kensington High Street
London
W14 8QH



Date: 4 August 2009

Your Reference; JCR/inv1a

My reference:
Please ask for: John Jackson

Dear Ms Rhymes

**FIRE RISK ASSESSMENTS
INVITATION TO QUOTE FOR CONSULTANCY SERVICE**

Thank you for your letter dated 17 July 2009, together with enclosures, inviting us to submit a quotation.

Having studied the documentation I regret to inform you that in this instance we will not be submitting a quote and therefore return the tender documents.

Our reason for declining the invitation is threefold. The number of premises to be visited within the timeframe specified, which would include visiting individual dwellings within each building, is considered to be unrealistic. Secondly, the level of detail required in each audit, including detailed descriptions and outline specifications, is too onerous within this timeframe. Finally, the additional task of identifying the presence of asbestos and other hazardous materials is outside our knowledge.

In view of the urgency for risk assessments to be undertaken on the premises identified we would suggest the following approach:

1. Priority surveys be undertaken to identify the major fire risks and any significant findings to be addressed as a matter of urgency. This can then be followed by a more in-depth fire risk assessment over an agreed timeframe that identifies lesser risks.

Direct Line: 
Mobile: 
Fax: 
Email: building.control@rbkc.gov.uk
Web: www.rbkc.gov.uk/Planning/buildingcontrol



FS ?
TMO00865157/1
TMO0000107_0001

2. Liaise with the Fire Brigade to agree a manageable regime in which priority and follow-up surveys are undertaken and reported.
3. Asbestos and hazardous material surveys should be subject to a separate contract due to the specialised nature of such surveys and the risks involved.

A fire risk assessment survey has been undertaken at Milmans House and I enclose this as an example of the report that can be produced. Also, as professionals, we wish to draw to your attention the risks that need to be addressed.

I would be pleased to discuss this Contract with you should you wish and would be interested to receive an invitation to tender for any further work in this regard.

Yours sincerely

John Jackson
Head of Building Control