



RANDOLPHE PALMER DESIGN

NOTES FOR PROSPECTIVE NEW CLIENTS: (updated 28 August 2017) 'the planning and building control process demystified'

- 1) THERE ARE THREE MAIN STAGES TO THE PLANNING PROCESS: these are: the **'preliminary enquiry'** (also known as a 'feasibility study' – re: 'will the project *work* in planning terms') – **the 'full planning application'** (or sometimes replaced by a Lawful Development Certificate application (LDC) via what is commonly known as 'permitted development rights': and finally, **the building control application**, sometimes replaced by a 48 Hour Builders Notice for smaller, fast-track applications. This application would involve all of the construction drawings and details – including structural engineering details and calculations – required both to obtain lawful building regulations approval and to provide drawings for the builder to refer to whilst building, as well as using the same information for accurate quotations.

- 2) The initial contact between the new client and the architectural-designers would hopefully lead to the setting up of an initial free site visit whereby both client and designer can walk around the building exchanging ideas and information in relation to the imminent project. Soon after this meeting, the designer sends the client a formal quotation, which would normally include: **a)** a breakdown of all fees payable to the local borough/district council: **b)** an approximate costing for structural engineering; to be clarified by the engineers on their receipt of the drawings: **c)** the overall fees payable to 'Randolphe Palmer Design'; currently no vat charges. The architectural-design fees are payable in three stages across all three applications, at 33.33% per stage.

- 3) THE BRIEF: is written into the quotation: most briefs are established during the initial site visit, and sometimes added-to soon after.

- 4) GENERAL NOTES FOR THE CLIENT: this includes general notes and details to help the client to understand the planning process from initial contact to final amendments to the building control application. This set of pertinent details includes the 'measured survey' (incorporating a photographic survey) which generally follows on a few days after the original meeting. (a typical measured survey takes between two and four hours: these are very detailed surveys and inform all of the measurements for the CAD design-drawings and the engineers drawings and calculations. The engineers details are worked on based around DWG files of all of our drawings being sent to the engineers).

- 5) Qualifications: a list of qualifications are provided on all quotations, and are added here for confirmation:

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BA (Hons) Design & Architecture,
Associate Member of the Chartered Association of Building Engineers (ACABE),
CDM Coordinator: (Construction (Design and Management) Regulations 2015
(Approved Code of Practice).
Continuing Professional Development (CPD) - technical seminars and online seminars).

Disambiguation:

Hons Degree obtained 1999, from the University of North London; School of
Architecture & Interior Design (SAID).

Associate Membership of CABE has been awarded through acknowledgment of
extensive planning and building-design experience.

CDM Coordination is the supervision of larger planning projects, particularly in the
area of Health & Safety.

Other useful information: our new website has been created by WebWax
(Chelmsford) who will be updating the site on a regular basis.

Timeframe for planning and building control applications: pre-enquiry planning (for a
conservation area): 3 wks (approx), full plans application: 8 weeks (statutory), and
building control application: 5-6 weeks + amendments requested by the DC.

Builders:

Randolphe Palmer Design has shared many successful projects over the last several
years with two building teams; these are:

'Liberty Building Company' (Herts) – Michal Catt / builder and friend, and 'Harrington
Construction' (Essex) – Danny Harrington / builder and friend. Both of these building
companies are honest and reliable and can provide outline or detailed costing on all
projects.

Both of these building companies are happy to accept our drawing files (inc' engineering details) for providing the client with building quotations.

Useful links: (for those who want to know more about the planning process)

The Planning Portal - <https://www.planningportal.co.uk>

Permitted Development Rights - https://www.planningportal.co.uk/info/200187/your_responsibilities/37/planning_permission/2

Lawful Development Certificate - https://www.planningportal.co.uk/info/200126/applications/60/consent_types/9

Pre-application advice –
https://www.planningportal.co.uk/info/200205/professionals/93/how_to_get_started_online/2

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Building Regulations-
https://www.planningportal.co.uk/info/200187/your_responsibilities/38/building_regulations

Conservation Area planning –
https://www.planningportal.co.uk/info/200187/your_responsibilities/40/other_permissions_you_may_require/7

Listed Building Consent –
https://www.planningportal.co.uk/info/200126/applications/60/consent_types/7

Conservation planning in Uttlesford –
<http://www.uttlesford.gov.uk/conservationareas#advice>

Planning guidance and advice notes Uttlesford –
<http://www.uttlesford.gov.uk/article/2097/Planning-guidance-and-advice-notes>

A Guide to Conservation Areas -
<https://www.homebuilding.co.uk/conservation-areas/>

A list of books recommended for those who wish to 'manage their own projects' can be supplied on request:

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Randolphe Palmer Design carries Professional Indemnity Insurance on all projects, and this would generally be upgraded for all larger industrial and commercial projects.

Thank you for contacting Randolphe Palmer Design for your planning and design-building project.