



ENVIRONMENTAL
MANAGEMENT LTD

Guidance notes for potential enquires

This short guidance note is aimed at helping you to consider some information that we will find useful in helping to deal swiftly with your enquiry and more efficiently in respect to any proposed estimates fees to undertake the necessary surveys or assessments.

Are you the client or are you an agent?

This helps us to know who we should be sending the information to and who will be giving the confirmation to continue to go ahead with the project. Where there is a need to send information and quotes to more than one party/address, please let us know at the beginning to help us ensure that all parties are informed of the same timely information.

What are the key reasons for the work to be carried out?

This helps us to work with you in designing the most appropriate work programme to ensure you end up with the most cost effective and efficient route to your projects aims

When is the work expected to take place and are there any time constraints?

This helps us to ensure we can manage our work schedule to deliver timely results to you and other stakeholders and statutory consultees.

Is there any previous data available that may assist with the project, for example previous ecology survey reports, tree surveys, design plans, landscaping proposals and location maps etc?

If there is any previous relevant information that you can send to us, this will help us optimise the necessary survey or assessment and work programme for you and deliver the best possible advice and service. Where and what is the nature of the site etc.

We hope this guidance was of help, but please do not hesitate to contact us if you require any further guidance or information.

NORTHERN OFFICE (Lancaster)

**Lancaster Environment Centre
Lancaster University
The Gordon Manley Building - C9
Lancaster
UK
LA1 4YQ**

Tel: +44 (0)1524 510599

Fax: +44 (0)1524 510543

Mobile: +44 (0)7838 237 077

Email: andrew.king@adk-environmental.co.uk

Web: adk-environmental.co.uk