

Allendale Parish Council

4a Central Place

Haltwhistle

NE49 0DF

Email: clerk@allendaleparish.gov.ukWebsite: www.allendaleparish.gov.uk**SCOPE OF WORKS & TENDER INFORMATION (PAINTING)****1. Project details****Project title** **St Cuthbert's Lychgate, parts of****Site location** St Cuthbert's Church
Market Place
Allendale Town
Hexham
NE47 9BD**Client** Allendale Parish Council**Quote / tender
reference** 001/2026**2. Project description**

The Client invites tenders from suitably experienced contractors for the like-for-like repainting of certain parts of St Cuthbert's lychgate. The lychgate is both a Grade II listed building (list entry number: 1393517) and a war memorial.

The works shall include all labour, materials, equipment, preliminaries and works necessary to complete the project in accordance with this Scope of Works.

3. Contract information & drawings

The works shall be carried out strictly in accordance with:

1. listed building planning guidance: Northumberland County Council website (see below)
2. this Scope of Works document
3. relevant British Standards, Building Regulations and statutory requirements

Northumberland County Council general guidance¹ states that listed building consent is not required for external painting where materials, appearance or colour are like-for-like. Listed building consent is required for (a) a change in finish type, (b) painting a surface

¹ <https://www.northumberland.gov.uk/planning-and-building/planning/listed-buildings-and-protected-places/listedbuildings#:~:text=Work%20which%20does%20not%20usually,planning%20permission%20may%20be%20required> (accessed 10 August 2026)

that has not been painted before; and, (c) changing the colour of the building where that would affect the listed building's character or special interest.



Image 1: Lychgate, front elevation: showing external surfaces within Scope of Works

Where discrepancies occur, the Contractor shall notify the Client prior to commencing works.

4. Scope of works

The Contractor shall allow for the preparation and painting of external lychgate surfaces as follows:

4.1 Site set-up & preliminaries

- Safe access and egress at all times
- Protection of existing building fabric and finishes
- Protection of surrounding ground and walled surfaces with taping and drop sheets
- Coordination with the parish clerk (or nominated councillor/s) re:
 - Paint/wood oil recommendation (all paints and finishes suitable for public buildings)

4.2 Decoration

- Preparation of all surfaces highlighted (blue) in *Image 1, Front External Elevation*
- Preparation of all surfaces on rear and both side external elevations
- Painting of a 10cmx10cm test area in an unobtrusive area on the external side of the lychgate. Nominated councillor/s to then inspect/approve.
- Painting of this woodwork with agreed paint (blue areas in *Image*
- One base coat
- Two finishing coats

4.3 Waste management

- Removal of all waste and disposal in accordance with environmental regulations
- Site to be left clean and tidy upon completion

5. Compliance

The Contractor shall be responsible for full compliance with:

- Listed permission conditions (see above)
- All relevant British Standards and Codes of Practice

6. Programme

- **Estimated Start Date:** As soon as practicably possible following contract award
- **Working date/ hours:** as agreed with parish clerk, or nominated councillor/s
- Contractors shall submit a proposed programme with their tender
- Works should be planned to minimise disruption to:
 - Members of the public
 - Church users
 - Neighbouring properties

7. Health & Safety

The Contractor shall act as Principal Contractor and comply fully with any relevant items from the below:

- Health and Safety at Work etc. Act 1974
- Site-specific Risk Assessments and Method Statements (RAMS)
- Safe systems of work
- Appropriate Personal Protective Equipment (PPE)
- Protection of the public at all times

8. Insurance requirements

The Contractor shall hold and maintain the following minimum insurance cover:

- **Public Liability:** £10,000,000
- **Employer's Liability:** £10,000,000 (not required if the Contractor is a sole trader)

Copies of valid insurance certificates shall be provided upon request.

9. Quality & workmanship

All works shall be:

- Undertaken by competent and experienced operatives
- Carried out using suitable materials fit for purpose
- Executed in accordance with good practice
- Subject to a Defects Liability Period (DLP) of 12 months from practical completion

Any defects arising within the DLP shall be rectified at no cost to the Client.

11. Tender submission requirements

Contractors shall submit the following:

11.1 Company Information

- Company name and registered address
- Contact name
- Telephone number
- Email address
- Company Registration Number (if applicable)
- VAT Registration Number (if applicable)

11.2 Pricing

- Lump sum fixed price for the full scope of works
- Confirmation of VAT treatment
- Details of any assumptions, exclusions, or provisional sums

11.3 Tender validity

- Tenders to remain valid for **90 days** from submission deadline

12. Payment terms

- **Payment terms:** 30 days from receipt of valid invoice
- **Invoicing:** On completion of works (unless otherwise agreed)

13. Tender conditions

- The Client does not undertake to accept the lowest or any tender
- The Client reserves the right to reject any or all tenders
- All costs associated with tender preparation shall be borne by the Contractor