

APPEAL SERVICE

TERMS & CONDITIONS

- 1) The Planning / Building Control Appeals service offered by RC Project Management (RCPM) includes (if necessary, on a case by case basis, but is not limited to) the following;
 - Initial consultation with the client
 - 'sketch' of the existing layout of the property in relation to boundaries and other properties of relevance to planning considerations including relevant dimensions
 - Taking digital photographs relevant to the appeals case
 - Examining copies of all documentation between the client and the Local Authority in relation to the Planning or Building regulations Application
 - Examining copies of Plans submitted to the Local Authority in respect of the application.
- 2) It is the responsibility of the client to provide the following;
 - Copies of all correspondence between themselves and the Local Authority including original Application forms
 - Notes of relevant telephone calls (as best as possible)
 - Any correspondence with neighbors
 - Any correspondence (with the exception of correspondence in relation to fees) between client and other professionals involved in project, i.e. Architect, Engineer, Surveyor, Project Manager, Builders etc.
 - Copies of plans that have been submitted to the Local Authority. These can be supplied in paper format, however it may be necessary for us to re-submit plans to the Local Authority with changes. In this case we will require copies of the Electronic Plans from your Architect which must be requested by you. If these are not available then we must make a charge to you for re-drawing your plans and possible re-survey of your property.
 - In most cases it is possible to Appeal to the Local Authority for no extra charge. There are some circumstances however where there is an extra charge or a re-application charge to the Local Authority. If this is the case we will notify you as soon as possible. It will be the clients responsibility to pay this charge.
 - Once the client has signed the decision to proceed and RCPM have begun work on the case the client must allow RCPM to continue with the case until its conclusion or RCPM decline to continue with the case.
- 3) Charges. We do not charge for our Appeals service up to the point of a decision on the appeal being reached from the Local Authority. If the appeal is unsuccessful, and Planning or Building control Permission is refused then you do not pay anything for our service. If Planning Permission or Building Control Permission is either granted or granted conditionally then the full fee for our Appeals service will apply. This includes having Planning Permission granted with minor changes to your design. This will be the fee that you have been quoted and that you have signed as agreed to in your acknowledgement letter.
- 4) Payment of fees will be due within 5 working days of invoice. Invoice will be made when Planning / Building Regulations Permission is confirmed from the Local Authority.
- 5) Right to Cancel. Once the client has signed the decision to proceed and RCPM have begun work on the case the client must allow RCPM to continue with the case until its conclusion or RCPM decline to continue with the case. RCPM Reserve the right to decline to continue the case at any time.
- 6) RCPM are a Building Project Management Company and provide a full Turn-Key Service for Residential Clients. Should you wish us to, RCPM will provide you with a quotation for Building Work covered by a full Project Management Service. Should you then take up our quotation, we will refund you 75% of the cost of your Appeals service from us. This cost will be refunded from your final invoice.

- 7) All drawings will be provided in CAD format at A3 size unless otherwise stated and previously agreed with client.
- 8) Client will be provided with one copy of drawings for approval. 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.
- 9) One set of drawings will be sent to the Local Planning Authority and / or one to the Local Building Authority at no extra charge to you as applicable.
- 10) 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.
- 11) All fees payable to Local Authority and other bodies such as Structural Engineers Etc are Excluded from the costs from RCPM. 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.
- 12) If anything is unclear between RCPM and the client this should be discussed and outlined in writing before the contract begins.

Finally, Many thank you for choosing RC Project Management.

Lee Gannon, BSc(Hons) Building Project Management ICIOB
Company Director . Building Project Manager