



TERMS AND CONDITIONS

Parkers Design are a family run business providing our clients with professional plans to support your home extension or new-build projects. You will be supplied with all the drawings required for your planning application including existing and proposed elevations, floor plans, roof plans, an external 3D visual, block plan and site location plan*. All drawings will be provided to the correct scale and in a PDF format** in order to obtain planning permission/building regulations from your local authority.

We will also manage your planning with the local authority from submission through to decision. We will always aim to meet your expectations on timescale to get approval but on occasions delays can be possible, if the local authority has additional requirements for your application.

Parkers Design are architectural technicians rather than architects and as such we are not members of The Royal Institute of British Architects (RIBA). We have a highly experienced team who are able to support your dream through to reality. Supporting your ideas with sound design solutions ensuring you get what you want in line with what is permitted by planning laws. Whether it be a survey or preparing plans to create end-to-end solutions, understanding your needs and expectations is important to us and using the highest end Leica Laser Matterport to a suite of AutoDesk 360 applications, we are here to help and enable your project to run smoothly.

We like to offer more than just a Drawing or Planning service, but a rounded approach giving you all the tools you need to get the most from your build project.

ABOUT US

- Work evenings and weekends, to work around your schedule.
- Look to price match any like for like written quote.
- Will also offer 50% discount for future works, based on the plans we provide at this stage.

NEXT STEPS IF APPOINTED

- Arrange a convenient time for the survey, this should take no more than an hour – we work out of hours, evenings and weekends, so we work around you.

OUR TERMS AND CONDITIONS

The following terms and conditions shall form the basis of a contract between the client ("Client") and Parkers Design Southern Ltd ("Company") in the event that the client decides to proceed and accepts this proposal:

1. The Company agrees to provide the services outlined in this proposal for the fee outlined on the quote.
2. The Client undertakes to pay the fee set out in the quote in accordance with the agreed payment terms.
3. The Client undertakes to provide the Company with clear instructions and guidance when required and supply accurate information if using the client's sketches.
4. The Company will ensure compliance with all relevant laws and regulations. It is important that you inform us of any prior extensions or outbuilding construction to your home. Failure to do so may result in a refusal of planning permission/certificate of lawfulness and our fees will still be liable. Different authorities have different laws for what is legally applicable in their area. South Downs National Park and other areas of outstanding natural beauty do not have the same permitted development or planning terms as the rest of England and this may change the scope of what is permitted on your property.

5. It is the clients responsibility to check their property deeds to see if there are any covenants or permitted development restrictions and inform us prior to any application made.
6. The Company shall undertake all of its work with professionalism and due care.
7. The Client undertakes not to withhold payment for any reason. If the Client requests to withdraw from employing the Company or puts the project on hold, after this contract has been signed, the following fees apply:
 - Prior to survey does not attract a charge.
 - Post survey but prior to production of drawings, 50% of the total fee remains payable
 - After the production of the first draft of drawings, 75% of the total fee is payable
 - After planning has been submitted 100% of the fee is payable, plus the planning application fee (if applicable).
 - Failure to pay the invoice may result in the planning application being withdrawn.
 - All payments are plus 20% VAT.
8. You will be invoiced twice; 50% at the point of your survey and the remaining 50% when your planning is ready for submission or 4 weeks after your first zoom call, whichever is soonest. Payment is required upon receipt of the invoice, within 7 days.
9. Failure to pay the invoices in full will result in no further work to be carried out on your plans and may result in further action being taken.
10. Amendments for the scheme you have been quoted for are unlimited – we work to get your project as you want it and do not charge any extra for amendments prior to decision. We reserve the right to deem what are “reasonable amendments”.
- 10.1 If the client requests to change the scheme part way through the process, the client will be invoiced for the work carried out.
- 10.2 Post decision, if the client requests further amends to the scheme, the client will be invoiced for the work carried out.
11. Any amendments to your plans once you have received planning approval will be charged at our discretion.
12. Any amendment to a planning application you wish to make after you have received approval will be charged at our discretion.
13. Any amendments to your plans following a planning refusal may incur a charge if the scheme is significantly different to what was originally agreed.
14. Any subsequent agreements between the Company and the Client shall be added as separated signed and dated and will override the terms of this proposal.
15. The Company is not responsible for delays due to outside agencies such as planning or government authorities or third-party contractors.
16. The Client agrees to the Company photographing the property to accompany the planning application.
17. The Client may be requested to take additional photos if asked for by the local authority for validation.
18. The Client agrees to the Company using drawings created for the project for advertising and promotional purposes and social media on the condition that all identifiable and personal information is omitted.
19. The local authority may request additional information or reports as part of the planning application process. Any additional information required will be the responsibility of the client and paid for by the client.
20. The Company does not guarantee that planning approval will be granted. The decision is for the Client’s local council to decide. Any fees for our services or those from contractors still apply. We will not offer refunds or partial refunds if the application is refused.
21. The Company does not take responsibility for any measurements provided by the client if a survey has not been taken specifically by the Company.

