

ACE Designs

New build and extension project planner

When embarking on making changes to your property by either alteration or extension or both, it is essential to make certain that all aspects of the design and approval process have been dealt with completely and in the correct order.

This is something that ACE Designs have been doing for many years and we have a great deal of success in obtaining Planning Approvals and Building Regulation approvals.

ACE Designs would be pleased to visit you and discuss your requirements with you We hope that the following pages clearly show what services we offer and the fees that we are currently charging for the services detailed.

The Design and Approval Process can be clearly split into three distinct stages. These are the "Feasibility Stage", the "Planning Application Stage and finally the "Building Regulation Approval Stage". These three stages are clearly identified in the following pages and the costs for them are detailed at the end of each section.

For ease of reference there is a table on the last page of this information giving a summary of our charges.

Please do not hesitate to contact us for a free initial on site consultation, either by telephone on 01730 894988 or by e-mail to enquiries@acedesigns-ltd.co.uk

The Feasibility Stage

The first stage of our service is the Feasibility Stage which is intended to provide you with all the information you need to decide if extending your property is viable.

The feasibility stage will include a "Feasibility Report" which will include the following:

1. Initial meeting and consultation.

We will discuss your objectives with you at your property and prioritise these so that we have a clear understanding of the space you require. Our detailed check list will ensure that we consider all aspects of the work. We will provide you with a copy of this information for your records.

2. Full measured survey.

Our surveyors will then arrange to visit your property, photograph the property and carry out a full measured survey. This survey will normally take between one and two hours to complete, depending of the size and type of property.

3. Scaled plans.

Once the survey is complete we will have detailed information of the existing property and will then be able to prepare accurate Survey Plans and Elevation Drawings of the property. These will be required by the local authority for submission with the Planning Application. Once the survey drawings are completed, we will be able to prepare Initial Design Sketches for you. We use the latest CAD (Computer Aided Design) software and all drawings are prepared at our offices.

4. Design Statement

We will prepare a written Design Statement which will include the Planning and Building Regulations Requirements for your proposal and any additional information that is relevant to your design.

5. Party Wall Agreement

We will also advise at this stage if a Party Wall Agreement will need to be entered into with the owners of neighbouring properties. This is something that we can carry out for you should it be necessary. The fee for this will be quoted at the time of our initial visit, when we have discussed your requirements with you and assessed the implications of your proposals on the adjacent properties.

6. Project Timescales

The final part of the Feasibility Study is to provide you with an indicative Project Time Plan which will summarise the overall design and approvals processes to enable you to gauge when you will be in a position to start the build part of the project.

Feasibility Study Preparation

It normally takes between 2 and 3 weeks to complete the Feasibility Study from the survey date and, once completed, we will normally post it to you by First Class post and once you have had time to consider the scheme plans we will arrange to visit you and discuss them with you.

Following the completion of this part of our service, you will then have the option to proceed with the detailed design of your proposal and obtain planning permission and Building Regulations Approval from the council. Once approvals have been obtained they remain valid for a period of three years.

Feasibility Stage Fee

Our fees for carrying out the Feasibility Stage, and preparing the report and sketches as detailed above are as listed below and this fee is due upon completion of the Feasibility Study.

Type of Proposal	Our Fee
Single storey extension or conservatory	£ 225.00
Loft conversion	£ 225.00
Two storey extension	£ 250.00
Multiple extensions (combination of the above)	£ 250.00
New Build dwelling / dwellings	£ 475.00 / dwelling

All fees are subject to VAT and will be charged at the current rate

The Planning Application Stage

We will act as your Agent throughout the whole Planning Application Process and we will deal with all correspondence and negotiations with the planners on your behalf.

Is planning permission required?

Before we submit the plans for formal approval we will arrange to meet with the planning officers at the local authority to make certain that they are happy with the proposals and to confirm that planning permission is required.

The fee for this meeting is included in the fees below, but excludes any fees that may be charged by the local authority for attendance at this Pre-application meeting. It is common practice these days to have this Pre-application meeting to help with the planning process and to ensure that when the formal application is submitted to the local authority, as many of the potential obstacles to the application have been "ironed out" and that the application gets a "smooth run" through the application process.

If planning permission is required

Our fee covers the preparation of all necessary drawings and the Design and Access Statement, completion of all forms and the submission of the application to the local authority for their consideration and approval.

