

# PLANNING FOR THE FUTURE?

All you need to know before commencing your build project



[www.architectural.uk.com](http://www.architectural.uk.com)

planning by design  
**Architectural  
Services**

## ABOUT US

Architectural Services' network of local Architectural Designers bring a modern and friendly approach to the process of designing and obtaining the necessary permission to extend or convert your home. We strive to make the whole process easier and more affordable for the homeowner using the latest technology to aid our first class customer service and design & planning knowledge.

We produce high quality low cost plans for Planning Permission, Building Regulations and Structural calculations for your new extension, loft conversion, garage conversion, internal alterations or new build.

## 5 STEP PROCESS

We will take you through the complete pre-build process, from your initial ideas, creating your plans for planning permission, submitting your building regulations application until you obtain approval through a simple 5 step process:

### Step 1 - Initial Consultation

Your local Designer will visit you in the comfort of your home for a free initial design consultation to discuss ideas and the feasibility of your scheme. Planning permission is not always needed and the vast majority of homes have permitted development rights. We can investigate and advise upon the permitted development rights of your home during our visit.

There may be further information required and in some cases we may need to consult with your local authority or submit a pre-application report to ascertain your schemes feasibility and likelihood of approval.

Once we have all the relevant information, a quotation will be sent to you.

### Step 2 - Survey

If you decide to proceed, your Designer will conduct a measured survey of the property and produce a proposed design scheme, usually within 48 - 72 hours.

### Step 3 - Produce Drawings

Once the design is approved, detailed plans are drawn up for you to approve, usually within 7 working days.

### Step 4 - Submit plans

Your approved plans are then submitted to your local planning department. Planning approval can take up to 8 weeks from validation by the council.

### Step 5 - Building Regulations are produced and submitted to Building Control

Once planning has been approved, the building regulations drawings and specification can be produced for submission to your local Building Control department. This also includes any structural elements for which structural calculations may be required.