22. All measurements will be in “millimetres” and drawings will be scaled accordingly.
23. All drawings are scaled as per each drawing and the scale to be checked against each individual scale. All measurements for any fabricated materials are to be checked physically on site and should not be taken from the plans.
24. Drain and Sewers will not be marked up on any plans unless requested by the client. The client is responsible for supplying their Water Search or any other information regarding Drains and Manholes. Any drainage marked on plans, where applicable, are assumed in the absence of a complete Water and Drainage Survey.
25. All drawings are subject to copyright of Parkers Design (Southern) Limited. Any reproduction is to be done with written prior approval from Parkers Design (Southern) Limited. Any amendments of the supplied drawings or using supplied drawings as a basis for new design by a third party, for further development of the property named in this contract infringes our copyright and may be subject to legal action.
26. If the Client requests the DWG files** for any purpose including structural engineers/architects, these will be a chargeable at £500. Drawings will be released once payment of the invoice is received. DWG files** are not supplied as part of the “included drawings” set out in our initial quote and will be chargeable in all circumstances.
27. Legal Statute - All drawings are subject the Planning Permission Approval, Building Regulations and any other statute in law, before any works are to commence.
28. Building Regulations will be supplied once planning is approved.
29. The Company do not submit the Building Regulations to Building Control and these fees are separate to Parkers Design fees, and it is the responsibility of the client to organise Building Control and submit building regulations.
30. The Company do not provide structural calculations. Fees for any Structural Engineer you use will be separate to any agreement with Parkers Design and we do not take any responsibility for the information provided by the Structural Engineer.
31. The Company will not print and post out any plans. All plans will be emailed to you, and you have the ability to get these printed onto A3.
32. All prices below and subsequent quotes are valid for 60 days.
33. It is the responsibility of the Client to address any “build-over” consent or repositioning of inspection chambers and drains and obtain permission from their local water board.
34. Planning Discharge Certification - All drawings that are subject to Planning Approval are also subject to Local Authority Discharge, as such prior to any commencing of works, the client must ensure the terms of the Planning Approval.
35. * This quote includes the supply of PDF file documents only of existing and proposed elevations, floor plans, roof plans, a 3D visual, block plan and site location plan for the purpose of obtaining planning permission. Occasionally the local authority may request additional drawings or statements to give the site context. For example, a street scene elevation, design and access statement, landscaping plan, parking plan or site layout with context. These documents are subject to an additional fee by quotation and are not included as part of this quote.
36. *** We have committed lead times to existing clients that may mean a short delay in commencement of your project. An initial start date will be agreed upon once you accept our quote and a realistic proposed timeline will be submitted to yourselves. We cannot account for any delays within the local authority or additional requests to support your application. As such, our timelines should be used as a best-case scenario for receiving your planning permission or certificate of lawfulness.

OUR FEES

Quotes will be sent via email following the free consultation meeting.

All prices for plans and planning management on the quote include:

- A measured site survey which includes the necessary measurements needed unless it has been agreed with the Client to use plans and measurements that already exist.
- Computer generated 2D elevation views, floor plans and roof of the existing property and proposed amendments to the property
- Block and Location Plans for both existing and proposed
- 3D visual of existing and proposed amendments to the external of the property
- Zoom call(s) as required to discuss the plans
- Amendments for the scheme you have been quoted for are unlimited – we work to get your project as you want it and do not charge any extra for amendments prior to decision.
- All payments are plus 20% VAT.

Fees not included in the quote:

- Additional reports required by the council such as (others may apply):
 - o Design and Access Statement
 - o Scale and Massing Plan
- Post decision any amendments may be chargeable
- Adding Drains and Sewers post decision for any build over agreement will be chargeable upon request
- Should the client wish for a build-over agreement to be managed by the company, this will be chargeable upon request.
- Dealing with an appeal to a planning refusal decision will be chargeable upon request

Building Regulations Document:

- Most projects will require a Building Regulations Document.
- Your quote includes a written statement and further detail of your drawings including a Cross Section for your builder to work to. This document is also used and can be submitted to Building Control.
- You will need to engage with a building inspector who will work with your builder to ensure the project is built to the correct standards/regulation. (See below Building Control).
- This can be done directly with your Local Authority, or you can use a private company. We often advise using private Building Control rather than Local Authority, as they tend to be less time restricted.

Party Wall Agreement may be required between you and your neighbour. For more information on Party Wall Agreement please visit the government website for more details <https://www.gov.uk/party-walls-building-works>

Parkers Design will endeavour to capture all the information required for planning and building regulation drawings on the first survey visit, however, if any dimensions, photographs or other information is required, the client would be obliged to provide this additional information.

Client Contact Details :

Client Name : _____

Client Signature : _____

Date : _____

Builders Contacts - Southcoast, Surrey and London

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Building Inspectors (Private)

London Building Control

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Structural Engineers

South

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