Our fee also includes carrying out any minor amendments requested by the planning authority following the Pre-application meeting.

In instances where Planning Permission is not required, we will as a matter of course write to the local authority to confirm that Planning Permission is not required and obtain a letter from them to that effect. Having this letter on file will avoid problems when selling the property in the future.

Our fee will be charged in two stages. The first half will be invoiced upon completion of the plans and ask that payment of this invoice be paid prior to us submitting the application to the planning authority, and the second half will be invoiced on receipt of the planning decision.

Type of Proposal	Our Fee
Single storey extension or conservatory	£ 550.00
Loft conversion	£ 550.00
Two storey extension	£ 750.00
Multiple extensions (combination of the above)	£ 850.00

All fees are subject to VAT and will be charged at the current rate

Our fee **excludes** the council's planning application fee which is payable directly by the client, which for most extensions is currently in the region of £ 150.00.

Fees for larger applications, new buildings and commercial properties will be confirmed.

Building Regulations Approval Stage

We will prepare and submit the necessary Building Regulations Drawings and Specifications to obtain Building Regulation Approval from your local council's Building Control Department. We will act as your Agent during the application process and we will deal with all correspondence and negotiations with Building Control on your behalf.

Our fee covers carrying out any minor amendments requested by Building Control to gain full approval and issuing you with 2 sets of the approved plans and specification on completion of the approval process.

Please note that we do not usually carry out Building Regulations Drawings and Specifications for projects that we have not completed the Planning Drawings for, as much of the information used at the Planning Application Stage can be used for the Building Regulations Drawings. However, we will be more than pleased to discuss any specific project requirements with you.

Please note the following:-

Our fee **excludes** the council's building regulations fees which will vary depending on the size and value of the work. We should be in a position to give you a better idea of these fees when we initially meet with you and confirm these and include them in our Feasibility Study package.

Our fees also **excludes** any Structural Engineers fees for structural calculations which may be required for the application (e.g. if you are altering the original structure or installing steel beams.) We will arrange for these to be completed using a consultant structural engineer. Again, we would normally advise these at the Feasibility Study stage.

Most applications for alterations and addition require a Thermal Calculation to be carried out. Examples of extensions that will require a Thermal Calculation are those that have a high proportion of glazing.

Our fees for carrying out the Thermal Calculation, should this be necessary are listed below. In the case of a new dwelling / formation of more or less dwelling units in existing premises, a Standard Assessment Procedure calculation will be required. Fees for carrying out this service are noted in our fee schedule.

Our fee will be charged in two stages. The first half will be invoiced upon completion of the plans and specifications and ask that payment of this invoice be paid prior to us submitting the application to the building control authority, and the second half will be invoiced on receipt of the building control approval.

Type of Proposal	Our Fee
Single storey extension	£ 550.00
Loft conversion	£ 650.00
Two storey extension	£ 750.00
Multiple extensions (combination of the above)	£ 900.00
Thermal Calculation if required	£ 150.00
S A P Calculation	Based on a cost of 50-75p / m2 of habitable floor area

All fees are subject to VAT and will be charged at the current rate

Our fee **excludes** the building control application fee which is payable directly by the client. Application fees will be payable directly by the client to the building control authority. Cost of application fees will be determined at the time of the application.

Builders' Quotation Pack

This part of our service is entirely optional and is not a legal requirement to obtain either Planning or Building Control Approvals, but may help you in obtaining prices for the project.

The "**Builders' Quotation Pack**" is provided for homeowners who wish to get quotations from one or more builders for the work and require additional information to clarify the works.

This set of documents can be used as part of the agreement between you and the nominated builder for the work.

Please bear in mind that most disputes relating to building works are due to insufficient or ambiguous information given at the beginning of the project and, unfortunately planning and building regulations drawings do not necessarily contain all the information that the builder requires to provide you with a realistic price for carrying out the works to your required standard and satisfaction. This is where the builders pack comes in to its own. It clearly states all your requirements clearly and therefore creates no ambiguity when the builder is pricing the works.

The detail that is likely to be included are items such as the types of doors, numbers of sockets and lights, decorating requirements, choice of sanitary ware etc.

The **Builders' Pack** is provided to clarify these and many other matters and includes the following:

1. Extended Specification

We will discuss the exact details of your project with you and produce a detailed specification for the works which will include all your specific requirements for the works.

