Date:_____

Bora Berker
Bourne Management & Building Ltd
6a Godson Street
London
N1 9GZ

Dear Bora,

Subject: Letter of Intent for Project at 53A Warminster Road, South Norwood, SE25 4DQ

We are pleased to confirm our intention to appoint Bourne Management & Building Ltd as the Main Contractor for the proposed works at 53A Warminster Road, South Norwood, SE25 4DQ.

Planning permission has been granted (Ref: 24/02402/FUL) for a two-storey side extension to create two self-contained residential units. The project is currently at pre-construction stage, with several planning conditions requiring discharge and further technical coordination pending.

While the final contract sum will be confirmed upon completion of detailed design and site review, this letter expresses our intention to proceed under a Design & Build agreement, to be formalised under a JCT Design and Build Contract 2024.

We understand that Bourne Management & Building Ltd, in coordination with Bourne Architects, will deliver an integrated pre-construction service. This includes:

- Design development and technical detailing of the approved scheme
- Discharge of outstanding planning conditions
- Coordination with structural and MEP engineers
- Liaison with Building Control and other statutory bodies
- Coordination with Party Wall Surveyor
- Preparation of a final construction-stage cost plan and programme

Bourne Architects will act as lead designers and contract administrators throughout the process. A collateral warranty will be provided by Bourne Architects in favour of the Client, confirming their duty of care and appropriate professional indemnity cover. This warranty shall be executed concurrently with the main contract and shall follow the JCT SCWa/E format.

To enable timely progress, we authorise Bourne Management & Building Ltd to proceed with the above pre-construction services, and we agree to an advance payment of £15,000 + VAT, payable upon signature of this letter. This fee will be allocated toward design coordination, condition discharge, consultant liaison, and early-stage project mobilisation.

The full Design & Build contract will follow once technical risks are resolved, design coordination is completed, and the overall contract sum is agreed.

This Letter of Intent confirms our commitment to move forward in good faith, and our intention to appoint Bourne Management & Building Ltd to deliver the construction phase of the project.

Please confirm your acceptance by signing and returning a copy of this letter.
We look forward to working with you on the successful delivery of this project.

Yours sincerely,

Acknowledged and Accepted by:

Bora Berker
Director
Bourne Management & Building

Date:_____