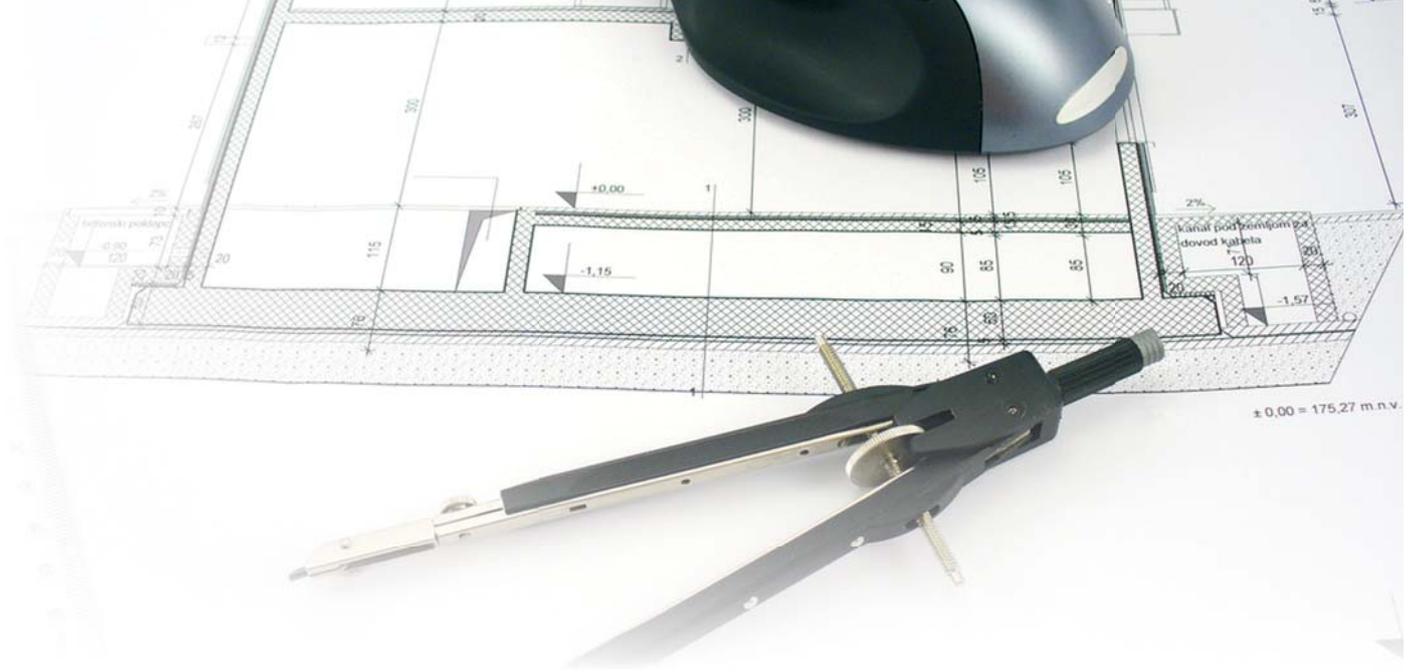
## PLANNING PERMISSION

Once it has been established that Planning Permission is required, an appropriate submission must be made to the Local Planning Authority. Architectural Services will complete the application electronically, forwarding plans, diagrams, site location plan and any other supporting information needed for purposes of consultation with various statutory bodies. These form the basis of the working file, which is subsequently assigned to a Planning Officer. Should the development involve a Listed Building or demolition in a Conservation Area, further application forms relating to this may need to be completed. The application fee must be paid before the application can be processed. Fees are set by government.

### What will happen to your application?

The application will be checked on receipt to ensure that all details are correct and the necessary documents are enclosed. Once all this is verified the application will be validated.

The consultation and publicity period then starts. The details are placed in a planning register together with the related plans and can be inspected by the Public.



Notification letters are sent to parties with boundaries directly abutting the prospective development.

Anyone wishing to make a comment on the application has 21 days from the publicity date to put these in writing to the Planning Authority in order that they can be considered as part of the decision process. The parish and town councils are also notified.

The site will then be inspected by the assigned Planning Officer, and any further consultations/negotiations carried out and a recommendation drafted.

#### The Decision Process

For relatively simple applications a decision can be made once the statutory 21 days have passed. In the case of any objections being received, the Case Officer will refer to the Local Member for the relevant area who will have 7 days to respond either by way of confirming the comments of the Case Officer or recommending that the application should be sent to "Committee" for consideration.

#### Delegated Decision

As mentioned above certain applications will not need to go to a Planning Committee, this usually involves the planning officer having the application signed off by their supervisor or line manager. With both the Delegated and Committee decisions the planning officer must give an indication on whether they will support the scheme or not. A delegated decision is the preferred route as we know what the outcome will be.

#### Committee Decision

The Development Control committee usually meet on a four weekly basis to hear any planning applications, which may require their consideration before a decision can be made. The committee is made up of 14 elected members who hear the views of the public and the reports of the Planning Officers. The Decision Notice will then be forwarded. Works must commence within a specified time limit after which this will lapse.

