

# CONSULTATION TO PLANNING

## UNDERSTANDING THE PROCESS



### CONSULTATION



As a starting point, we will request your address to undertake an initial desk-based assessment relating to your property and the immediate surrounding area. This helps us to determine any potential planning challenges that will need to be considered moving forward.

As part of this process, we will establish the project brief and budget in discussion with yourself to fully understand the desires for your project and how you would like to transform your home. We use this information to assess the feasibility of your intentions overall, and later, to provide a detailed quotation outlining our services as well as any other potential costs. We can also provide basic budget cost estimates at this stage if required. This process is completely free of charge.

### QUOTATION



Following our initial discussions, we will put together a detailed quotation outlining the full scope of our professional services, in addition to the steps we believe will be required in order to satisfy your project brief. We will also provide likely timescales for achieving each stage of the process.

As part of our quotation, we will identify any other likely costings that may be required to fulfil your requirements in terms of other professional services from the likes of structural engineers, specialist planning consultants and professional agencies, to name a few. No two projects are the same and so we assess each on a unique basis.

### SURVEY



Once appointed, our team will take the necessary steps to start progressing your project. For the majority of our schemes this will involve visiting your property to carry out a non-intrusive, detailed measured survey of the existing structures. We use this information to develop a set of 'as-built' existing drawings, a key step in our process that is required to ensure any proposed designs are produced as accurately as possible.

Our surveys are typically carried out by two members of the design team within a couple of hours (though this does differ from property to property). Photographs will be taken to help develop the information collected once we return to the office. We will also visually inspect existing drainage systems and service routes where possible.

### DESIGN



With our survey information transferred to our CAD system, we will start to develop an initial set of proposals based off of your established project brief. Our initial set of designs will be developed and issued to yourself for feedback. Our initial issue typically consists of sketch floor plans and layouts, together with some basic elevational representations showing basic massing.

Feedback is vital step throughout the process and whilst we always aim to satisfy your requirements within our first issue, we recognise that this process involves much refinement and collaboration with you. We welcome as much feedback as possible, and won't be offended if you dislike any of our design choices. Following further discussion, refinement of the scheme will be carried out by our design team and full set of proposals produced.

### PLANNING



Upon the creation and approval of the full set of drawings for your project, typically including floor plans, elevations, site plans and roof plans, we will start to collate the required information to submit a formal planning application on your behalf.

We submit our planning applications through the Planning Portal website, who determine application fees and will contact you directly to arrange collection of the associated fee. Upon payment, the application is transferred to the Local Authority Planning team for consideration.

Our design team will liaise with the appointed case officer and keep you up to date with any progress or issues that may arise.

# PLANNING APPLICATIONS

## UNDERSTANDING THE PROCESS



### FORMULATION



At this stage, our design team will have worked closely with yourself to determine the full set of requirements for your project, and have produced the final drawing package ready to start the planning process.

We will collate the full package of information required to submit as part of a planning application. This varies from project to project, but the full scope of what we anticipate to submit will be outlined in our detailed quotation. We sometimes recruit planning consultants to assist with the more complex projects, but would advise you on this, should we believe it to be required.

### SUBMISSION



We make all of our planning application submissions through Planning Portal who are responsible for calculating and collecting application fees. We'll let you know in advance the required application fee, and upon our submission, you will receive an email from Planning Portal requesting payment.

Once the fee has been paid, the application will be transferred to your Local Authorities Planning Team who will start the validation process, ensuring that the info we have submitted is all in order and suitable for review and to make an accurate decision.

### REPORTS



All applications submitted undergo strict review to ensure that they can be determined in a fair manner, and in line with the set determination targets. In certain instances, planning officers may request additional information to help them reach a decision. This could simply include a few photographs of the existing site or building, or detailed comprehensive reports relating to a specific planning constraint.

As part of our consultation process, we always aim to determine the likelihood of any specific extra info, and advise on associated costings to get this put together and submitted. Where extra info is required by other consultants, we will obtain multiple quotations on your behalf to determine best value for money and confirm this with you prior to instruction.

### CONSULTATION



A public consultation period must be undertaken with all planning applications submitted in the UK. This essentially gives neighbours, members of the local community, and local consultees the chance to feedback on proposed works, either in a positive or negative light. All feedback given will be made publicly available to view, and may be used in conjunction with the Local Authority issuing their decision. We monitor this process as feedback is received.

On the rare occasion that negative feedback has been made, we will work closely with the appointed planning officer using our established line of communication to work through any sticking points to give you the best chance of success. In some cases, this may result in revisions to the scheme, but we will clarify this with you prior to any resubmissions being made.

### DECISION



Planning decisions for residential projects should be issued within 8 weeks, unless a prior extension of time has been issued. Should further time be requested by the Local Authority to determine your application, we will liaise with yourself to update you of progress and re-advise on likely timescales.

The planning system can at times be a very complex, challenging process to navigate. Whether the decision issued has faced you with an approval or rejection, we'll guide you through the next steps of your project.

# BUILDING REGULATIONS

## UNDERSTANDING THE PROCESS



### DESIGN INFO



With planning permission secured, the next step that is required before you can start building is to achieve building regulations approval. Think of the planning process approving the external appearance of your construction project, with building regulations approving the nuts and bolts that hold the structure together. Whilst one may not sound nearly as exciting as the other, both are crucial steps required to deliver a safe and viable structure.

Our building regulations drawings take our detailed planning layouts that one step further. We show layouts of crucial structural elements, carry out thermal performance calculations and specify key construction methods that should be employed, both in graphical and note form.

### SPECIALISTS



From time to time, we may require more specialist advice from other professional consultants. The most common for residential projects include structural engineers and energy performance specialists, both of whom we would work closely with, if required, to demonstrate compliance. We typically liaise with such specialists ourselves, ensuring you have a single point of contact throughout the process.

As with all additional external services required beyond our own, we always aim to have identified as many of these as possible, and provided a budget cost estimate for this within our original quotation.

### PLAN CHECK



With our designs advanced to the required stage, we will submit the information we have put together to Building Control to gain a plan check approval. This process essentially involves a visual check of our design information to ensure that when implemented, the structure that is formed will meet the applicable safety & performance standards.

We often have discussions with Building Control officers to ensure this process runs as smoothly as possible, and that our design intentions are perceived correctly. Should any revisions be requested, approval will first be sought from yourself before any resubmissions are made.

Building Control will contact yourself directly to settle their fee's associated with this service.

### CONTRACTOR



As the plan check process progresses behind the scenes, we often find that this a suitable time for our clients to reach out to local construction firms to find contractors who would be willing to complete the project. Whilst we will still be required to carry out some final checks and collation of our design information, this is a good opportunity to obtain budget cost estimates to plan when would be best to carry out your project. We have a list of vetted contractors we have previous experience with and would provide suitable recommendations if required.

For larger projects, we offer a detailed specification and tendering service that our clients have repeatedly found useful in obtaining best value for money. Should this be of interest, please reach out to our team to find out more or visit our website.

### SITE INSPECTION



With the plan check approval in place, works can commence on site. We will issue a final set of our design proposals at this stage to help ensure your project is built in line with the approved standards.

Throughout the period of construction, visits from a Building Control officer will be required. This process is important in ensuring that any construction work is carried out in accordance with the approved plans. Whilst this is typically handled by your selected construction contractor who will be able to advise on the frequency of these visits, we will always be on hand should either party have any queries about the construction process, or design decisions that we have implemented.