

## **PLANNING STEPS**

Our approach is simple. Once instructed, we will manage your proposed project until you receive Planning and Building Regulation Consent. We undertake a full survey of your property. We prepare the drawings to your satisfaction. We then make the required applications to the Local Authority. Finally, we make sure your project is delivered on time.

### **= Step 1**

Our Surveyor will visit your property to discuss the project with you, making sure what you want is feasible and ensuring that we understand exactly what you want from the development. We will then arrange a mutually convenient time to carry-out a full and accurate measured survey of the property, taking measurements both internally and externally as required.

### **= Step 2**

We will then prepare a set of **Preliminary Design Drawings** for you to review. This will include plans and elevations of the property in its existing form and also the proposed layout. At this stage you can make changes as necessary and once you are satisfied that the feasibility meets your requirements, we will prepare the **Approval Drawings**.

### **= Step 3**

We prepare the **Approval Drawings** based upon the initial Preliminary Design Drawings and your requested changes.

### **= Step 4**

We prepare and complete all necessary Planning and Building Regulations forms on your behalf and calculate the fees required which must accompany the application. The forms, fees and requisite plans are submitted to the Local Authority.

### **= Step 5**

If any re-submissions or amendments are required, we will complete this under advisement from the Officer at the Local Authority, whilst keeping you updated on this process and about any changes required.

### **= Step 6**

When consents have been granted, we will notify you immediately and forward the relevant approval notices and consent drawings.