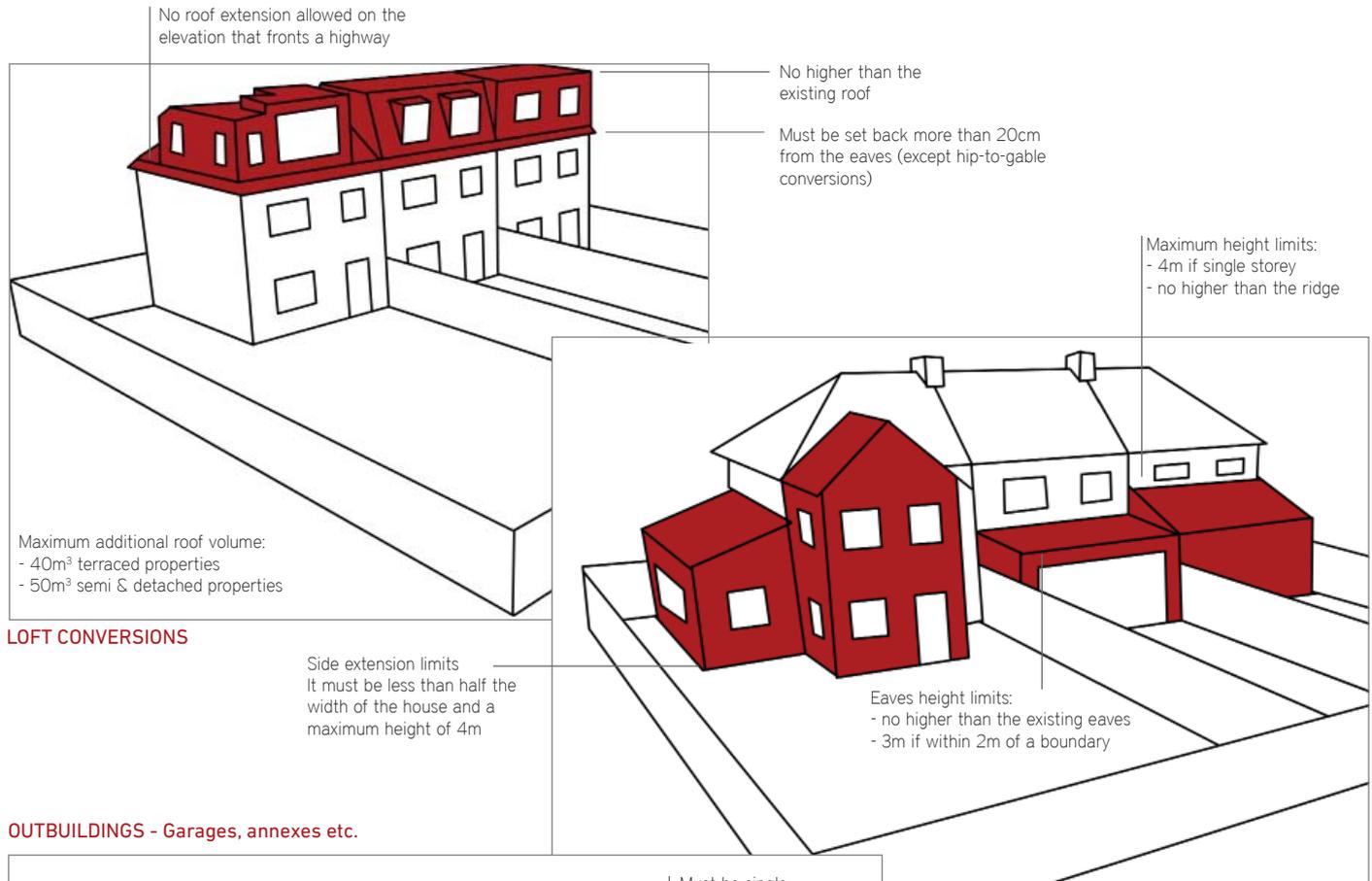
Once approval has been granted, it will be necessary to advise the Commencement Officer of Planning Services when works are due to start and any Building Control Regulations must be completed. If planning permission is refused an appeal can be made. At Architectural Services we always work with the council to amend the scheme if necessary so that a planning application is not turned down.

