



CLOSED CIRCUIT TELEVISION

TOWN COUNCIL MEETING

REPORT 7/24

20 FEBRUARY 2024

The purpose of this Report is to recommend Members to agree, subject to consultation, to the installation of CCTV at the Eastern Esplanade public toilets, and to agree to develop a policy covering the operation of CCTV in Ventnor as is required by the statutory Code of Practice.

1) BACKGROUND

- a) The Town Council has installed CCTV to cover the public toilets at the Central Car Park. A further camera has recently been added there to cover Spring Hill Gardens.
- b) After several incidents of vandalism, it is proposed to instal CCTV at the public toilets at the Eastern Esplanade.
- c) The Protection of Freedoms Act 2012 requires local authorities to have due regard to the statutory Surveillance Camera Code of Practice when installing or extending CCTV covering public areas, and to meet the requirements of Data Protection legislation. The Code of Practice can be accessed here:
<https://www.gov.uk/government/publications/update-to-surveillance-camera-code/amended-surveillance-camera-code-of-practice-accessible-version>

2) EASTERN ESPLANADE

- a) It is proposed to instal CCTV cameras at the Eastern Esplanade public toilets, covering the entrances to the building. The purpose would be for the prevention and detection of crime and for protecting the safety of users; cameras will not be used for any other purposes.
- b) If Members are in agreement, a proposal will be brought to the Council meeting on 8 April 2024, following consultation, for implementation early in the 2024/5 financial year.
- c) Three design proposals and quotations have been obtained from potential suppliers. These were reviewed by the Assets & Services Working Group on 12 January. The Working Group recommends that the Council proceeds, subject to final decision in April, with the proposal from Lifeline Alarm Systems Ltd.
- d) The total cost of installation is estimated at £2,000, plus an additional contingency of £200 for ancillary electrical work, with any ongoing running costs covered within the 2024-25 budget.

3) CONSULTATION

- a) It is a principle of the Code of Practice that there should be consultation and engagement with the public and partners when CCTV is installed or extended.
- b) The occupiers of residential and commercial premises proximate to Spring Hill Gardens were consulted prior to the recent installation of the CCTV camera there.
- c) The Town Clerk will arrange for the occupiers of commercial premises at the Eastern Esplanade to be consulted, and will also contact the Police and Isle of Wight Council seeking any views on both the current and proposed extension of CCTV in Ventnor.

-
- d) Views will be sought from the public about the use and proposed extension of CCTV in Ventnor, via the Council's website. Responses received by the Council, including any representations made to individual councillors, will be reported back to the Council meeting in April.

4) POLICY AND PROCEDURES

- a) It is a principle of the Code of Practice that the Council should have a published policy and procedures covering the operation of its CCTV.
- b) The policy should cover the purpose of the CCTV system, the use to which images will be put, who has access to the images and in what circumstances, how and when images will be shared beyond the authorised persons (including with external agencies such as the Police), how long the images will be kept for, and what security measures are in place to prevent unauthorised access. This policy will be published on the Council's website and be available for inspection at the Council's offices.
- c) The Council should publish details of a designated contact point for access to information or complaints about its CCTV cameras and their use.
- d) The Council should ensure that the areas covered by CCTV display prominent signs that CCTV is in operation, both to notify the public and to maximise the deterrence of crime. These signs will provide the Council's designated contact details.
- e) The policy will confirm that our cameras meet the appropriate technical and operational standards, and that the images are of a standard suitable to be used as evidence in court proceedings.

5) RECOMMENDATIONS

- a) Members are recommended to agree, in principle, to the installation of CCTV at the Eastern Esplanade toilets.
- b) Members are recommended to authorise the Clerk to arrange consultation as set out above, with the responses reported to the Council meeting in April.
- c) Members are recommended to agree to the development of a suitable policy and procedures, as set out above, for decision at the Council meeting in April.
- d) Members are invited to note that provision for the costs of installation have been provided for within the proposed budget for 2024/5 that appears separately on the agenda.

lifeline
alarms & security
services



Protecting Homes & Businesses

Lifeline Alarm Systems Ltd
'Protecting Homes & Businesses'

Commercial CCTV System Design Proposal No. 118051 Rev B



For

Ms Alison Killick
Ventnor Town Council
Eastern Esplanade WC Block
Eastern Esplanade
Ventnor
Isle of Wight

Document Issue:	Date of Issue:	Change from previous issue:
Rev A	23 October 2023	Original Quote
Rev B	09 January 2024	Updated Customer Details

Document reviewed & approved by:

Designer: **Mark Lee**
marklee@lifeline-security.co.uk
01983 521621



WE ARE DELIGHTED TO PRESENT THE SOLUTION YOU HAVE BEEN LOOKING FOR
FROM THE PARTNERS OF YOUR CHOICE.

