

A series of 1 and 3 day courses

Construction and Property Courses for 2010/11

- Working with CDM 2007
- Keeping up to speed with the latest Building and Fire Regulations
- Becoming a CDM Co-ordinator under CDM 2007
- The new Building Regulations Part L and F in action!
- Structural surveys – identification and repair of structural defects
- Dealing with condensation, damp and rot in buildings
- Tackling party, boundary wall and on-site liability problems
- CDM for designers!
- The 'essential guide' to property & development law for construction professionals
- Taking the danger out of buildings – asbestos, fire safety, legionella – contractors' and other H&S checks

NEW DATES AND
COURSES ADDED
FOR AUTUMN 2010

DISCOUNTS FOR
MULTIPLE BOOKINGS

3 DAYS Becoming a CDM Co-ordinator under CDM 2007

7,8,9	Sept	2010	Solihull	15,16,17	Feb	2011	Bristol
14,15,16	Sept	2010	London	22,23,24	Feb	2011	Solihull
5,6,7	Oct	2010	Southampton	1,2,3	Mar	2011	London
19,20,21	Oct	2010	Bristol	8,9,10	Mar	2011	Manchester
26,27,28	Oct	2010	Manchester	29,30,31	Mar	2011	Southampton
2,3,4	Nov	2010	Glasgow	5,6,7	Apr	2011	Glasgow
16,17,18	Nov	2010	Leeds	12,13,14	Apr	2011	Leeds
7,8,9	Dec	2010	London	12,13,14	Apr	2011	London

COURSE BACKGROUND

This 3 DAY COURSE is designed to benefit those with professional and managerial construction experience in understanding what is required of the CDM Co-ordinator and how this may be effectively achieved. It will also detail the responsibilities placed on others involved in the design and management of construction projects including the client. The CDM Co-ordinator can be regarded as the 'Client's Friend', whose responsibilities include assisting the Client in discharging his responsibilities.

The course will include workshop sessions during which delegates will be able to carry out syndicate exercises, putting into practice the issues discussed on the course. A comprehensive work book will be provided for use on the course and for future reference.

On previous courses delegates have reflected the full spectrum of organisations operating within the construction and allied industries.

SPEAKERS' PANEL

The speaker for each course will be from a panel of **Richard Allen, Peter Andrews, Paul Gray and David Jordan**.

OVERVIEW

CDM Regulations 2007

- Part 1: Application and interpretation
- Part 2: General management duties which apply to construction projects
- Part 3: Additional duties where Project is notifiable
- Part 4: Duties relating to health and safety on construction sites

The CDM Co-ordinator

- Who is or can be the CDM Co-ordinator?
- Overview of the role, relationship with Client, Designers & Contractors
- Professional Indemnity Insurance
- What are the requirements regarding competence and resources?

CDM Co-ordinator Duties

- Concept and feasibility stage
- During design
- During construction

Safe Systems of Work

- Risk analysis
- Design and planning for safe construction, operation, maintenance and demolition

Pre Construction Information

- Typical information, who would provide it, who would require it?

The Construction Phase Plan

- Typical contents
- Assessing its adequacy
- Revisions resulting from design changes

The Health and Safety File

- Contents • Function
- Practical use • Management

Risk Assessment

- The general principles of risk assessment
- Identifying and categorising hazard and risk
- Ways of avoiding, reducing or controlling risk
- Practical exercise

Method Statements

- The value of a method statement
- The preparation of a method statement
- Practical exercise

CDM Exercise

- A role playing exercise where the delegates are required to address the responsibilities of each duty holder for a project provided

NOTES

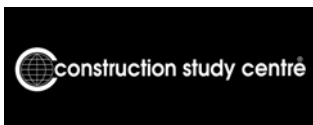
- The courses are designed for limited numbers to ensure that there is ample time for discussion, exercise and case study sessions
- Delegates are advised that it may be helpful to bring a copy of the ACoP "Managing Health and Safety in Construction" L144 with them

ASSOCIATION FOR PROJECT SAFETY

- This course, though not accredited, has been accepted by the Association for Project Safety as part qualification towards membership

INSTITUTION FOR CONSTRUCTION SAFETY

- Approval has been given by the Institution of Construction Safety for the course to count as part qualification towards membership, for further information please enquire with the ICS (www.instcs.org)



Keeping up to speed with the latest Building and Fire Regulations

21	September	2010	London	9	February	2011	London
12	October	2010	Solihull	17	February	2011	Solihull
26	October	2010	Manchester	15	March	2011	Manchester
2	November	2010	Bristol	23	March	2011	Bristol
23	November	2010	Leeds	30	March	2011	Leeds
30	November	2010	London	7	April	2011	London

COURSE BACKGROUND

This 1 DAY RECENTLY UP-DATED COURSE will provide an overall update of the changes to the Building Regulations and Fire Regulations that have taken place over recent years, impacting on the building industry.

