

Paul Stevens
Greenacres
Washdyke Lane
Mumby
Lincolnshire
LN13 9JY

7th May 2026

Dear Paul,

Following the assessment of your application for our Building Conservation Scheme, I am pleased to inform you that you have been approved for 'Registered' level. This is valid for a period of five years, from 7th May 2026 until 7th May 2031.

You can describe yourself as 'CIOB Registered in Building Conservation (Estates/Facilities Manager – Working in Management)', and members at the 'Registered' level are defined as demonstrating a basic understanding of Building Conservation. You will find more information regarding the levels and the roles on the back of your certificate.

You will be required to undertake 10 points of annual CPD (or equivalent), 5 of which must be conservation related. Please note that failure to provide this could result in your removal from the list of approved scheme members.

We share a list of approved Building Conservation Scheme members on our website. Please confirm in writing that you give consent for us to add your details to our register.

You will be required to pay an annual subscription fee. Your first full year annual subscription fee will be due on 1st January 2027.

Your 5-year membership of the Building Conservation Certification Scheme will expire on **7th May 2031** and to remain an approved member of the scheme, this will need to be renewed by this date. If you wish to apply for re-certification, please contact buildingconservation@ciob.org.uk at least three months prior to your membership expiring.

On behalf of the CIOB, I would like to take this opportunity to congratulate you once again on the success of your application and should you have any questions regarding the Scheme please do not hesitate to contact me.

Yours sincerely



Rosalind Thorpe
Director of Education and Standard