Contents

WE ARE DELIGHTED TO PRESENT THE SOLUTION YOU HAVE BEEN LOOKING FOR FROM THE PARTNERS OF YOUR CHOICE.	2
ABOUT LIFELINE.....	3
WHO WE WORK FOR:.....	3
Protecting Homes & Businesses	3
OUR CREDENTIALS	4
WELCOME TO THE FAMILY	5
Proposal Summary.....	6
Equipment List	7
Technical Specification.....	9
Pricing.....	15
Acceptance and Order Form	16



OUR PORTFOLIO



INTRUDER ALARM SYSTEMS



CCTV SYSTEMS



**FIRE DETECTION & ALARM
SYSTEMS**



ACCESS CONTROL



FIRE PROTECTION



KEYHOLDING



CONFIDENTIALITY

The information presented within this System Design Proposal is provided solely for the evaluation of our proposal and should not be passed on to third parties. This information will only be used for the purposes of assessing the suitability of Lifeline Alarm Systems as the fire & security solution provider. By opening this document and reading its content you shall be deemed to accept this confidentiality obligation.



ABOUT LIFELINE

At Lifeline, we are dedicated to protecting people, their homes, businesses, property and possessions. Our belief is that everyone should feel safe and secure, wherever they are. That is why more people choose to protect their homes, families and businesses with us. Using innovative technology, leading industry products, employing the best people and operating to the highest standards, our solutions provide total 'Peace of Mind'. For over 30 years we have been protecting Isle of Wight homes, businesses and organisations.

WHO WE WORK FOR:

- **EDUCATION**, State and private schools, special needs, colleges and further education facilities.
- **COMMERCIAL**, offices, warehouses, factories, charities, travel,
- **RETAIL**, shops, supermarkets,
- **HOSPITALITY**, hotels, clubs, restaurants, clubs, pubs, bars
- **HEALTH**, NHS & private hospitals, surgeries, support facilities, medical centers
- **LEISURE**, gyms, leisure centers, yacht clubs & havens, visitor attractions,
- **DOMESTIC**, large & small properties, graded buildings, estates, second homes, luxury homes, HMO's.

THE ROYAL
EXCELLENCE SINCE 1998

IFPL

SYDENHAMS

W L ankl bodi
A.J WELLS & SONS LTD

THE WEST BAY
CLUB

wightfibre

THE ISLE OF WIGHT
college

UKSA
CHANGING LIVES

Gurit

WRS SYSTEMS

SPITHEAD
BUSINESS CENTRAL

Ford PREMIERFORD
the difference is clear

ISLE OF WIGHT
COUNCIL

beta pak

Ryde School
with Upper Chine

MEDINA
FOODSERVICE

BCM

Protecting Homes & Businesses



OUR CREDENTIALS

At Lifeline, we are dedicated to protecting people, their homes, businesses, property and possessions. Our belief is that everyone should feel safe and secure. That is why more people choose to protect their homes, families and



businesses with us. Using innovative technology, leading industry products, employing the best people and operating to the highest standards, our solutions provide total 'Peace of Mind'. For over 30 years we have been protecting Isle of Wight homes, businesses and organisations. By building unique and special relationships with the worlds leading fire and security manufacturers, we put together what we feel are the best combination of products to offer our customers high quality solutions. Our commitment to these partnerships means we have direct manufacturer support unrivalled by any other company locally. Our multi award winning team have decades of experience and are trusted by the majority of home and business owners.



SECURITY & FIRE EXCELLENCE AWARDS
Supported by **IFSEC & FIREX** **2018**
WINNER

Who we entrust with our safety and security is vital to our peace of mind and re-assurance both at home and at work. We look forward to working with you and protecting what means most to you.

Everything we do at Lifeline is inspired by our Core Purpose and Vision, Mission and Values. We are committed to operational excellence through employing and developing exceptional talent with matching attitudes to aim to get it right first time, every time. You can download a copy of our Mission and Vision Statement [here](#).