It will focus on recent changes to Part B (Fire Safety), BS 9999 (Code of Practice for the Fire Safety in the Design, Construction and use of Buildings), RRO (Regulatory Reform (Fire Safety) Order 2005), the revised Part L (Conservation of Fuel and Power), the revised Part F (Ventilation), Part G (Sanitation, Hot Water Safety and Water Efficiency), Part M (Access to and use of Buildings) and the revised Part J (Combustion Appliances and Fuel Storage Systems).

The remaining Approved Documents will be reviewed including The Code for Sustainable Homes and future changes to the Building Regulations.

SPEAKER ALL VENUES

Jim Goddard

OVERVIEW

Introduction

- Summary of how Westminster and Europe are requiring changes to the Building Regulations

Understanding Part L1a, L1b, L2a and L2b (conservation of fuel and power) new dwellings and extensions, new buildings and extensions other than dwellings

- Review this new approved document
- Implementation of EU Energy Performance in Buildings Directive (EPBD)
- Four new approved documents covering new and existing dwellings and non-dwellings
- Whole building compliance limiting CO2 emissions
- Role of SAP and SBEM
- Consequential improvements
- Thermal requirements for building renovation projects

Part F (means of ventilation)

- Radical overhaul of the existing Approved Document F
- Performance based approach
- Strategies based on extract, whole building and purge ventilation
- Guidance on natural and mechanical systems
- Guidance on ventilation of basements
- Guidance on ventilation of offices and car parks
- Requirements for commissioning systems including sound testing

Part M (access to and use of buildings)

- Main access issues discussed for commercial buildings and dwellings
- Use of Access Statements
- Relationship with BS 8300 2009

Part B (fire safety)

- Review of main changes to the Approved Document involving Commercial and domestic properties
- Review the need for door closers to fire doors
- Further guidance on smoke alarm provision
- New requirements for sprinkler protection in residential care homes and other residential buildings
- Review the changes involving means of escape provisions for commercial buildings
- Review the requirements for effective means of escape for people with disabilities

Part J – Combustion Appliances and Fuel Storage Systems

- Review this new approved document
- General provisions for all combustion appliances
- Air supply and chimney/flue construction
- Solid fuel appliances requirements
- Gas burning appliances requirements
- Oil burning appliances requirements
- Liquid fuel storage and supply requirements

BS 9999 – Code of Practice for the Fire Safety in the Design, Construction and use of Buildings

- Review this new standard which replaces the existing BS 5588 series
- Risk profiling
- Managing fire safety
- Designing means of escape
- Access and facilities for fire fighting
- Designing the building structure
- Managing occupied buildings

RRO Regulatory Reform (Fire Safety) Order 2005

- What is the RRO?
- Where does it apply?
- Who is the responsible person?
- What are the main requirements?
- Guidance documents

Part G – Sanitation, Hot Water Safety and Water Efficiency

- Review this new Approved Document
- Cold Water Supply
- Water Efficiency and calculations
- Sanitary Conveniences
- Hot Water Supply and safety systems

Review of the Remaining Approved Documents

- Including Part A – Structure, Part C – Site preparation and resistance to contaminants and moisture, Part D – Toxic substances, Part E – Resistance to the passage of sound, Part H – Drainage and waste disposal, Part K – Protection from falling, collision and impact, Part N Glazing – Safety in relation to impact, opening and cleaning, Part P - Electrical safety – dwellings, Approved document to support regulation 7, and The code for sustainable homes.

Summary and Future Changes

ARE YOU A FORMER PLANNING SUPERVISOR?

Please visit www.constructionstudycentre.co.uk for a series of 1 day courses aimed at enhancing your Planning Supervisor skills to undertake the new CDM co-ordinator role as required by the 2007 act.

Dealing with condensation, damp and rot in buildings

7 October 2010 Solihull
1 November 2010 Manchester

11 November 2010 Bristol
16 November 2010 London

COURSE BACKGROUND

The aim of this 1 DAY COURSE is to understand why condensation, damp and rot occur in buildings and to discuss appropriate remedies.

SPEAKER ALL VENUES

Stephen Neale

OVERVIEW

Identification of the Sources of Moisture in Buildings

- Building uses and activities
- Building and services defects

What is Dampness?

