



Forest Park Roofing, Unit 7, Barnes Farm Business Park, Barnes Lane, Milford On Sea, SO41 0AP  
www.forestparkroofing.co.uk | Email: mail@forestparkroofing.co.uk | Iain's mobile: 07740 623646

## Provision of Service Regulations

- **Name:** Forest Park Developments Ltd trading as Forest Park Roofing
- **Business Trading Address:** Unit 7, Barnes Farm Business Park, Barnes Lane, Milford On Sea, LYMINGTON, SO41 0AP
- **Telephone:** 07740 623646
- **Email:** mail@forestparkroofing.co.uk
- **Website:** www.forestparkroofing.co.uk
- **VAT number:** 186 431 689
- **Registered office and postal address:** Unit 7, Barnes Farm Business Park, Barnes Lane, Milford On Sea, LYMINGTON, SO41 0AP
- **Legal form:** A limited company registered in England and incorporated in the UK
- **Public registers:** Details about our Limited Company's registration can be viewed at [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk) under reference number 8368438.
- **Business Activities our Services:** Roofing Services
- **Insurance Details:** Insurance Provider: Markel International Insurance Company Limited Expiry Date: 01/03/2021
- **Applicable law:** Unless otherwise agreed, English law, with the English Courts having exclusive jurisdiction in relation to any claim, dispute or difference concerning the service and any matter arising from it.



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- **Complaints:** We always endeavour to provide the best service and products for our customers. However, on rare occasions, we recognise that there may be times where our customers may not be completely satisfied.

To ensure we are able to put things right as soon as we can, please read our complaints procedure below and we will respond promptly to ensure complete satisfaction.

As soon as possible after the completion of the works, please inspect the work to ensure everything has been carried out to our usual high standards.

In the unlikely event there is anything you are not completely satisfied with, please contact us as soon as you can in order that we can rectify any problems as soon as possible. Either call, write or email us on the details at the top of this document.

We aim to respond within 2 days of receiving your complaint and where possible, will provide you with a date to remedy any issues raised.

Where we are unable to resolve your complaint using our own complaints procedure you should approach the local NFRC Regional Secretary verbally to seek assistance, and should confirm your complaint in writing. To seek assistance you should view [www.nfrc.co.uk](http://www.nfrc.co.uk) for contact details or ring 020 7638 7663.

Should conciliation fail the Regional Secretary shall offer to both parties the Federation's arbitration service. Arbitration, provided by the NFRC, must be agreed to by both parties in writing. Thereafter a member of the NFRC's local regional committee shall be appointed by that committee to inspect the roofing works in question. His or her findings, of both a technical and professional nature shall be accepted by both parties but cannot be used in litigation by either party.

Should this Federation arbitration fail for any reason, the NFRC provides an independent third party arbitration service through the Association of Independent Construction Adjudicators (AICA). This independent arbitration is binding on both partners who must agree in writing to accept the findings of the arbitrator.



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- **Regulating body:**

Competent Roofer, membership no. 10869, [www.competentroofer.co.uk](http://www.competentroofer.co.uk)  
National Federation of Roofing Contractors, membership no. 11156, [www.nfrc.co.uk](http://www.nfrc.co.uk)  
Confederation of Roofing Contractors, membership no. 7117, [www.corc.co.uk](http://www.corc.co.uk)  
Which? <http://trustedtraders.which.co.uk/businesses/forest-park-roofing>  
Trustmark, license no. 1680141, [www.trustmark.org.uk](http://www.trustmark.org.uk)  
Certass, membership no. 19-1390, [www.certass.co.uk](http://www.certass.co.uk)

- **General terms and conditions:** A letter of engagement accompanied by our standard terms and conditions is provided at the start of any contract for works.

- **Construction Phase Plan (CDM 2015) - CPP:** We comply with the Health and Safety Executive requirements and have a CPP Plan available for viewing and we will discuss this with you as required throughout our contract.

- **Work Guarantees:** All work is guaranteed for 10 years from date of completion, this covers parts and labour, please see our full guarantee document for further information. Repairs, maintenance and guttering are guaranteed for one year. Any specific manufacturer's warranty will be provided on request. Your statutory rights are not affected by our guarantee. Our guarantees are insurance backed.

- **Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013:**

### Notice of the Right to Cancel

Under the above named regulation you have a right to cancel this contract during a period of 14 calendar days from the day this notice is sent or given to you. During that period if you choose to cancel the contract any money paid by you will be refunded.

However if you have already given written approval for the work to begin before the end of the cancellation period you may be required to pay for goods or services already provided.

If you wish to cancel the contract you must do so in writing and deliver personally or send (which may be by electronic mail or post) this to the person named below. You may use the form below if you want to but you do not have to.

The notice of cancellation is deemed to be served as soon as it is posted or in the case of an electronic communication from the day it is sent.



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Complete, detach and return this form only if you wish to cancel the contract.

**Customer Cancellation Notice**

Name of customer: \_\_\_\_\_

Address of customer: \_\_\_\_\_

\_\_\_\_\_

I/We hereby give notice that I/We wish to cancel my/our contract dated: \_\_\_\_\_

Customer signature: \_\_\_\_\_

Date: \_\_\_\_\_

**This notice should be sent to : Forest Park Roofing, 17 Fathersfield, Brockenhurst, SO42 7TH**

\_\_\_\_\_

**Work commencing prior to the expiry of the Cancellation Period**

I/We agree that Forest Park Roofing may commence work on \_\_\_\_\_ (date),  
 before my cancellation period has expired.

I understand that if I decide to cancel within fourteen working days, I may be asked to pay  
 for any work that has been done prior to my cancellation.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_