WELCOME TO THE FAMILY

WE CONSIDER EVERY CUSTOMER TO BE A MEMBER OF THE LIFELINE FAMILY. BY BUILDING CLOSE PROFESSIONAL WORKING RELATIONSHIPS WE ATTEMPT TO DELIVER THE VERY BEST IN CUSTOMER SERVICE.

Proposal Summary

This page provides a basic overall summary of the proposed solution to be provided, including the system type, installation and support costs. However, it is extremely important that you read the rest of the document which contains the technical specification of the system, how it is designed to operate and the legal requirements and duties.

The following design is for a CCTV System intended to comply with National Security Inspectorate Code of Practice NCP 104: Issue 3 (Design, Installation and Maintenance of CCTV Systems) encompassing the requirements of BS EN62676-4:2015, with particular reference to clause 7.11 of NCP 104(3). Designs are based on survey and discussion with the client and his/her agent as well as the standards and policies currently in force against which the system will comply.



System Type: CCTV System to BS EN 62676-4:2015 & NCP104(3)



Signaling Method: None



HIK Vision Smart Device App: N/A



Installation Price:

Eastern Esplanade WC Block

£ 1,952.48 Ex VAT

Public Convenience Block Upper Spring Gardens Area

£ 465.50 Ex VAT



Annual Sentry Support Monitoring Agreement & Annual Support & Cyber Security Maintenance (see additional notes on the following page):

Sentry Health Check

£ 140.00 Ex VAT

Site Service Inspection

£ 95.00 Ex VAT



Equipment List

RECORDERS & HDD's

	Hikvision 8ch Acusense NVR, DS-7608NXI-I2/8P/S up to 12MP resolution recording, Max 8 IP Cameras, Intelligent analytics based on deep learning algorithm, 4K HDMI, VGA, BNC, 8 port PoE Interfaces, 3 Year Warranty - Shell only	1
NVR003		
HDD4TB	4TB Surveillance Grade HDD	1

CAMERAS

	DS-2CD2346G2-ISU/SL Hikvision 4MP IR Fixed Turret Network AcuSense Camera, Powered by Darkfighter, Strobe light and Audio Alarm, 2.8mm, up to 30m IR Range, 12 VDC/PoE, 3 year warranty	4
CAM005		

BRACKETS

	HIKVision DS-1280ZJ-PT6 base for DS-2CE55A2P-VFIR3 / DS- 2CD23 domes / DS-2CE56H1T-IT3 / DS-2CE56H1T-IT3Z, 3 Year Warranty	4
BKT002		

MONITORS

MON001	NEON Narrow Bezel 22" LED Monitor VGA BNC 05/11/2020	1
---------------	--	---

SWITCHES & PSU's

ACCESSORIES, CABLE & LEADS

HDMI 1.0	1m HDMI cable 1080p/4K	1
CABLECAT5LSF	Cat 5 LSF cable 305m Box	0.5
SIGNSSA4	Stainless Steel Secured by Lifeline Sign A4	2
MISC	Aluminium Tubing	1

COMMUNICATIONS

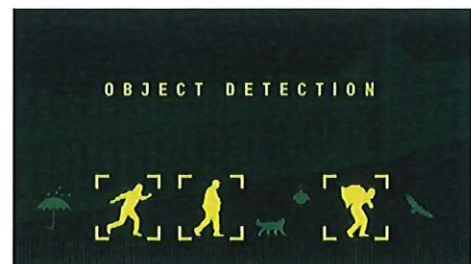
CERT	NACOSS NSI Commercial Certificate of Installation (G)	1
-------------	---	---

CAMERAS

	DS-2CD2646G2-IZS Hikvision 4MP IR Vari-focal Bullet Network Camera, 1/2.5" Progressive Scan CMOS, colour: 0.008 lux @(F1.2, AGC ON), 0.011 lux @(F1.4, AGC ON), 0 lux with IR, up to 50m IR Range, 2688 × 1520: 25fps, 2.8 - 12mm motorised lens, SD card slot, up to 128GB, 120dB WDR, BLC/3D DNR/ROI/HLC, Alarm & Audio I/O, IP67, IK10, 12 VDC ± 25%, terminal block for DC input, PoE (802.3at, class 4), 3 Year Warranty	1
CAM020		

Additional features and functionality can be added to the system, including:

- Image Cropping
- Intrusion Detection
- Footfall Counting
- Heat Mapping
- Region Entry Detection
- Line Crossing



- Object Removal/Appearance
- ANPR
- Email notification
- EPOS integration



Lifeline Alarms Systems Ltd, **does not warrant** or provide the after-sale services or support for any of the HIK Vision products purchased through any channels other than HIK Vision's authorised distribution methods. Lifeline Alarm Systems are the only Isle of Wight based installer to be appointed Value Added Support Partners.