## PERMITTED DEVELOPMENT

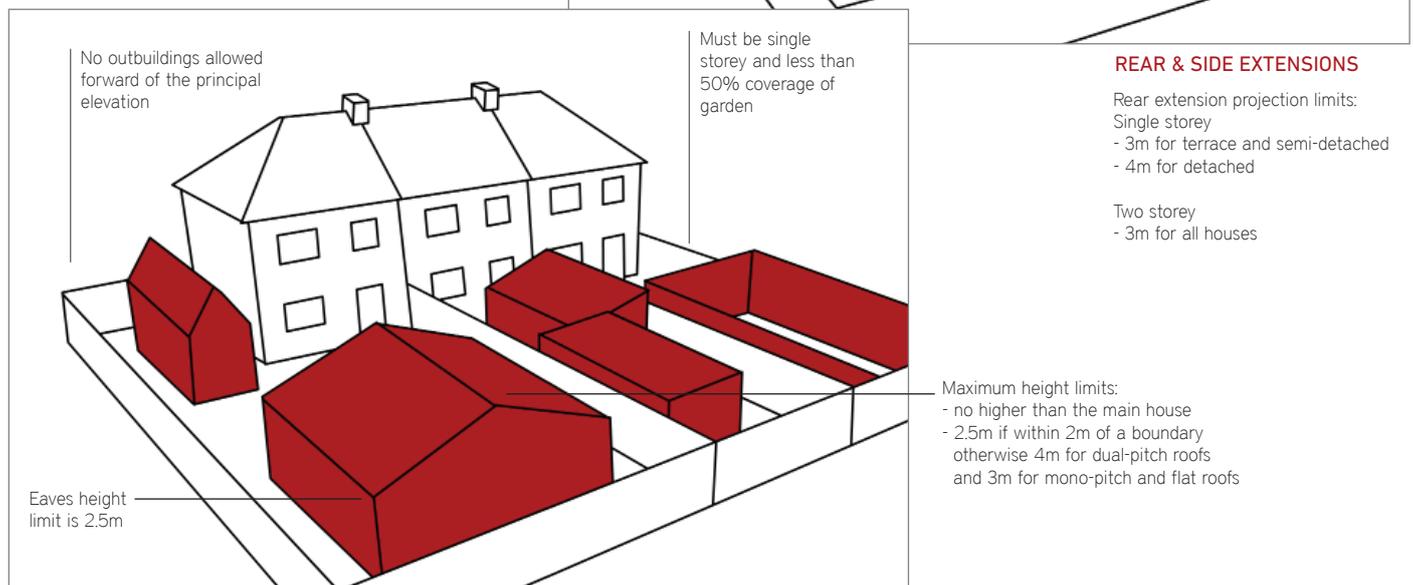
Planning permission is no longer required by the majority of homeowners for most loft conversions, rear extensions and single storey side extensions as long as they are within certain limits shown in our illustrations. Your local Designer will be able to advise you on these rights for your home.

### Do you need planning permission for the change you want to make to your home?

Planning Permission may not be required, however we advise that a Certificate of Lawful Proposed Use or Development is applied for and approval received before commencing building work. This certificate is a legal document that states that the work you are proposing falls within your house's Permitted Development Rights. It is a particularly useful document to have should you wish to sell your home in the future.



### OUTBUILDINGS - Garages, annexes etc.



## BUILDING REGULATIONS

Building regulations are entirely separate from Planning Permission.

Architectural Services produce all the building regulations drawings, specifications and structural calculations required. We can act as your agent and submit the application to Building Control and liaise with them to gain the required Building Control approval.

All extensions, conversions and structural alterations require building regulations approval for the work you are carrying out. Building regulations promote standards for most aspects of a building's construction, energy efficiency in buildings, the needs of all people, including those with disabilities, in accessing and moving around buildings. They are separate from planning permission and for most developments you will need building regulations approval.

Building regulations standards are applied and enforced through the Building Control system and are supported by technical guidance documents. These technical documents - known as approved documents - provide guidance for meeting the requirements of the regulations.

For minor works you can simply submit a building notice 48 hours before the works commence. This avoids the wait for approval but if your proposal does not comply with the regulations you will not find out until work is about to start and you will be reliant on your builder's interpretation of the regulations.

## STRUCTURAL CALCULATIONS

We provide all Structural Calculations required by your Building Control department for your loft conversion, house extension, garage conversion, annexe, internal alteration or load bearing wall removal.

### Why are Structural Calculations needed?

Structural calculations are requested by the Building Control department to accompany a Building Control application, to show that the structure that you propose to use in your house extension / development is appropriate and will do the job of keeping you and your property structurally sound and safe.

Nearly all projects will require structural calculations. The calculations are used to determine the size of beams or steels for openings in walls and the size of timbers for roof and floor joists.

