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## Terms and Conditions

*All drawings remain the property of and come under the copyright of R & G Design.*

*No drawing may be copied, altered or reproduced in anyway without written authorization.*

### Explanation of services and fees 2019

*Most building work applications come in two parts - Planning and Building Control*

### PLANNING

*What is the planning process? Planning is how the local Council controls what gets built.*

#### With a Planning Application I submit:

- 1. A set of detailed plans showing the existing property as it is now.*
- 2. A set of plans showing the proposed property showing how you would like the property to be.*
- 3. Two OS maps of different scales.*
- 4. A planning statement.*
- 5. The Planning Application fee itself*

*Not included in planning fees are any additional information that the Planning Department may ask for such as a Flood Risk Assessment Report.*

*I will only raise an invoice when you are happy with the drawings and want to proceed with the planning application. However, if you decide not to proceed after the drawing have been produced there will be a £500 fee.*

*I will not submit the application until the payment has been completed.  
Any work after this will be charged for separately at £45.00 per hour.*

## **BUILDING CONTROL**

*What is Building Control? Building Control is there to ensure that the work to be carried out uses the correct materials and methods.*

*The Building Control Officers are there to assist the builder in the construction of your work. It has two stages:*

- 1. I create a new set of drawings showing foundation depth, width of wall sizes, joist sizes, windows, doors insulation etc... I then send a set of the drawings off to Building Control. They then look at the drawings and check that they comply with the up to date Building Control Regulations.*
- 2. After we have Building Control Approval there is a second fee that you pay directly to Building Control. This is for the inspection by Building Control. An invoice will be sent directly to you after the first inspection.*

*NOT included in my fee and to clarify, are any Structural Engineer Calculations property or specialised reports such as Acoustic*

*Building Control occasionally asks for additional information which I will obtain, submit and pay for on your behalf.*

*Building Control approval cannot be obtained until Building Control has all the relevant information.*

*All these fees will be included in the final invoice*

## **WHEN DO YOU PAY?**

*Planning stage, I will draw plans for Existing and Proposed until you are happy and then I raise an invoice prior to the submission.*

*Building Control, I will draw plans for Building Control and submit them. I will also obtain any additional information that is required to obtain building control.*

*I will only raise an invoice when I have obtained Building Control Approval.*

*No documents can be released until the payment has been completed.  
Payment should be made within ten working days of the date of the invoice.  
3% increases will be incurred for every week after this date.*

*If you accept these terms and conditions, please sign and date below -*

**Sign..... Date .....**