CYBER SECURITY AND MAINTENANCE

Cyber Security is an extremely important element to your overall security. Every effort has been made by both ourselves and our manufacturer partners to ensure the safety and security of the products supplied. It is extremely important that the firmware is kept up to date to ensure the latest security patches are added where required. This service is included within our Service and Support package.




Secure by Default is a self-certification scheme that allows manufacturers to assess their systems for compliance and to apply for the U.K. Surveillance Camera Commissioner's Secure by Default mark. The U.K. **'Secure by Default' baseline standard is designed to ensure cybersecurity measures are included in equipment as it leaves the factory.** We are proud to advise that much of the equipment supplied by Lifeline is already listed as Secure By Default. Full details can be found here;

<https://www.gov.uk/government/publications/secure-by-default-self-certification-of-video-surveillance-systems>.

Technical Specification


Item	Detail
System Type	Commercial CCTV System
Basic Objectives	To provide a visible deterrent to reduce the likelihood of criminal activity and to record with the aim of prosecution of individuals.
Surveillance Areas	Entrances to the WC facilities.
Site Survey & Risk Assessment	A Security Risk Assessment has been carried out for this system and a copy is attached and held on file. On the basis of this Risk Assessment the following System Design Proposal has been produced
User Requirement	The user requirements were discussed and agreed with the customer during the risk assessment and site survey; the system is designed to meet these requirements. Should any of the risks or user requirements change, these should be notified to Lifeline Alarm Systems Ltd as soon as possible.
Activities to be captured	Vandalism, criminal activity, theft, damage, assault.
Image Performance	Individuals to be identified/identifiable.
Expansion	This system has the ability to accept up to 8 cameras, of which 4 are currently proposed allowing future expansion of another 4 cameras .
Training	Training on the administration and user functionality of the system will be provided to the customer at handover. Training on setting and altering the system clocks will be provided. User manuals will be provided to the customer; these may be provided as hard or soft copies.
Signalling & Remote Access	None






Test, Commission & Handover	A system test (test plan to be agreed with the customer) will be conducted prior to the system being handed over for use. The test plan format is an agreement by the client that the set images are suitable on handover. The following documentation will be handed over. As fitted documentation, Operating instructions/manuals, System account details and passwords, System logbook, Handover checklist and Certificate of Acceptance, NSI Certificate of Compliance.	
Drawings	None issued to date.	
Warranty	36 Months on all HIK Vision product.	

SPECIAL ENGINEER INSTRUCTIONS:

Notes:	This is a Town Council provided facility. The client is currently experiencing high levels of vandalism to the WC facility.	
Special Engineer Notes:		
Internet Speeds:	Download	Upload
	None on site, local access only	

Pre-Start Information:		Reason/Explanation
		
H&S (RAMS)	Generic	
PPE	All Standard	
Pre-Installation Visit Required:	No	
		Number of Days (Tower or MEWPS)
Access Equipment:	Standard Steps & Ladders	

RECORDING & VIEWING EQUIPMENT









	Description	Location:	Notes:
Recorder:	<i>Hikvision 8ch Acusense NVR, DS-7608NXI-I2/8P/S up to 12MP resolution recording, Max 8 IP Cameras, Intelligent analytics based on deep learning algorithm, 4K HDMI, VGA, BNC, 8 port PoE Interfaces</i>	Electrical Supplies Room	
Hard Disk Size:	<i>4 Tb</i>		
Archive Duration:	<i>35 Days cicra</i>		
Recording Method:	<i>All cameras</i>		
UPS:	<i>None</i>		
Software or App:	<i>iVMS 4200 Smart Device Apps iVMS4500 Desktop Software Both available</i>		
Monitor(s) 1:	<i>22" Neon</i>		









ESTIMATED RECORDING TIMES

No. of Cameras	Recording Hours/Day	Frame Rate	Compression Format	Hard Disk Size	Archive Time
5	24	25fps 1080p	H265	4Tb	35 Days
Image export:		Data will be exported in .mp4 format. VLC player will be required to playback. VLC is a free software download available here or by visiting https://www.videolan.org/vlc/			