- The physical properties that contribute to dampness
- The quantification of dampness

The Importance of Relative Humidity and how to Measure it

- The interaction of moisture and temperature
- Using an electronic hygrometer

How to Measure the Moisture Content of Building Materials

- Distinguishing between air dry and ambient moisture levels
- Using an electronic moisture meter
- The difference between masonry and

timber measurements

What is Condensation?

- Dew point and surface temperatures
- Seasonal factors

How does Interstitial Condensation Occur?

- Condensation within building elements
- The interpretation of temperature gradients

The Effects of Heating, Insulation, Ventilation and Physical Barriers

- Design parameters
- Problem solving

The Implications of Mould

- Mould types and toxicity
- Conditions that cause mould

The Causes of Rot in Timber

- Types of fungal decay and contributing conditions
- Wood boring insect: species and lifecycle

Remedies for Dampness and Condensation

- The range of options
- Decision making criteria

Repairs for Timber Decay

- The extent of timber replacement
- The use of chemicals

Structural surveys – identification and repair of structural defects

27 September 2010 London
5 October 2010 Solihull

26 October 2010 Bristol
16 November 2010 Manchester

COURSE BACKGROUND

This 1 DAY COURSE will look at how to identify, investigate and resolve commonly encountered structural defects, including subsidence, that occur in low rise commercial and residential buildings. Both initial diagnosis and further investigations will be covered, as well as typical repair options.

The course will be of interest to those involved in the management, maintenance or inspection of buildings. Some advice will be given on writing reports. The course will NOT cover detailed design of remedial foundations or pricing.

SPEAKER ALL VENUES

David Symonds

OVERVIEW

Initial Diagnosis

- Initial inspections, background information and observations
- Recording information
- Diagnostic tools, crack shapes and configurations, distortion

Further Investigations

- Crack and level monitoring
- Excavations and boreholes
- Soil testing, laboratory analysis and root identification

Typical Structural Defects

- Expansion and contraction, shrinkage, temperature and moisture/humidity, different materials
- Lateral restraint problems
- Corrosion and rot, chemical attack
- Concrete defects
- Accidental damage
- Loading problems, settlement, eccentric loads, replacement windows
- Vibration
- Repair options

Subsidence

- The difference between subsidence and settlement
- Shallow foundations and filled ground
- Clay soils, shrinkage, trees
- Water, leaking drains
- Peat, mining and other less frequent causes of subsidence
- Repair options
- **Report Writing**
- Writing a report to meet the objectives
- Contents, layout, completeness and clarity

Tackling party, boundary wall, and on-site liability problems

30 September 2010 London
14 October 2010 Solihull

11 November 2010 Manchester
2 December 2010 Bristol

COURSE BACKGROUND

This RECENTLY REVISED 1 DAY COURSE explains the key provisions of the Party Wall Act and goes on to consider the potential for boundary disputes and the issues which the building contractor and design team may encounter.

SPEAKER ALL VENUES

Keith Blizard

OVERVIEW

The Party Wall Act 1996

- Background and scope of the Act including the definitions of "party wall"; "party fence wall" and "party structure".
- Rights and obligations; building and adjoining owner; rights of entry
- Procedures; notices and counter notices
- Construction of new boundary party walls; special foundations; adjacent excavations; excavating near neighbouring buildings
- Modifications and repairs to existing party walls
- The role, appointment and powers of the Party Wall Surveyor

Boundary Disputes

- Sources of disputes
- Disputes; litigation and ADR
- Finding a solution

RECENTLY REVISED COURSE

Liability for Temporary Works

- Responsibility and liability for temporary works

Liability for Construction Works

- Role, duty and liability of Employer, Contractor, Sub-Contractor and Architect
- Noise and nuisance
- Site inspections

Liability for on Site Supervision

- Contractor's liability where Architect/Engineer fails to adequately supervise

- Contractor's duty to warn
- When defects have to be notified

Unsatisfactory Works

- Defects
- Notices and remedies under JCT Contracts

Reducing the Risk

- Rights and obligations of parties; duty of care
- Identifying risks and obtaining appropriate insurance cover
- Implications of CDM Regulations

The `essential guide` to property & development law for construction professionals

BRAND NEW COURSE

11 October 2010 London
27 October 2010 Solihull

9 November 2010 Manchester
25 November 2010 Bristol

COURSE BACKGROUND

This BRAND NEW 1 DAY COURSE is aimed as an intermediate level course for construction and property professionals and will highlight the risks and salient issues involved in the stages of land acquisition and disposal, whether by freehold or leasehold, both of investment properties and major development sites, allowing construction professionals to make informed and excellent property decisions.

