Condition surveys and reports for the town council's buildings

Bradford on Avon Town Council is inviting quotations from qualified and experienced RICS surveyors to prepare condition reports for a range of council buildings.

Background

Bradford on Avon Town Council manages and looks after a variety of buildings and facilities in the town.

Community buildings and facilities:

- Bradford on Avon youth/community centre: congratulations.derailed.winner
- Poulton Park changing rooms: undertook.waltz.doing
- Victory Field sports pavilion: freezers.tweed.cheater
- Culver Close sports pavilion (including the public toilet behind the pavilion) obeyed.aquatics.yell
- The north and east chapels in the town cemetery: store.gobblers.discloses mentions.appraised.swordfish
- The public toilets in St Margaret's car park: stint.shipwreck.daily

The town council also owns two residential properties:

- 7 Pound Lane – a modern home, which is currently rented out. swarm.historic.science
- Cemetery Lodge - a derelict, empty and older property within the town cemetery. land.blackouts.converter

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We are looking for a single company or surveyor to inspect and survey all the above buildings from ground level – preparing condition reports for each property.

Condition reports to include the following:

- Written observations and illustrative photos or videos
- Recommendations for the planned preventative maintenance plan for each building over the next 5 to 10 years
- Estimated costs for the identified works – to enable the council to accurately budget for the recommendations in the reports

The reports should clearly identify and categorise the future maintenance of the buildings, including maintenance required to meet current regulations and legislation.

Timeframe

We are looking to have our buildings surveyed as soon as possible.

Queries, building information – and site meetings

Please contact Alex Hayward or Chris Stringer with any queries or requests for additional information - or to organise site meetings to look around and inside the buildings as required.

- alex@bradfordonavontowncouncil.gov.uk
- christopherstringer@bradfordonavontowncouncil.gov.uk

Site visits can be organised on weekdays between Monday 9 November and Friday 27 November.

Quotations

Please return the following:

1. An itemised quotation – identifying the costs and survey options (types) for each property.
2. Details of how long you would expect the surveys to take – and when you would be able to schedule them.
3. Rates or estimates for possible follow-on work, including more detailed roof inspections and preparing specifications for works.
4. A completed copy of our Questionnaire for prospective contractors – plus copies of any supporting information and documents.

If you can, please include one or more examples of the condition reports that you've produced in the past. These can be redacted for personal, sensitive or confidential information – but should indicate the typical format, order and contents of your reports.

Returning your quotation

Quotations can be emailed to: office@bradfordonavontowncouncil.gov.uk

- Subject line: Condition surveys for the town council's buildings

Quotations can also be posted to Bradford on Avon Town Council at:

Bradford on Avon Town Council

Kingston Office, Kingston Road, Bradford on Avon BA15 1ES

Deadline

Quotations must be received by 12 midnight on Sunday 6 December 2026.