**Annual Conflict of Interest Declaration Form**

**For External Contractors Performing Restricted Activities**  
Pursuant to the **Building Safety Act 2022**, the **Building Act 1984 (as amended)**, and **The Building (Restricted Activities and Functions) (England) Regulations 2023**

**on behalf of**

**Registered Building Control Approver**

**Building Control Surveyors Ltd, Warlies Park House, Teulon Wing,**

**Horseshoe Hill, Upshire EN9 3SL**

## Section 1: Contractor Information

* **Name of Contractor/Company**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Contact Name (if applicable)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Position/Role**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Business Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Email Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Phone Number**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Section 2: Scope of Engagement

* **Description of Services Provided**:
* **Start Date of Engagement**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **End Date of Engagement (if applicable)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Section 3: Conflict of Interest Declaration

Please indicate whether you, your company, or any employee/subcontractor associated with you:

1. **Have any financial or professional relationships** with clients, developers, contractors, or other third parties related to the projects you are appointed to inspect:
   * ☐ Yes
   * ☐ No

If **Yes**, please provide details:

1. **Have any personal relationships** (e.g., family, close friendships) that could be perceived as a conflict of interest:
   * ☐ Yes
   * ☐ No

If **Yes**, please provide details:

1. **Have any other interests, activities, or affiliations** that could conflict with your duty to act impartially and independently:
   * ☐ Yes
   * ☐ No

If **Yes**, please provide details:

## Section 4: Confirmation and Declaration

I, the undersigned, hereby confirm:

1. I have read and understood the **Conflict of Interest Policy** provided by Building Control Surveyors Ltd, Warlies Park House, Teulon Wing, Horseshoe Hill, Upshire EN9 3SL.
2. I have fully disclosed any actual, potential, or perceived conflicts of interest to the best of my knowledge.
3. I agree to notify the **Registered Building Control Approver (RBCA)** Building Control Surveyors Ltd, Warlies Park House, Teulon Wing, Horseshoe Hill, Upshire EN9 3SL immediately if any new conflicts arise during my engagement.

**Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Printed Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Section 5: For Internal Use Only (To Be Completed by RBCA)** |

* **Conflict Declared**: ☐ Yes ☐ No
* **Review Conducted By**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Outcome/Actions Taken**:
* **Date of Review**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions**:

1. Complete all sections of this form.
2. Submit the signed form to the **Registered Building Control Approver (RBCA)** – Building Control Surveyors Ltd, Warlies Park House, Teulon Wing, Horseshoe Hill, Upshire EN9 3SL annually or upon request.
3. Email document to accounts@bcsurv.com
4. Retain a copy for your records.
5. For assistance in completing this form tel. 01992 710 763