SPEAKER ALL VENUES

Tim Clark

OVERVIEW

Effective Site Acquisition

- Finance of the development - banks' requirements
- Collateral warranties - key points for the construction team
- Oral contracts for sale of land - dangers of "doing an informal deal"
- Side-letters and collateral agreements – what you can't get away with
- Options and conditional contracts – tips
- Coverage arrangements - pros and cons in today's market

Successful Property Development

- Boundaries, plans and the "general boundary rule"
- Easements – issues with "enlargement" and "intensification"
- Restrictive covenants against building - trends in release and modification

- Ransom strips - strategic creation
- Sales of part - practical difficulties in new developments
- Development issues - planning, highways and service agreements
- Rights to light and party wall issues

Particular Construction "Headaches"

- "Let the buyer beware" – traps for the unwary
- Unregistered land - hidden dangers
- Adverse possession and squatters' rights – how to avoid
- Contaminated land - mitigating the risk
- Telecommunications masts - hidden dangers of "sterilising land"

Management of Leasehold Properties

- Lease/licence distinction - implications today
- Oral tenancy agreements - dangers of over reliance
- Ongoing liability of tenants under leases - post termination covenants
- Variations, side-letters and collateral agreements
- Agreements for leases and sub-sale - liability and pitfalls
- Assignment of leases - points to watch
- "Statutory renewal" of business tenants - estate management issues
- Rent review - impact of fit out and goodwill
- Dilapidations – "over-egging" of claims

CORPORATE IN-HOUSE TRAINING PROGRAMMES

As well as public seminars we can provide tailor made programmes for your organisation, held on your premises, for a wide range of construction and property related topics, including those advertised as public seminars in this brochure.

For all In House Training enquiries: Tel: 0845 3133 414

Email: enquiries@constructionstudycentre.co.uk

Website: www.constructionstudycentre.co.uk



Working with CDM 2007

6	September	2010	Solihull	14	February	2011	Bristol
13	September	2010	London	21	February	2011	Solihull
4	October	2010	Southampton	28	February	2011	London
18	October	2010	Bristol	7	March	2011	Manchester
25	October	2010	Manchester	28	March	2011	Southampton
1	November	2010	Glasgow	4	April	2011	Glasgow
15	November	2010	Leeds	11	April	2011	Leeds
6	December	2010	London	11	April	2011	London

COURSE BACKGROUND

This 1 DAY COURSE highlights the legal duties of Clients, Design Professionals, CDM Co-ordinators and Contractors engaged in construction activities. However, in addition to the legal obligations, the course is intended to bring to attention the moral and sociological aims of the Regulations.

CDM 2007 shows considerable shift in responsibilities and duties to those formally required under CDM 1994. This course will not only give a clear picture to those new to CDM, but will also detail the requirements and changes under the revised regulations, which will assist those who had a working knowledge of the old regulations.

WHO SHOULD ATTEND

All participants to construction projects, including client representatives, professional designers, contractors and facilities managers

SPEAKERS' PANEL

The speaker for each course will be from a panel of **Richard Allen, Peter Andrews, Paul Gray** and **David Jordan**.

OVERVIEW

Introduction

Introduction to basis of Health and Safety legislation in the UK, with specific reference to the Health and Safety at Work etc Act 1974, and other legislation having particular application and bearing on construction activities.

CDM Regulations 2007

- Introduction to the Regulations
- Notification – when it is required
- Application of the Regulations to non-notifiable projects
- Additional requirements for notifiable projects
- Definitions – construction work, structure, demolition, etc

Duties and Responsibilities

- The duties and responsibilities, during concept, feasibility, design, planning, construction and the lifetime of the structure of:
 - Clients
 - Designers
 - CDM Co-ordinators
 - Principal contractors
 - Contractors

Detailed Review

- A detailed review of the CDM Regulations and Guidance, including Approved Code of Practice, Guidance Manuals etc. And the requirements regarding competence and resources.
- The pre-construction information
- The Construction Phase Plan
- The Health & Safety File
- The questions most often asked

Workshop Session

- The programme includes a 20 question workshop session based on the subject matter covered by the course

Case Studies

- Prosecutions relating to construction, including examples under the former CDM Regulations

Notes

- Delegates are advised that it may be helpful to bring a copy of the ACoP "Managing Health and Safety in Construction" L144 with them.

"We make every effort to ensure that our courses are right up to date to include latest developments. As a consequence, the course content in our published brochures and on our webpage changes from time to time to reflect these updates. Each presented course content will be based on the latest edition of the webpage affecting the relevant course."

