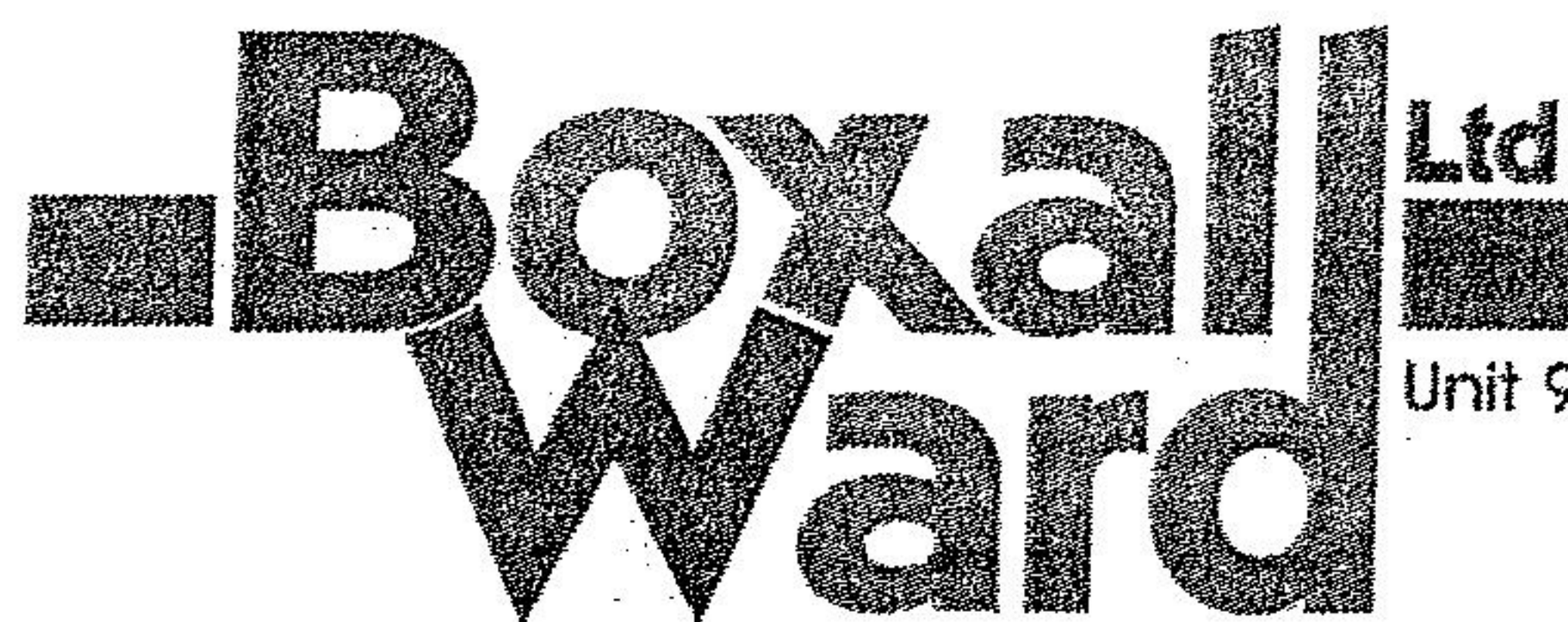




Unit 9, Annington Commercial Centre, Annington Road, Steyning, West Sussex BN44 3WA
Telephone: 01903 815377 Fax: 01903 814345
enquiries@boxallward.co.uk
www.boxallward.co.uk

Ref: JH/Q/4971

Mr & Mrs V Mears
The Lodge
10 Highfields
Brighton Road
Warninglid
West Sussex
RH17 5SY

5th September 2025

Dear Mr & Mrs Mears,

Re: Installation of New Sewage Treatment Plant

Thank you for inviting us to quote for the above works.

Further to my site survey, I have pleasure in providing a quotation for the complete supply and installation of a new **Matrix CLF1a-P** Sewage Treatment Plant (STP) together with the installation of an oversized soakaway.