The types of projects that will require structural calculations include;

- removing a load bearing wall
- single storey extensions
- double storey extensions
- loft conversions
- major alterations
- enlarging an opening in an exterior wall

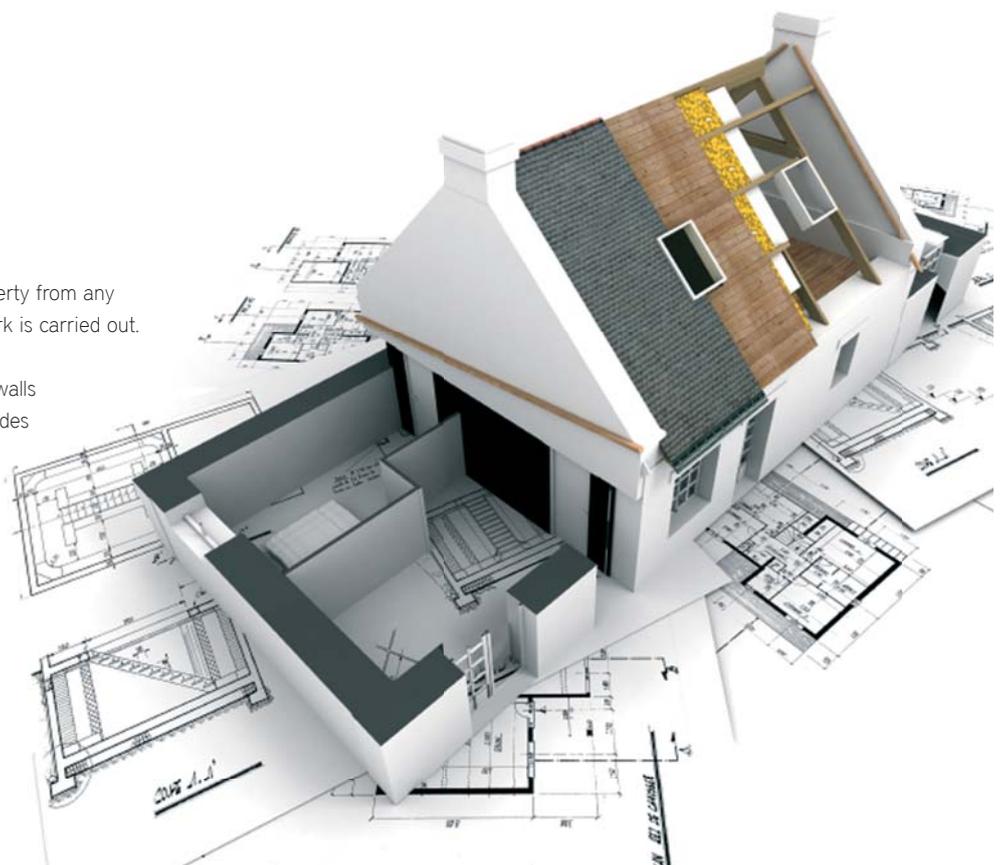
## PARTY WALL ACT

This legislation is to protect neighbouring property from any damage that may arise when construction work is carried out.

The Party Wall Act covers more than work on walls shared with neighbouring property. It also includes excavation and construction of foundations close to neighbouring property.

You are required to give your neighbour(s) notice of intended work and if they have no objections you should obtain written confirmation from them a minimum 2 months prior to work commencing.

If you are unable to get their agreement you will need to commission a party wall award which we can help you with.



## Our service

We will visit your home to discuss your ideas.

We will advise on planning requirements, Permitted Development Rights and all costs associated with the pre-build process. This service is free of charge.

If commissioned we will carry out an electronic survey of your property and add your proposed design.