Taking the danger out of buildings — asbestos, fire safety, legionella, contractors' and other H&S checks

28	September	2010	London	22	November	2010	Manchester
18	October	2010	Solihull	29	November	2010	Bristol

COURSE BACKGROUND

This 1 DAY COURSE will provide an overview of the legal requirements and associated risks of managing all non-residential properties in the private and public sector:

SPEAKER ALL VENUES

Rob Castledine

OVERVIEW

Basic Principles of Managing Risk

- Importance of managing risk
- Hazard, risk and risk assessment
- Risk management – a structured approach
- The dangers of getting it wrong

Legal Framework & Responsibilities

- Property owner, managing agent and tenants
- Third parties and occupiers liability
- Regulatory framework including Corporate Manslaughter
- Concept of the responsible person/duty holder
- Working with contractors

Legionella Management

- Brief overview of Legionella
- Typical systems at risk
- Requirements for water hygiene assessments – HSE document L8
- Scope & content of water hygiene surveys
- Control scheme, log book and records
- When to review the assessment

Managing Asbestos

- Typical uses of asbestos in buildings
- Adopting a structured process – surveys & documentation
- Importance of the asbestos management plan
- Keeping a check on conditions and managing works

Managing Fire Risks

- An overview of the new regime
- Scope & content of fire assessments
- Inspection and maintenance issues

Statutory Inspections

- Electrical safety – installations and portable appliances
- Pressure systems – written schemes
- Gas safety
- Lifting equipment – plant, access equipment, fall arrest systems



BOOKING YOUR COURSE

call

0845 3133 414

online

www.constructionstudycentre.co.uk

fax

the booking form on the reverse to

01295 275981

email

enquiries@constructionstudycentre.co.uk

BLISS BOOKS

Delegates can obtain a **10% discount** when purchasing contracts and publications relevant to these courses.

Please contact
Ann Glacki on
01565 777234

www.blissbooks.co.uk



Construction Study Centre is part of the **ALWAY GROUP** providing knowledge and solutions to professionals in the construction, property and related sectors. www.alway-group.com

CDM for designers!

BRAND NEW COURSE

25 October 2010 London
17 November 2010 Solihull

2 Dec 2010 Manchester

COURSE BACKGROUND

This **BRAND NEW 1 DAY COURSE** is intended to clarify the role of Designers under CDM 2007.

The Key Messages from the HSE in their CDM 2007 References are:

- If you design or specify building work, then you are a designer with new duties under CDM
- Competent designers eliminate hazards and reduce risks – manage the risk, not the paperwork
- Design for safety and health for those that build, use, maintain and demolish – it's safer by design
- Tell others about significant risks which remain – give the right information to the right people at the right time

This course is aimed at people who carry out planning, conceptual, feasibility or detailed design of permanent or temporary works or who dictate or influence design decisions. It will elaborate the approach that Designers can adopt and will include short films and pictures to generate discussion on various designer issues. The course is intended to be interactive to enable people to raise and discuss issues related to their own work as designers and the associated implementation of their duties under CDM 2007.

SPEAKERS' PANEL

The speaker for each course will be from a panel of **Peter Andrews, Paul Gray and David Jordan**

OVERVIEW

H&S Legislation and CDM 2007

- Brief overview of H&S legislation and the aims, application and content of CDM 2007
- Definitions of construction work and a structure and a review of the duties on

- all parties
- Appreciation of the Pre-construction Information, the Construction Phase Plan and the H&S File
- What is design and who are designers

The Expected Approach by Designers

- Designers' duties in detail and the approach by designers for their considerations of health and safety i.e. the elimination of hazards, the reduction of risks and the provision of information
- The process of considering and recording health and safety
- The process of the provision of information
- Input into the Pre-construction information and the H&S File

Issues Associated with

- The general principles of prevention
- The Workplace (Health, Safety & Welfare) Regulations
- Co-operation and co-ordination
- Suitability and compatibility of designs
- Changes in design and design during construction
- Suggested work methods and sequences
- Giving collective measures priority over individual measures

Elaboration of

- Justification of competence as a Designer
- The relationship between the Designer and the CDM Co-ordinator
- Lead Designer
- Significant hazards and risks
- Risk Assessment and Design Risk Management

Notes

- Delegates are advised that it may be helpful to bring a copy of the ACOPI 'Managing Health and Safety in Construction) L144 (available as free download from the HSE website)

The new Building Regulations

Part L and F in action! **BRAND NEW COURSE**

4 October 2010 London
10 November 2010 Solihull

7 December 2010 Bristol
9 December 2010 Manchester

COURSE BACKGROUND

This **BRAND NEW 1 DAY COURSE** is designed to develop delegates' general knowledge of the Building Regulations with in-depth knowledge of Parts L and F, which can be adopted for everyday use.

