



Tel 01689 619 068
Mob 07766 396 437
Email ssdowie@gmail.com
Web www.sdbuildingplans.co.uk

Architectural Services for Planning & Building Regulation Approval

Guidance notes and other fees

How it works

Once you agree to go ahead with the work, we will liaise and book in a suitable survey date and time. The survey on average takes about 3 hrs to complete but will differ subject to the size of the property and the work being undertaken.

You will be issued a floor plan based on your specified requirements between 1-2 weeks from the survey. You are entitled to change this design 3 further times at no extra cost if you wish to ensure you are happy with the design. This rule relates to each floor of the development.

Once the floor plans have been decided, we will then request the second drawing fee. Once received, we will issue the proposed elevations which will demonstrate what the proposal will look like externally. As with the floor plans, you are entitled to amend these up to a further 3 times at no extra cost.

Once the design is complete we will finalise the drawings by adding Ordnance Survey maps and a block plan (subject to local planning requirements). You will carry out one final check of the drawings and then we will submit them on your behalf through the Planning Portal. You will receive an email confirming that your application has been submitted as well as payment instructions and you will pay the council directly as instructed.

When your planning or certificate of lawfulness application has been approved, the 3rd drawing fee will be requested. Once received, your building regulation drawings will be completed. On completion, an emailed copy will be sent to yourself so that you can obtain a builder's quote, a copy will be sent to one of my recommended structural engineers for their quotation and finally an application will be made to building control. Depending on which council you fall under I would recommend either using your local authority building control or BBS which is an independent company. You will pay their fees directly to them and you will be consulted about what service to use prior to any submission being made. If you decide to use BBS, their fees will be obtained once the detailed building regulation drawings are complete.

When the building regulation drawings have been approved, a hard copy of all drawings and accompanying paperwork will be sent to you. You will then be in a position to commence building works.

Structural calculations

Structural calculations are required for most projects and are most commonly associated with removing load bearing walls. The complexity of the calculations will depend on the clients final design requirements which is why a quote is not supplied for this service until the building regulation drawings are complete.

When your building regulations are complete, a copy is sent to our structural engineer. We will then provide you with a quote for their services. You can seek your own quotation from other structural engineers if you wish and we are happy to work with them at your request.

Party wall act

Your construction notes (issued with your building regulation drawings) will highlight if a party wall agreement is required. There are different circumstances where a party wall agreement needs to be in place prior to building works commencing. We can provide you with a guidance document at your request which details the different situations where this may be required. The document also provides guidance letters that allow you to serve your own party wall agreement or alternatively we can recommend a party wall surveyor who can undertake the agreement on your behalf.

Thames water build over sewer agreement

If building within 3m of a main drain or building directly over a main drain, a build over sewer agreement with Thames Water is required.

A main drain is classed as a drain that serves more than 1 property. Following the survey we will be able to design your extension so that it meets the requirements of Thames Water. For an accurate survey it is your responsibility to ensure that any inspection chambers (manholes) are accessible prior to the survey commencing.

We will submit the application on your behalf and costs £343.00 for drains up to a size of 160mm, which is typical. £299.00 is paid directly to Thames Water and £53.00 is paid to SD Building Plans Ltd.

Please notify us if your waste water is not managed by Thames Water as different water authorities have different requirements when building near or over a main drain.

SAP Assessment

This is known as an energy report. If your design incorporates a lot of glazing an energy report for the whole property may be required to demonstrate compliance with Part L of the building regulations. If you are considering changing your boiler or adding insulation to your property and these do not form part of the project, it is worth waiting until the building regulations for your proposed works are done as these improvements elsewhere go towards a more successful SAP report.

Normal fee for this report is £200.00 + vat but can be higher for larger properties. A quote will be obtained prior to the SAP assessor continuing with calculation.

Neighbour consultation scheme

This applies to single storey extensions only. This application allows you to apply for an extension protruding 3-6m for a terraced or semi-detached property and between 4-8m for a detached property. We submit your application on your behalf and the council will assess the application as well as notify your neighbours. If your neighbours object the proposal it does not mean that the application will be turned down. The process takes 48 days to complete. If no prior approval is required we then need to submit a certificate of lawfulness application to legalise the project.

Certificate of lawfulness

This type of application can be used for many types of extension. If you wanted you could apply for many types of extension under one application for example; a loft conversion with dormer window at the rear, single storey side, single storey rear extension and a porch could all be applied for under one application as long as each area of the development met the criteria set out for permitted development. Naturally there are restrictions in the design which you will be advised of during the process.

This application will be submitted on your behalf through the planning portal and costs £86.00.

Some properties are exempt from permitted development. To establish if this is the case you will have to view your deeds or contact your local planning dept. The council are likely to charge you for this service.

Planning Permission

When a design falls outside permitted development or a property is exempt, a planning application is required. This application is submitted on your behalf through the planning portal, costs £172.00 and takes 8 weeks for a decision. Each council and areas have their own planning policies. Due to our experience, we are familiar with the planning rules locally.

If an application is refused, we will read the accompanying reports and advise on changes to make. We charge to amend the drawings but there is no fee to the planning department in most situations if it is the 1st revision of a similar design within a 12 month period from the refusal date.

Building regulations

These drawings are detailed and will specify how to build the proposal. The builders will need these drawings to quote and then build from. They also need to be approved by building control prior to the building works commencing.

There are 2 stages to building control, the design stage (full plan application) which is the process we assist with and then the build stage which is the builders responsibility. When we submit your drawings for approval a fee will need to be paid to the council or BBS. We will advise on which service we recommend and this will be subject to the council you come under.



Planning Permission

This guidance reflects increases to the size limits for single-storey rear extensions which apply between 30 May 2013 and 30 May 2019, and the associated [neighbour consultation scheme](#).

An extension or addition to your house is considered to be permitted development, not requiring an application for planning permission, subject to the following limits and conditions:

- No more than half the area of land around the "original house"* would be covered by additions or other buildings.
- No extension forward of the principal elevation or side elevation fronting a highway.
- No extension to be higher than the highest part of the roof.
- Single-storey rear extension must not extend beyond the rear wall of the original house* by more than three metres if an attached house or by four metres if a detached house.
In addition, outside Article 1(5) designated land* and Sites of Special Scientific Interest the limit is increased to 6m if an attached house and 8m if a detached house until 30 May 2016.
These increased limits (between 3m and 6m and between 4m and 8m respectively) are subject to the [neighbour consultation scheme](#).
- Maximum height of a single-storey rear extension of four metres.
- Extensions of more than one storey must not extend beyond the rear wall of the original house* by more than three metres.
- Maximum eaves height of an extension within two metres of the boundary of three metres.
- Maximum eaves and ridge height of extension no higher than existing house.
- Side extensions to be single storey with maximum height of four metres and width no more than half that of the original house.
- Two-storey extensions no closer than seven metres to rear boundary.
- Roof pitch of extensions higher than one storey to match existing house.
- Materials to be similar in appearance to the existing house.
- No verandas, balconies or raised platforms.
- Upper-floor, side-facing windows to be obscure-glazed; any opening to be 1.7m above the floor.
- On designated land* no permitted development for rear extensions of more than one storey.
- On designated land no cladding of the exterior.
- On designated land no side extensions.

Building Regulations

The process undertaken by SD Building Plans Ltd is as follows:-

Full Plan Application – This is the submission of the detailed drawings to Building Control. They check the drawings, request additional information when required and then approve the drawings when they are happy that the Building Regulations have been fulfilled. This process normally takes 5 weeks from time of submission.

When the drawings have been approved, building can commence. When it does start, Building Control will request a further fee. This will cover their inspections.