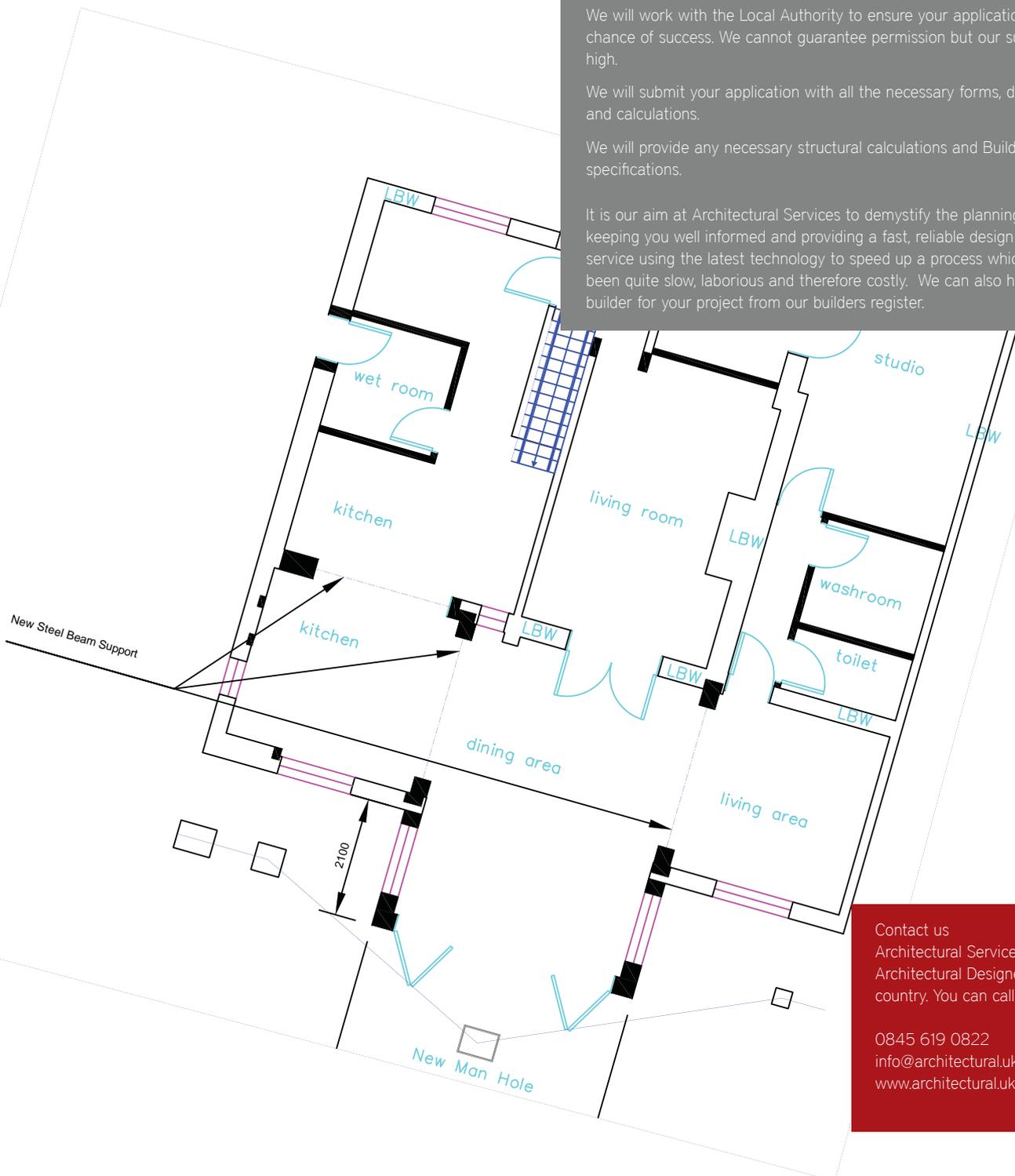
Once you are entirely happy with the layout we will provide the drawings necessary for your application.

We will work with the Local Authority to ensure your application has the best chance of success. We cannot guarantee permission but our success rate is very high.

We will submit your application with all the necessary forms, drawings, statements and calculations.

We will provide any necessary structural calculations and Building Regulations specifications.

It is our aim at Architectural Services to demystify the planning process by keeping you well informed and providing a fast, reliable design and planning service using the latest technology to speed up a process which has, traditionally been quite slow, laborious and therefore costly. We can also help you contact a builder for your project from our builders register.



Contact us  
Architectural Services has a network of  
Architectural Designers around the  
country. You can call or email us on:

0845 619 0822  
info@architectural.uk.com  
www.architectural.uk.com