SPEAKER ALL VENUES

Jim Goddard

OVERVIEW

Introduction

- Summary of how Westminster and Europe are requiring changes to the Building Regulations
- Details of the far reaching changes to Part L within the context of National, European and Worldwide legislation and guidance

Part L1A (Conservation of Fuel and Power) New Dwellings

- Summary of the changes to Approved Document L1A
- Five criteria to show compliance: carbon emissions, design flexibility, solar shading, construction consistency and end user information
- Role of SAP 2009
- Mandatory building pressure testing
- Space cooling
- Party wall design
- Heat pumps
- Accredited details
- Practical examples of compliance
- EPC's

Part L1B (Conservation of Fuel and Power) in Existing Dwellings

- Summary of the changes to Approved Document L1B
- Elemental method of compliance
- Change of use, material alteration and historic buildings
- Consequential improvements
- Renovation, replacement and retention of thermal elements

Part L2a (Conservation of Fuel and Power) New Buildings other than Dwellings

- Summary of the changes to Approved Document L2A
- Five criteria to show compliance: carbon emissions, design flexibility, solar shading, construction consistency and end user information
- Role of the latest version of SBEM
- Alternative compliance software
- Mandatory building pressure testing
- LZC – low or zero carbon energy sources
- Practical example of compliance
- EPC's and DEC's

Part L2b (Conservation of Fuel and Power) in Existing Buildings other than Dwellings

- Summary of changes to Approved Document L2B
- Elemental method of Compliance
- Consequential improvements
- Change of use, material alteration and historic buildings
- Renovation, retention and replacement

Part F (Means of Ventilation)

- Overhaul of the existing Approved Document F
- Performance based approach
- Strategies based on extract, whole building & purge ventilation
- Guidance on natural & mechanical systems
- Guidance on ventilation of basements
- Guidance on ventilation of offices & car parks
- Requirements for commissioning systems

Summary and Future Changes to Building Regulations

TERMS & CONDITIONS

The views expressed at the courses are personal to the speakers and are not attributable to Construction Study Centre Ltd which accepts no responsibility for them. Delegates are recommended to take specific independent advice. In the case of emergencies, Construction Study Centre Ltd reserves the right to replace the advertised speaker with suitable substitutes. We use every endeavour to avoid cancelling or aborting a course at the last minute or on the day. However, if factors beyond our reasonable control make this necessary, we will refund the fees or the appropriate portion thereof. We cannot accept liability for any other costs, expenses or losses of delegates wasted or incurred thereby. Speakers for each individual course are indicated in the respective course content. All courses include Forum Sessions when the speakers will be available to answer questions. CPD certificates are available for all courses. Delegates are advised to bring a copy of the relevant form of contract, where appropriate.

COMPANY DETAILS

Construction Study Centre Limited is registered in England and Wales No 2554091.

VAT Registration No 887 1394 77.

Managing Director Lorne Alway LLB (Hons), FRICS, MCI Arb, Barrister

2010 locations

- **Bristol:** Ramada Bristol North, The Grange, Old Gloucester Road, Northwoods, Winterbourne, Bristol, BS36 1RP
- **Glasgow:** Thistle Hotel, Cambridge Street, Glasgow, G2 3HN
- **Leeds:** The Woodlands Hotel, Gelderd Road, Leeds LS27 7LY
- **London:** The Chartered Institute of Arbitrators, 12 Bloomsbury Square, London, WC1A 2LP

- **Manchester:** Etrop Grange Hotel, Thorley Lane, Manchester Airport, Cheshire, M90 4EG
- **Solihull:** St Johns Hotel, 651 Warwick Road, Solihull B91 1AT
- **Southampton:** De Vere, New Place, Shirrell Heath, Southampton SO32 2JH
- **Edinburgh:** Holiday Inn, 132 Corstorphine Road, Edinburgh, EH12 6UA

2010 speakers

- **Richard Allen**, FRICS, MaPS Director, Allen Holmes Ltd
- **Peter Andrews**, OBE, CFIOSH, LCGI, Chartered Safety and Health Practitioner; Principal, Andrews Associates, Safety and Health Consultants
- **Keith Blizzard**, BSc(Hons), DipArb, FRICS, FCIArb, FFB, MEWI, Director, Shakespeare Putman LLP
- **Robert Castledine**, BSc(Hons), MCIIEH, MIOSH, Chartered Environmental Health Practitioner
- **Tim Clark**, MSt (Oxon), LLB, Solicitor, Partner in Commercial Property Department, Shakespeare Putman LLP
- **Jim Goddard**, MRICS, MCIQB, DipMan(Open) Technical Manager, Building Consultancy, Birmingham City Council
- **Paul Gray**, BSc, CEng, MICE, CMIOASH, RMaPS Health, Safety & Construction Consultant; Chartered Engineer & Chartered Safety and Health Practitioner; Former Technical Director, Scott Wilson