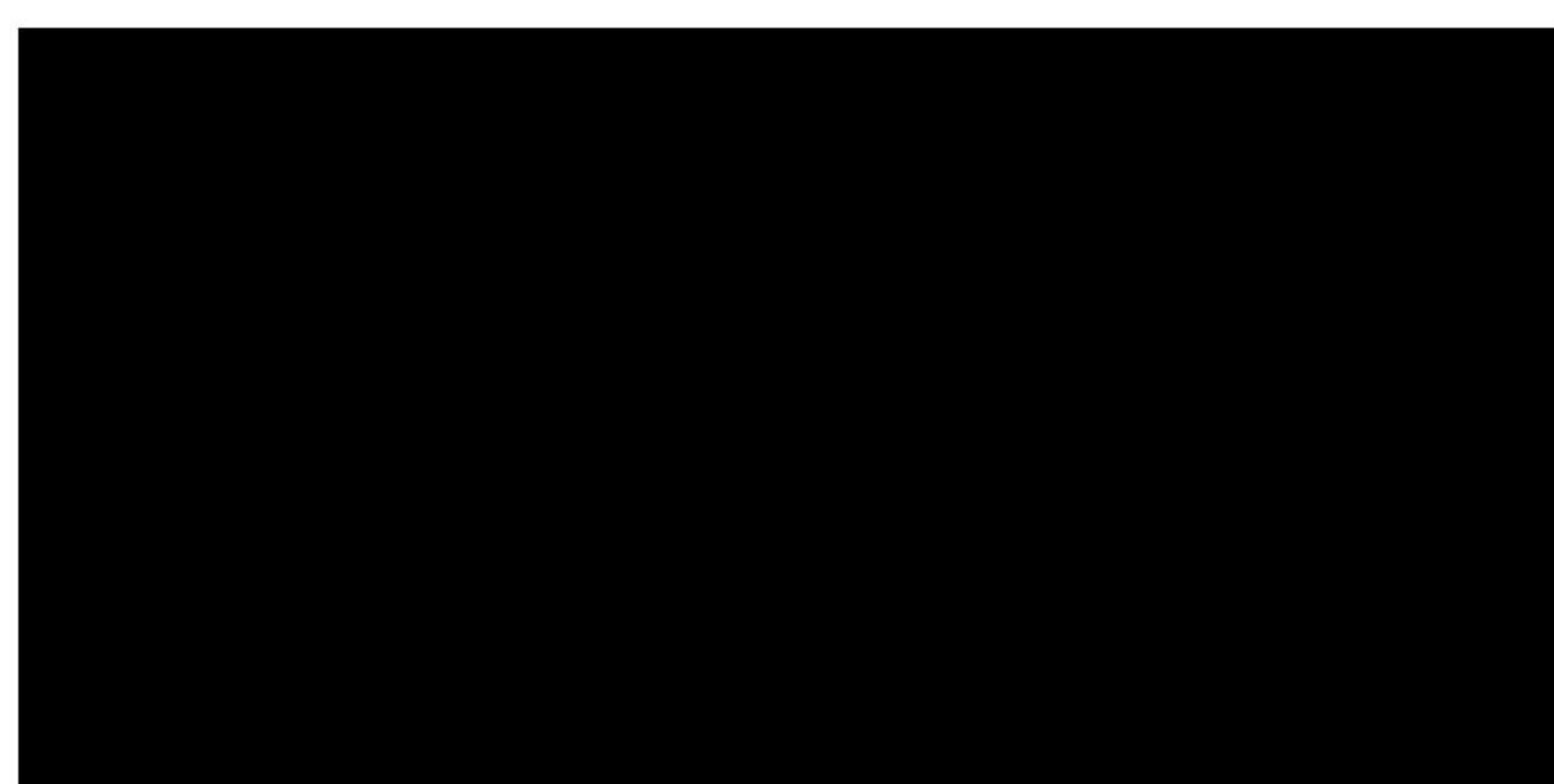
This proposed installation will fully comply with the required condition No.4, as detailed in your planning permission DM/25/1514.

All our installations are carried out to the very highest standards and fully comply with the manufacturer's, Building Control and the Environment Agency requirements. We will action the application to Building Control for the Building Notice on your behalf, for an additional fee of £320 + vat unless we are asked, in writing, not to complete this.

It is assumed that any electrical fittings in or around the property, which will need to be connected to, are up to standard and able to cope with the additional electrical load. If this proves not to be the case, any additional electrical works will be quoted separately.

I have detailed a specification and scope of works, which I trust interprets your requirements correctly. Please do not hesitate to contact me should you wish to discuss the matter further, or to arrange another site meeting.

Yours sincerely



Ref: JH/Q/4971

Re. Installation of Sewage Treatment Plant (STP)

INSTALLATION DETAILS:

Following my recent visit to your new home, I am pleased to quote for the installation of a **Matrix CLF1a-P** sewage treatment plant and oversized soakaway.

I propose to install the new sewage treatment plant in the south west corner of your garden.