CAMERAS

CAMERA 1: Ladies WC – Front Right above the inner entrance			
Location:	<i>Ladies WC – Front Right above the inner entrance</i>		
Type:	<i>DS-2CD2346G2-ISU/SL Hikvision 4MP IR Fixed Turret Network AcuSense Camera, Powered by Darkfighter, Strobe light and Audio Alarm, 2.8mm, up to 30m IR Range, 12 VDC/PoE</i>	Purpose:	<i>Recognise individuals as they enter the facility</i>
Lens viewing angle	<i>Fixed focal lens, 2.8, 4, and 6 mm optional</i>	View & Focal Point:	<i>Entrance Lobby facing rearwards</i>
Resolution:	<i>2592 × 1944</i>	Target Speed:	<i>Pedestrian (Slow)</i>
Infra Red Illumination:	<i>Approx 30mtrs</i>	Analytics/Detection and Cause & Effect:	<i>Record</i>
Housing & Mounting:	<i>Wall</i>		
Is Audio Required	<i>No</i>	Power Supply:	<i>PoE</i>
Images:	       	Lighting Conditions:	<i>No additional</i>
		Recording Schedule:	<i>24hrs / Day</i>
		Frame Rate:	<i>25fps</i>


CAMERA 2: Gents WC – Rear Left Corner of inner entrance			
Location:	<i>Gents WC – Rear Left Corner of inner entrance</i>		
Type:	<i>DS-2CD2346G2-ISU/SL Hikvision 4MP IR Fixed Turret Network AcuSense Camera, Powered by Darkfighter, Strobe light and Audio Alarm, 2.8mm, up to 30m IR Range, 12 VDC/PoE</i>	Purpose:	<i>Recognise individuals as they enter the facility</i>
Lens viewing angle	<i>Fixed focal lens, 2.8, 4, and 6 mm optional</i>	View & Focal Point:	<i>Entrance lobby facing forwards</i>
Resolution:	<i>2592 × 1944</i>	Target Speed:	<i>Pedestrian (Slow)</i>
Infra Red Illumination:	<i>Approx 30mtrs</i>	Analytics/Detection and Cause & Effect:	<i>Record</i>
Housing & Mounting:	<i>Wall</i>		
Is Audio Required	<i>No</i>	Power Supply:	<i>PoE</i>
Images:	       	Lighting Conditions:	<i>No additional</i>
		Recording Schedule:	<i>24hrs / Day</i>
		Frame Rate:	<i>25fps</i>



CAMERA 3: Front of Female WC			
Location:	<i>Front of Female WC</i>		
Type:	<i>DS-2CD2346G2-ISU/SL Hikvision 4MP IR Fixed Turret Network AcuSense Camera, Powered by Darkfighter, Strobe light and Audio Alarm, 2.8mm, up to 30m IR Range, 12 VDC/PoE</i>	Purpose:	<i>Observe individuals as they enter the WC Facility</i>
Lens viewing angle	<i>Fixed focal lens, 2.8, 4, and 6 mm optional</i>	View & Focal Point:	<i>Front entrance area to WC</i>
Resolution:	<i>2592 × 1944</i>	Target Speed:	<i>Pedestrian (Slow)</i>
Infra Red Illumination:	<i>Approx 30mtrs</i>	Analytics/Detection and Cause & Effect:	<i>Record</i>
Housing & Mounting:	<i>Wall</i>		
Is Audio Required	<i>No</i>	Power Supply:	<i>PoE</i>
Images:	  	Lighting Conditions:	<i>No additional</i>
		Recording Schedule:	<i>24hrs / Day</i>
		Frame Rate:	<i>25fps</i>

CAMERA 4: Front of Gents WC			
Location:	<i>Front of Gents WC</i>		
Type:	<i>DS-2CD2346G2-ISU/SL Hikvision 4MP IR Fixed Turret Network AcuSense Camera, Powered by Darkfighter, Strobe light and Audio Alarm, 2.8mm, up to 30m IR Range, 12 VDC/PoE</i>	Purpose:	<i>Observe individuals as they enter the WC Facility</i>
Lens viewing angle	<i>Fixed focal lens, 2.8, 4, and 6 mm optional</i>	View & Focal Point:	<i>Front entrance area to WC</i>
Resolution:	<i>2592 × 1944</i>	Target Speed:	<i>Pedestrian (Slow)</i>
Infra Red Illumination:	<i>Approx 30mtrs</i>	Analytics/Detection and Cause & Effect:	<i>Record</i>
Housing & Mounting:	<i>Wall</i>		
Is Audio Required	<i>No</i>	Power Supply:	<i>PoE</i>
Images:	  	Lighting Conditions:	<i>No additional</i>
		Recording Schedule:	<i>24hrs / Day</i>
		Frame Rate:	<i>25fps</i>

