**Independent Audit of Viability details: Instruction**

**Section A (Site Summary)** – to be completed by Case Officer

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Case officer contact details:** |  | **Date of audit request:** | |  | |
| **Camden Reference:** |  | **Statutory consultation end date:** | |  | |
| **Site Address:** |  | | | | |
| **Reason for Assessment:** |  | | | | |
| **Proposal description:** | | | | | |
| **Relevant planning background** | | | | | |
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**Section B: Fee proposal (to be completed by the Auditor)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Fee and costs (£ ex VAT)** | **Date estimate for initial report** | **Commentary (including timescales for completion of Initial Report)** |
| *Date* | *Fee and cost -* |  |  |
|  |  |  |  |
|  |  |  |  |

Note: Where changes to the fee are required during the audit process, this will require an update to the above table, with justification provided by the auditor. These changes shall be agreed with the planning officer and the applicant, in writing before the work is undertaken.

**Section C: Audit Agreement (to be completed by Applicant)**

I agree to pay the full costs of the independent audit of the Viability details associated with the planning application for the site identified in Section A. Such costs may include additional fees charged at the hourly rate for DCC attendance (for example).

**Who will be paying the invoice:**

|  |  |
| --- | --- |
| 1. **FULL NAME of contact to be Invoiced by LB Camden for audit costs\*** |  |
| 1. **Address of contact** |  |
| 1. **Company (if relevant)** |  |
| 1. **Contact telephone number** |  |
| 1. **Date** |  |

\*If no Company name provided then **full name** of Contact (First-name & Surname) must be provided – initials will not suffice.

**WHOWEVER SUBMITS THIS FORM SHALL ACCEPT RESPONSIBILITY FOR PAYMENT. WE THEREFORE CANNOT ACCEPT INSTRUCTION FORMS FILLED OUT BY A THIRD PARTY ON BEHALF OF SOMEONE ELSE**

**Please be advised an administration fee of £60 + VAT will be added to the cost of the invoice to cover the cost of the council processing the application.**

**Please take particular care when completing this form to ensure that all details are correct. Form errors which result in incorrectly issued invoices will lead to delays in completion of the audit process and may incur an additional administration fee.**