I will run a 110mm waste pipe due north, to an agreed point in the garden, where we will install a 450mm manhole in readiness to receive waste pipes from the new Lodge House.

The treated effluent will discharge via a 50mdpe rising main to the newly constructed drainage field located at a place within the garden. Location to be confirmed.

The required power will come from the nearest possible power source via a 2.5mm swa cable laid underground.

No allowance has been made for the removal of any surplus soil. The intention is to blend any surplus soil into your garden and the rear garden.

Based on this information we offer the following scope of works:

1. Attend site and set out drainage levels, erect safety fencing, compound/storage area and warning signage. Establish the location of any underground services and expose where they are local to excavations.
2. Excavate and expose the existing foul drainage, if relevant, and continue new 100mm diameter foul drainage laid to a maximum fall of 1:40 in a bed and surround of 10mm shingle and backfilled to the proposed location of the STP.
3. Form the excavation for the STP and lay a 150mm level C30 concrete base.
4. Supply and take delivery of the STP, lower onto base and backfill with C30 readymix concrete to inlet/outlet level, all in accordance with the manufacturer's wet site specifications, connect inlet foul drainage.
5. Connect the power supply from the agreed location with the installation of a 2.5mm 3 core SWA cable underground to the control panel and commission to NIC EIC Part P.
6. Level and compact the disturbed areas, leaving the site tidy with the system commissioned and in full working order.

Ref: AJB/Q/4970

PRICE:	Our price to carry out the complete installation is £9246.00 Building Notice Fee: £320.00
VAT:	The price quoted is exclusive of VAT at the current rate.

VALIDITY: This quotation remains valid for a period of 90 days from the date of issue.

PAYMENT TERMS: We will require a 35% deposit payment with order, 25% on the first day of the works and the balance upon satisfactory completion. Any extras incurred over and above this quotation will be invoiced separately.

GROUND CONDITIONS: Assumed stable ground conditions, we have not included for shoring, de-watering or temporary road surfaces.

SURPLUS SPOIL: To be used to backfill. Any remaining spoil to be removed from site at an additional cost per lorry/skip load or levelled on site free of charge.

FINAL FINISH: Whilst every care will be taken to limit damage to the surrounding areas of the groundworks, a certain level of disruption must be expected. Within the quotation cost, all areas will be left tidy and level, with allowance left for subsequent ground settlement. Additional top soil and/or turf can be added on request and at an additional cost for labour and materials.

PERMITS: All our works associated with packaged sewage treatment plant installations and their outlets are covered under the Government's 'General Binding Rules'. Larger units may require a permit from the Environment Agency. We will advise, but it is the owner's responsibility to clarify this.

MATERIAL COSTS: All materials can be affected by industry price changes and can be subject to change.

SURFACE WATER: We cannot be held responsible for surface water connections not declared prior to starting our installation works.

DRAINAGE FIELDS: No guarantee can be given to the effectiveness of any soakaway or drainage field, due to unknown ground structures or unseen land drainage.

ON-GOING MAINTENANCE:

As a British Water Accredited Engineer, we can offer you a service agreement for the ongoing maintenance of the system which includes additional call out cover in the event of an alarm going off.

Matrix CLF1a IPS: Standard agreement £270.00 plus VAT per year which includes one scheduled service visit and fixed call out cover.

Boxall Ward Limited

Terms & Conditions of Sale

General

These terms and conditions apply to all goods and services supplied by Boxall Ward Ltd., or its Agents ("The Seller"), to the customer or its agents ("The Buyer"), unless expressly agreed otherwise in writing. They come into effect when The Buyer accepts The Sellers quotation and override any conflicting provisions, which may be contained in The Buyers Purchase Order or correspondence. Subsequent cancellation may only be made with The Sellers consent and on terms acceptable to The Seller. Any costs incurred at this time by The Seller will be met by The Buyer, in addition to an agreed cancellation amount.

Prices

Prices quoted are exclusive of VAT at the current rate, for which The Buyer is liable. Prices quoted are based upon the site/ground conditions as seen. It is The Buyers responsibility to notify The Seller in writing, of any known conditions associated with the site, including the presence of underground services, which may adversely affect the supply of goods or services and thereby increase costs. If unforeseen costs of this nature do arise, The Seller reserves the right to adjust the price charged to The Buyer. The Buyer will be responsible for any costs associated with damage to underground services. In respect of ground conditions, unless otherwise detailed in The Sellers quotation, it is assumed that the proposed area of excavation is of soft stable ground which does not require shoring and that the water table is below the proposed depth of the excavation. The Seller reserves the right to withdraw from the contract if conditions are deemed to be unsafe by the Seller. Any monies outstanding at this point will be due for payment. If ground stabilisation is required, this will incur extra costs, over and above those detailed in the Seller's quotation.

