

# DESIGN SERVICE

## TERMS & CONDITIONS

- 1) **Where agreed**, the **design service** offered by **RC Project Management Ltd** includes the following;
  - Taking client brief.
  - Survey of property (Note, this survey does NOT include a **structural survey**)
  - Providing copies of **existing** plans & elevations.
  - Providing copies of **proposed** plans & elevations.
  - We will provide one section through a building when we are contracted to Building Regulations stage, unless agreed otherwise. Should the client either require more than this or require a section through a specific part of the building, they must inform RCPM at the briefing stage.
  - Liaison with client to alter drawings to specification\*(see below)
  - Sending copies of existing and proposed drawings to **planning** and **building control** departments as required and liaison with these authorities to point of acceptance or rejection of plans.
  - Administration (Printing charge and OS map at extra cost to quotation)
- 2) RCPM require a 40% deposit for all design work. This is payable on the day of survey. Should this not be available for any reason on the day of survey, then RCPM reserve the right to cancel the survey and levy a charge for re-booking should the client wish to re-book the survey.
- 3) All drawings will be provided in CAD format at A3 size unless otherwise stated and previously agreed with client.
- 4) The client will be provided with one copy of drawings for approval. The approval process may involve amendment to plans in order to bring plans in line with client requirements. Client may amend plans up to three times in order to bring in line with their requirements, however, the final plans must be in line with the original **Clients Brief**. Should the client wish to amend the clients brief at any point through the design process then RCPM reserves the right to amend the design cost to the client. Once the client has agreed to the final design they will be sent one copy of the final design drawings. Should the client require more copies of the drawings, these will be charged at £1.00 per drawing per copy.
- 5) Should the client provide RCPM with a plan that they wish us to CAD for them, we will produce this plan and any other associated drawings in CAD format to these original requirements. Should the client then amend these requirements, RCPM reserve the right to charge an amendment fee.
- 6) One set of drawings will be sent to the local planning authority and one to the local building control authority at no extra charge to you. (This is included as a plan printing charge)
- 7) RCPM will charge you a fee for providing an OS Map. This is required for planning permission. If you wish you may provide RCPM with your own OS map at no extra charge.
- 8) All drawings remain the ownership of RCPM until they have been fully paid for by the client. Once all monies have been cleared from the client to RCPM for the design service, the design and the drawings including the CAD copies come under the ownership of the client. RCPM always retain the rights to the original CAD drawing.
- 9) All fees payable to local authority and other bodies such as structural engineers etc are **excluded** from the costs that RCPM give to the client. These must be paid directly by the client. Cheques for these services can be paid **through** RCPM but should be written directly **TO** the relevant body.
- 10) The 'standard' RCPM design service does NOT include for appeals, should planning permission for the development be rejected. Should this occur and you wish RCPM to take on an appeal on your behalf there will be an extra charge which will be discussed with you on an individual case by case basis. If you anticipate that your application could be rejected before you apply then you should discuss this with RCPM at the time of survey and we will allow for this in our cost to you.
- 11) RCPM take no responsibility for the refusal of planning permission on a development. We will endeavor to advise our clients as far as possible as to the likely hood of acceptance but this can never be guaranteed.

- 12) RCPM take no responsibility for Building Control enforcing changes onto design. Should this occur RCPM will endeavor to integrate these changes seamlessly into the design to satisfy the client's requirements.
- 13) RCPM will take no responsibility for the refusal of retrospective planning permission.
- 14) RCPM are not a registered Architectural Practice. We provide drawing, CAD and printing services as well as advice on planning and building control issues. We are not registered with RIBA.

I / we\* the undersigned understand and agree to all of the above terms and I / we\* understand that by signing below, I / we\* agree to be bound by the terms set out above and that these will form the basis of our contract.

\*Please delete as appropriate

Print \_\_\_\_\_ Sign \_\_\_\_\_ Date \_\_\_\_\_

Print \_\_\_\_\_ Sign \_\_\_\_\_ Date \_\_\_\_\_

Address of property where work is to be carried out: \_\_\_\_\_

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