

*This guidance note has been issued by McCluskey Chartered Surveyors. The purpose of this document is to provide guidance to those who are looking to renovate a property in the UK. This document should not be considered in isolation and aims to offer an overview into the possible requirements. Readers are advised to employ the services of a Chartered Surveyor when purchasing a property.*

## Architectural Services

### 1. Introduction

Whether you are looking for your next property, have recently moved, or are happy where you are, McCluskey Surveyors are here to help. We are on a mission to make people's homes a sanctuary. We believe that every person deserves to have access to usable space which has been designed to meet their, and their family's needs.

So, if you are thinking of undertaking some renovations to your home, here's what you need to know. Below are the primary steps included in our services to help you turn a house into a home.

### 2. Initial Consultation

Following an initial enquiry, we aim to meet with you at the property to discuss your ideas. This stage is really important for us to get to know you and how you intend to use the space. Understanding what's important to you helps us to create a space which is fit for purpose and offers you the sanctuary you have been looking for. We follow up with a Design Brief for you to review to ensure that we have correctly interpreted your ideas. This initial consultation is free, and you are under no obligation to continue.

### 3. The Measured Survey

The measured survey sounds simple, and often is, however, it can also be quite complex. A surveyor will visit the property and spend a period of time sketching the layout of each floor internally, and each elevation externally, taking measurements of each element of the property. The time this takes depends on the size of the property but on average may be anything from a few hours to a full day. We take a number of photographs both internally and externally to aid the surveyor when drawing the plans.

### 4. Existing and Proposed Drawings

Once all measurements have been obtained, the surveyor will begin transferring the data to build an accurate floor plan of each level of the property. In addition, the series of existing drawings will typically include each elevation of the property, a section (a slice through the middle of the property), the roof plan and any other plans deemed relevant by the local authority, such as a site plan.

Once the existing drawings have been prepared, the surveyor will begin to recreate all of the above with the discussed changes to create a series of proposed drawings. Once both sets of drawings are complete, we will arrange to visit you again to review the design(s). Please note that we are happy to provide of couple of layout options if you are unsure on the best use of space. Whilst reviewing the drawings with you, we will note any changes/ amendments for our action. Many people struggle to visualise new layouts and seeing them on paper for the first time may spark other ideas. We therefore do not require you to make any decisions at this meeting, we allow some time for you to reflect and come back to us with any thoughts. We do not charge for alterations to our drawings as we believe this reflection time is an essential part of the process.

## **5. Preparation and Submission of Statutory Applications**

The type of statutory application required will be specific to each individual project and we will advise you accordingly at our initial consultation. Typically, the majority of applications will be considered under either Permitted Development (where a Certificate of Lawfulness is required), or a full Planning Application. In some cases, particularly for more complex schemes, we may recommend Pre-Application advice. There are links available in the Resource Hub section of our website to each of the local authorities within South Devon for more information. It is worth noting here that where an application for a Certificate of Lawfulness may take in the region of 28 days, a full Planning Application may take approximately 12 weeks and thus should be factored into your timeframe. McCluskey Surveyors are able to prepare and submit any relevant applications and liaise with the local authority on your behalf. Please note, the individual cost of the application will not be included in our fees and is your responsibility to arrange directly with the local authority. We will of course keep you informed about this process and when payments are due.

## **6. Preparation and Submission of Building Regulations**

All building works, regardless of the type of scheme, will require approval from the local Building Control Department. McCluskey Surveyors typically advise not to apply to Building Control until a decision has been received from the local authority. Whilst this may delay the timeframe by another 2-4 weeks approximately, a Building Regulations application is far more costly, and could potentially be unnecessary if our proposal is not approved. This, however, is of course your decision. An application to Building Control requires an additional version of the drawings to be created which outline any structural requirements, such as supporting steels above openings, and foundations for instance. The drawings are also annotated to highlight any specific details which need to be brought to the attention of Building Control. Final copies of the drawings will be shared with you for reference. Please note that McCluskey Surveyors do not provide working drawings which include a specification of finishes etc. (such as kitchen units). This can be discussed directly with your chosen contractor when they quote for the works. McCluskey Surveyors are able to prepare and submit this application and liaise with Building Control on your behalf. Please note, the individual cost of the application will not be included in our fees and is your responsibility to arrange directly. We will of course keep you informed about this process and when payments are due.



## 7. Other services/ costs which may need to be considered

In addition to the services outlined above, it is likely that the local authority will require additional supporting information to accompany the application. This list is not exhaustive, and not all elements may be required. However, a number of elements are listed here for your consideration:

- Structural Engineers Calculations (required by Building Control for all applications)
- Ecology Survey (required by the local authority for majority of applications)
- Location Plan (required by the local authority for all applications)
- Standard Assessment Procedure (SAP) Assessment (required by the local authority if there are concerns regarding energy consumption).
- Party Wall agreements (required under the Party Wall Act in some instances i.e., where building works affect party walls. This may include party fence walls along boundary lines.)
- Calculations for a soakaway to deal with surface water
- Agreement from South West Water to connect, or build over, public drains
- Obtain a JCT Minor Works Contract 2016 for you, and your contractor to sign

McCluskey Surveyors are happy to liaise on your behalf in obtaining quotes for these services where required. At the outset, we will try to offer you approximate costs of these services where possible to assist in your budgeting for the scheme. However, please note than any estimations provided are from our experience and should not be relied upon.

For more information, visit our website for the complete series of Guidance Notes.