Delivery/Completion

The Seller undertakes to use all reasonable endeavours to deliver the goods and/or complete the services by an agreed date, but time is not of the essence and no guarantee is given to do so. If, for unavoidable reasons, delivery or completion is delayed, The Buyer will grant The Seller a reasonable extension of time in which completion will be allowed and no liability will be incurred by The Seller. The Seller will not be held responsible for any ground subsidence or settlement in soft landscaped areas, which may take place after completion of supply of goods and/or services. Any claim by The Buyer regarding unsatisfactory goods and/or services must be made to The Seller in writing. All warranties in respect of goods and/or services are excluded to the extent permitted by law. The Seller only guarantees the goods to the extent that he shall pass onto The Buyer the benefits of any warranties given to The Seller by the manufacturer or supplier of those goods. No guarantee is given to the effectiveness of soakaways/boreholes/sub-surface systems.

In the course of the installation, Boxall Ward Ltd will decommission and back-fill any old cesspit, septic tank, sewage treatment plant being replaced by the new installation. Surplus soil removal is an extra charge and does not form part of the initial contract. The venting of an STP is not part of the installation process – all project requirements are different and may need adjustments to enable efficient venting after the installation process.

Building Control: Application for a Building Notice will be submitted by the Seller on the Buyers behalf **unless** declined, **in writing**, by the Buyer at time of acceptance of quotation and, instruction to proceed. Once submitted, the relevant fees in this respect become payable by the Buyer, regardless of whether the said application is processed.

Payment

Unless otherwise agreed in writing, The Sellers standard payment terms are 35% deposit with order, 25% upon the first day of the works and 40% upon completion. In the event of The Buyer cancelling the works, The Seller retains the right to make a reduction in relation to costs incurred when returning any deposit payment already received. If costs incurred exceed payment received, the full deposit will be non-returnable. The Buyer will be liable for interest at 2% above the HSBC Bank minimum lending rate, for the full period of any overdue amount. If proceedings concerning solvency are commenced against The Buyer, The Seller has the right to suspend delivery of goods and/or services forthwith and the value of any goods delivered and/or services completed to that date, less any payments already made, will become due immediately. There will be no right of set off in favour of The Buyer against The Seller. **Please note:** Completion payment is payable upon completion of works and, **not** dependent upon the Final Building Notice being received.

Retention

Retentions will not be deducted by The Buyer from The Sellers invoice unless agreed in writing or detailed in the quotation.

Ownership of Goods

The Seller will retain ownership of goods supplied to The Buyer until full payment has been received for those goods and associated services. If payment for the goods or services becomes overdue, The Buyer will grant The Seller licence to enter the premises where the goods are located for the purposes of removal and resale. Until ownership of the goods has passed, The Buyer will accept risk for the goods and insure them for the benefit of The Seller and keep them free of all charges, liens and other encumbrances.

Termination

The Seller may terminate the contract with The Buyer if he is guilty of material breach under his obligations under this contract. The Seller reserves the right to charge for all abortive costs incurred.

Working Hours

There will be no restrictions placed upon The Seller by The Buyer on working between the hours of 0700 and 1830 Monday to Saturday inclusive. There are no restrictions of the use of plant equipment during these hours unless agreed in writing.

Variations

If a variation of the agreed supply of goods and/or services is found to be necessary, The Seller will inform The Buyer of any associated costs and this must be agreed upon in writing. In the event of being unable to complete the supply of goods and/or services for reasons beyond the control of The Seller, The Seller reserves the right to charge The Buyer in respect of goods, time, equipment hire and materials. This will be a minimum of £450.00 per day (excluding VAT) standing time per 2-man team plus ongoing hire/material charges specific to the site which will be detailed in writing.

Drainage Fields

No guarantee can be given to the effectiveness of any soakaway or drainage field, due to unknown ground structures or unseen land drainage.

General

Any signatory on behalf of The Buyer shall be personally liable for all the obligations of The Buyer under these Terms and Conditions. These Terms and Conditions are to be constructed and operated in accordance with English Law and any dispute shall be settled in the first case in the Courts of England. The Seller will recover all legal and associated costs in addition to outstanding invoice amounts and charges in the event of pursuing an unpaid invoice, which remains unpaid for a period over 30 days from the invoice date.