- **David Jordan**, MSc, MCIQB, MCMI, CMIOASH, RMaPS Consultant CDM Co-ordinator
- **Stephen Neale**, BSc(Hons), BA(Hons), MRICS, MCMI Hisbis Limited
- **Eur Ing David Symonds**, BSc(Eng), DIC, CEng, MICE, MaPS, FRSA Chartered Civil Engineer

I. CHOOSE YOUR COURSE(S) – PLEASE INDICATE IN THE BOXES THE NUMBER OF PLACES REQUIRED

Becoming a CDM Co-ordinator under CDM 2007

Solihull	7, 8, 9	September	2010	<input type="checkbox"/>
London	14, 15, 16	September	2010	<input type="checkbox"/>
Southampton	5, 6, 7	October	2010	<input type="checkbox"/>
Bristol	19, 20, 21	October	2010	<input type="checkbox"/>
Manchester	26, 27, 28	October	2010	<input type="checkbox"/>
Glasgow	2, 3, 4	November	2010	<input type="checkbox"/>
Leeds	16, 17, 18	November	2010	<input type="checkbox"/>
London	7, 8, 9	December	2010	<input type="checkbox"/>
Bristol	15, 16, 17	February	2011	<input type="checkbox"/>
Solihull	22, 23, 24	February	2011	<input type="checkbox"/>
London	1, 2, 3	March	2011	<input type="checkbox"/>
Manchester	8, 9, 10	March	2011	<input type="checkbox"/>
Southampton	29, 30, 31	March	2011	<input type="checkbox"/>
Glasgow	5, 6, 7	April	2011	<input type="checkbox"/>
Leeds	12, 13, 14	April	2011	<input type="checkbox"/>
London	12, 13, 14	April	2011	<input type="checkbox"/>

CDM for Designers!

London	25	October	2010	<input type="checkbox"/>
Solihull	17	November	2010	<input type="checkbox"/>
Manchester	2	December	2010	<input type="checkbox"/>

The 'essential guide' to Property & Development Law for Construction Professionals

London	11	October	2010	<input type="checkbox"/>
Solihull	27	October	2010	<input type="checkbox"/>
Manchester	9	November	2010	<input type="checkbox"/>
Bristol	25	November	2010	<input type="checkbox"/>

Keeping up to speed with the Latest Building and Fire Regulations

London	21	September	2010	<input type="checkbox"/>
Solihull	12	October	2010	<input type="checkbox"/>
Manchester	26	October	2010	<input type="checkbox"/>
Bristol	2	November	2010	<input type="checkbox"/>
Leeds	23	November	2010	<input type="checkbox"/>
London	30	November	2010	<input type="checkbox"/>
London	9	February	2011	<input type="checkbox"/>
Solihull	17	February	2011	<input type="checkbox"/>
Manchester	15	March	2011	<input type="checkbox"/>
Bristol	23	March	2011	<input type="checkbox"/>
Leeds	30	March	2011	<input type="checkbox"/>
London	7	April	2011	<input type="checkbox"/>

The new Building Regulations Part L and F in Action!

London	4	October	2010	<input type="checkbox"/>
Solihull	10	November	2010	<input type="checkbox"/>
Bristol	7	December	2010	<input type="checkbox"/>
Manchester	9	December	2010	<input type="checkbox"/>

Taking the Danger out of Buildings – Asbestos, Fire Safety, Legionella, Contractors' and other H&S checks

London	28	September	2010	<input type="checkbox"/>
Solihull	18	October	2010	<input type="checkbox"/>
Manchester	22	November	2010	<input type="checkbox"/>
Bristol	29	November	2010	<input type="checkbox"/>

Structural Surveys – Identification and Repair of Structural Defects

London	27	September	2010	<input type="checkbox"/>
Solihull	5	October	2010	<input type="checkbox"/>
Bristol	26	October	2010	<input type="checkbox"/>
Manchester	16	November	2010	<input type="checkbox"/>

Dealing with Condensation, Damp and Rot in Buildings

Solihull	7	October	2010	<input type="checkbox"/>
Manchester	1	November	2010	<input type="checkbox"/>
Bristol	11	November	2010	<input type="checkbox"/>
London	16	November	2010	<input type="checkbox"/>