2. Services Layout

We will provide additional drawings to include the electrical outlet positions (lights, switches, sockets, etc) and radiator positions. This will avoid any uncertainty regarding locations and quantities of these items.

3. Draft agreement for work

It is important that you have a written agreement / contract for your works in order to avoid any misunderstandings and disputes during the building process. We will provide you with a written agreement for the works as part of our Builders' Pack. This can be either our standard agreement or if you require it a more formal contract using the JCT (Joint Contracts Tribunal) form of contract. You may need to add certain project specific details to the contract. ACE Designs will be in no way acting as a main contractor in any work agreed to be carried out by the nominated builder.

Builders' Pack Fee

Our fee for providing the above is **£200.00** (+ VAT at the current rate) for single storey extensions and loft conversions and **£300.00** (+ VAT at the current rate) for 2 storey and multiple extensions.

Our terms of payment are 100% payment on completion of the Builders' Pack. We will only prepare a Builders' Pack where we have completed the Building Control Application Drawings and Specification for a project.

Summary of Our Fees

The table below summarizes our fees.

Type of Proposal	Feasibility Study	Planning Fee	Building Regulation Fee	Builders Pack
Single storey extension	£ 225.00	£ 550.00	£ 550.00	£ 200.00
Loft conversion	£ 225.00	£ 550.00	£ 650.00	£ 200.00
Two storey extension	£ 250.00	£ 750.00	£ 750.00	£ 300.00
Multiple extensions (combination of the above)	£ 250.00	£ 850.00	£ 900.00	£ 300.00
New build dwelling / dwellings	£ 475.00 *	Prices from £2200.00 *	Prices from £2750.00 *	£ 750.00 *

* Prices quoted will be confirmed once we know the extent and size of the proposed dwelling or dwellings

All fees are subject to VAT and will be charged at the current rate.

ACE DESIGNS STANDARD CONDITIONS OF CONTRACT

The following standard conditions of contract apply to all work carried out by ACE Designs unless specifically amended in writing by ACE Designs prior to commencement of work. The Client is the person, company, authority or other body who instructs ACE Designs to carry out the work. The contract is between the Client and ACE Designs.

1. The scope, nature and requirement of the work will be agreed in writing between the Client and ACE Designs prior to the commencement of work.
2. ACE Designs will make every effort to meet the start date and programme for the work, but cannot accept any responsibility for delays or consequential costs whatever the cause.
3. Invoices will be rendered on a lump sum or time charge basis, as agreed.
4. In addition to the time charge costs, invoices will include reimbursable costs and expenses associated with the Services for travel, accommodation, subsistence, printing, computer and any other reasonable expenses.
5. All fees for Building Regulation and Planning Applications are payable by the client directly to the local authority and these fees will be requested by us at the time of the application.
6. Invoices will be rendered monthly unless otherwise agreed in advance.
7. Where third party services are contracted for by the Practice in order to complete the work for the Client, the Practice reserves the right to ask that all such fees for third party services are payable by the client directly to the third party and these fees will be requested by us at the time of instructing the third party to proceed with quoted works.
8. VAT will be applied at the standard rate on all invoices rendered.

9. Fee invoices are payable upon presentation.
10. The Practice reserves the right to charge interest on invoices not paid within 14 days of presentation, rendered at 3% above National Westminster Bank base rate, or at 8% in accordance with Section 69 of the County Courts Act 1984, whichever is appropriate.
11. In the event of non-payment of outstanding invoices, any costs associated in the recovery of outstanding sums for a period greater than that allowed on the face of the invoice will be charged to the Client. This will include the issue of county court proceedings for recovery of the outstanding invoice, costs and interest.
12. We also wish to reserve the right to refuse to carryout any further work on the clients behalf until payment of outstanding invoices are settled.
13. Any requirement for warranties upon the work of the Practice should be identified within the initial client instruction. Only in exceptional circumstances will the Practice consider entering into a warranty requested at a later date, and the client will be liable for all costs incurred by the Practice in preparation, review or execution of the documents, including legal fees and insurance premiums.
14. In agreeing to any quotation and instruction the client authorises that their personal information can be released by us to any necessary third party in obtaining the required planning permission and building control approvals or in connection with any Party Wall notices.
15. In agreeing to any quotation and instruction, the client authorises their personal information to be released by us to any necessary third party in the event of their non-payment for a period of greater than 14 days from date of issued invoices.
16. The terms of the contract between Ace Designs and the client will be governed by the rules of England & Wales.