Public Convenience Block Upper Spring Gardens Area

CAMERA 4: Upper Spring Gardens Area			
Location:	<i>Upper Spring Gardens Area</i>		
Type:	<i>DS-2CD2646G2-IZS Hikvision 4MP IR Vari-focal Bullet Network Camera</i>	Purpose:	<i>Observe individuals as they enter the Spring Gardens</i>
Lens viewing angle	<i>2.8 to 12 mm</i>	View & Focal Point:	<i>To be mounted in a client supplied post to view the upper Spring Gardens Area</i>
Resolution:	<i>2688 x 1520</i>	Target Speed:	<i>Pedestrian (Slow)</i>
Infra Red Illumination:	<i>Up to 60 m</i>	Analytics/Detection and Cause & Effect:	<i>Record</i>
Housing & Mounting:	<i>Wall</i>		
Is Audio Required	<i>No</i>	Power Supply:	<i>PoE</i>
Images:		Lighting Conditions:	<i>No additional</i>
		Recording Schedule:	<i>24hrs / Day</i>
		Frame Rate:	<i>25fps</i>

DRAWINGS & SYSTEM LAYOUT



Pricing

DESCRIPTION	Price
Installation of the above listed equipment	
<u>Eastern Esplanade WC Block</u>	£ 1,952.48 Ex VAT
<u>Public Convenience Block Upper Spring Gardens Area</u>	£ 465.50 Ex VAT
Optional Items	

ANNUAL SUPPORT AGREEMENTS	Price	
Sentry Remote Health Check Support with Remote App Viewing & Annual Support and Cyber Security Maintenance Sentry Health Check Proactive CCTV Maintenance works from Lifeline by automatically connecting to your CCTV system remotely 24/7, and retrieving live diagnostic and operational information. This information is analysed and alerts are automatically sent to our service team, who verify and fix them remotely if possible, or schedule a service visit to your site.	£140.00 Ex VAT	
Site Service Inspection	£95.00 Ex VAT	
<i>Service & Maintenance inspections will include the inspection and proving of such items as, but not limited to:-</i> <i>Power supplies & circuits,</i> <i>Operation of cameras, views</i> <i>Operation of Recording equipment, playback, time and date</i> <i>Operation of viewing devices,</i> <i>Operation of Automatic Transmission Equipment (if applicable)</i> <i>Checking premises for alterations,</i> <i>Checking changes in Cause & Effect</i> Replacement components are chargeable.	Annual maintenance inspections Including Virtual Remote Inspections	Included in above
	Technical Support	No charge
	Access to 24hour Engineer Support	Inclusive
	Remote Resets (subject to alarm condition)	Free of charge
	Remote Upload/Download Support (where fitted)	Free of charge
	Personal Administration support	Free of charge
	Engineer Attendance (08:30 – 17:00) Mon - Fri	From £69.00
	Engineer Attendance (All other times & Bank Holidays)	From £79.00

Continuous engineering support is provided 24 hours per day. Routine or Emergency calls may requested by contacting our customer support team on 01983 521621.

All prices shown are exclusive of VAT at the current rate



Acceptance and Order Form



Design Proposal No. 118051 Rev B

Client:

Alison Killick
Acting Town Clerk
Ventnor Town Council
1 Salisbury Gardens, Dudley Road
Ventnor
Isle of Wight
PO38 1EJ

I/we accept the above noted quotation for the installation of the CCTV System to the property detailed above and accept the terms and conditions of trading as stated in this document along with any grading status, cause and effect statements and other standards contained within this design proposal. I/We also give Lifeline permission to use remote access to the programming functions to carry out support, important updates, footage management as required.

Please install the *CCTV System to BS EN 62676-4:2015 & NCP104(3)* as described in this document for the specified sum of;

Eastern Esplanade WC Block **£ 1,952.48 Ex VAT**

Public Convenience Block Upper Spring Gardens Area **£ 465.50 Ex VAT**

Please include any optional items for the sum of;

All charges are subject to VAT at the current rate

I/we wish to make the following changes and amendments to the design proposal:

On behalf of the Customer

X _____ {Print name} Date _____