Working with CDM 2007

Solihull	6	September	2010	<input type="checkbox"/>
London	13	September	2010	<input type="checkbox"/>
Southampton	4	October	2010	<input type="checkbox"/>
Bristol	18	October	2010	<input type="checkbox"/>
Manchester	25	October	2010	<input type="checkbox"/>
Glasgow	1	November	2010	<input type="checkbox"/>
Leeds	15	November	2010	<input type="checkbox"/>
London	6	December	2010	<input type="checkbox"/>
Bristol	14	February	2011	<input type="checkbox"/>
Solihull	21	February	2011	<input type="checkbox"/>
London	28	February	2011	<input type="checkbox"/>
Manchester	7	March	2011	<input type="checkbox"/>
Southampton	28	March	2011	<input type="checkbox"/>
Glasgow	4	April	2011	<input type="checkbox"/>
Leeds	11	April	2011	<input type="checkbox"/>
London	11	April	2011	<input type="checkbox"/>

2. COMPLETE YOUR DETAILS IN BLOCK CAPITALS

Please reserve place(s) as indicated above. Amount enclosed £

Payment should be enclosed with the application. Firm bookings will only be accepted upon receipt of payment, or, if agreed, appropriate order or written confirmation of payment arrangements.

Surname	First Name
Surname	First Name
Surname	First Name
Position(s)	
Organisation	
Address	Town/City
County	Postcode
Phone	Fax
E Mail	

PAYMENT Cheque – please make cheques payable to "Construction Study Centre Ltd."
 Credit card Debit card Invoice – purchase order required

Card type Visa Mastercard Switch/Maestro

Credit/debit card No. | | | | | | | | | | | | | | | | | | | | | |

Valid from (Month/year): / / to: / / Issue No. (Switch):

Cardholder's name

Cardholder's signature

Amount to be charged £

Please tick this box if you DO NOT wish us to forward to you future details of our events
 Construction Study Centre is part of the Alway Group of Companies. As a Group we may wish to contact you to advise you of current industry developments and our services. Please tick this box if you DO NOT want your personal details used in this way

3. PLEASE RETURN THIS COMPLETED FORM TO:

Construction Study Centre Ltd, 3 West Bar, Banbury, Oxfordshire OX16 9SD
 Tel: 0845 3133 414, Fax: 01295 275981, Email: enquiries@constructionstudycentre.co.uk
 www.constructionstudycentre.co.uk

Tackling Party, Boundary wall, and On-site Liability Problems

London	30	September	2010	<input type="checkbox"/>
Solihull	14	October	2010	<input type="checkbox"/>
Manchester	11	November	2010	<input type="checkbox"/>
Bristol	2	December	2010	<input type="checkbox"/>

TIMING – ALL COURSES

Registration and coffee 9.00 - 9.30 am. End of course(s) 5.00pm.

BOOKINGS

Provisional bookings may be made by telephone, but must be confirmed in writing with the appropriate remittance or, if agreed and subject to credit approval, appropriate order or written confirmation of payment arrangements. Joining instructions and VAT receipts will be forwarded to delegates; if these have not been received within 3 working days before the relevant course, please contact us to ensure your place has been booked, as we cannot be held responsible for non-arrival of registration instructions. Should circumstances mean that you need to transfer to another Construction Study Centre Ltd course then the following charges will apply dependent on notice given:

Provisional bookings – no charge. Confirmed bookings, more than four weeks prior to course start date - first transfer no charge. Confirmed bookings, two-four weeks prior to course start date - £30 plus VAT. Less than two weeks notice given - 20% of course fee. No transfers will be accepted less than 6 working days prior to the course start date. NB. Transfer notice must be made in writing. Free transfer applies to the first transfer only. Subsequent transfers incur a charge £30 plus VAT, rising to 20% dependant on notice as shown above. All transfers must be taken within a period of six months from the original course date.

Refunds will be made for cancellations received, in writing at least 10 working days prior to the relevant course date; such cancellations will be subject to a 20% administration charge. No refunds can be made for cancellations received after this date. VAT is not chargeable on cancellation fees.

COURSE FEES

Fees: 1 – day course: £280 plus VAT, per delegate. 3 – day course: £640 plus VAT, per delegate. The course fee includes full course documentation, coffee on arrival, coffee, lunch (full day and 3 day courses only) and afternoon tea. The fee does not include overnight accommodation. Discounts are available when 3 or more delegates from the same organisation, attend any of our courses during the same programme period (i.e. Autumn 2010 programmes). In order to qualify all bookings must be received together.

Please see Terms & Conditions on adjacent page

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