**BEFS LTD INITIAL ENQUIRY FORM**

Thank you for making an enquiry with BEFS Ltd.

Please complete the following information as fully as possible so that we can assess your enquiry and give you an indication of the process required for the service(s).

A new enquiry form is required for each building where an enquiry is made by new or existing clients.

|  |  |
| --- | --- |
| **Contact Details** | |
| Contact Name: |  |
| Contact email: |  |
| Contact phone: |  |
| Date of enquiry: |  |

|  |  |
| --- | --- |
| **Client Details** | |
| Client Name (Freeholder or Freeholder’s nominated agent/Duty Holder): |  |
| Client Contact Address: |  |
| Postcode: |  |
| Client Invoice Address (if different from above): |  |
| Postcode: |  |

|  |  |
| --- | --- |
| **Subject property (where service is required).**  This must be accurate as this will appear on all documentation produced**.** | |
| Building Name: |  |
| Street Number: |  |
| Street: |  |
| Town: |  |
| County/City: |  |
| Postcode: |  |

|  |  |
| --- | --- |
| **About the subject Property** | |
| Is this enquiry regarding an FRAEW report /EWS1 certificate?  If not please describe the service you are enquiring about – i.e. Fire Strategy, FRA, general Fire Safety consultancy |  |
| If you are enquiring about an FRAEW - will this form part of an application to the Cladding Safety Scheme? |  |
| When was the subject property built? |  |
| Do you have any of the following documents available? As built docs, floor plans, fire strategy, FRA , any previous external wall surveys or similar.  Please send with this form. |  |
| Do you have the original design and construction records for the building or details of any changes made from the original design? |  |
| What is the height of the building? |  |
| How many floors above ground does the property have (including plant rooms and mezzanine levels)? |  |
| What type of accommodation is the property? i.e. residential, commercial etc. |  |
| How many residential units are at the property? |  |
| How many stairs are in the property? |  |
| Please describe any other relevant features of the property i.e. underground car parks, commercial premises forming part of the building etc. |  |
| What is the current evacuation strategy in place? |  |
| Any other comments. |  |

Once we have received your completed enquiry we will review this and issue a proposal within 10 working days.

Thank you