



Terms & Conditions

COVID-19: I will follow the latest government guidelines regarding COVID-19. I will not attend the property if I have tested positive for COVID-19 and will inform you if I have symptoms. Please inform me if you or anyone at the property has tested positive or has symptoms. If you or anyone at the property is particularly vulnerable, please consider this when you decide whether to instruct me to visit the property or not.

The Scope of My Work: The aim of my design and budget consultation service is to determine the feasibility and approximate cost of your project so that you can make informed decisions about how to proceed. My hand drawn design sketches are intended to illustrate the ideas and design discussed during the design and budget consultation. They will not in themselves be suitable for planning or building regulations submissions, or for construction and do not include dimensions or technical information.

My Fee: My fee for the design and budget consultation and any further work in the office will be as set out in my 'Services and Fees' document and as per our email conversations and fee agreement.

Sketches and Timing: If you choose to go on to the sketch plans stage, I aim to send your sketches to you within two weeks of the consultation (in PDF format by email and A3 size paper format by post).

Expenses: My fee includes my expenses, printing, postage and travel by car up to a 30 mile return journey. My charge for every additional mile over a 30 mile return journey, to cover my fuel and time on the road, will be as set out in our email agreement. It is unlikely that I will need to incur any other expenses; if I do this will be agreed with you in advance, for example an electronic Ordnance Survey Map of the property.

Payment: I will submit an invoice for the fees and any expenses due after the consultation and any further survey or sketches, along with my bank details for ease of payment by bank-to-bank transfer. VAT is not chargeable on my accounts as I am not VAT registered. Payment is to be made within 14 days of the date of issue of my invoice. Please note that if payment of all sums due is not made within 14 days of the date of issue of my invoice, simple interest at 8% per year over the dealing rate of the Bank of England rate current at the date that payment becomes overdue, together with reasonable debt recovery costs, will become payable. This may include the services of a debt recovery company.

Legislation and Other Professionals: During the consultation, I will advise you on compliance with statutory legislation and the appointment of other professionals. Please note that it is your responsibility to check your deeds for any restrictive covenants. Advice given during the consultation and any design sketches will be subject to an additional measured survey, drainage survey, party wall agreement (if applicable), building regulations approval, notification of your buildings insurer of the work, notification of your mortgage provider (if applicable), planning permission (or confirmation that the work falls within your permitted development rights). You will have a role as the client under the construction, design and management regulations 2015 and should read the information on the following government website: <https://www.hse.gov.uk/construction/cdm/2015/>.

Planning Permission and Building Regulations: I will use my experience and expertise to design a scheme that is as likely to achieve planning permission as possible, but please note that it is not possible to guarantee that planning permission will be achieved. This is entirely at your risk and you should consider this if purchasing a property to extend or remodel. Building regulations approval is different to planning approval in that it is a matter of following a set of rules and providing the right information and calculations, rather than a yes or no answer. It is an ongoing process with the architect / technician, the builder and the local authority or independent building inspector.

My Insurance: I have adequate and appropriate professional indemnity and public liability insurance cover, as required by the Architect's Registration Board. I would be pleased to provide documentary evidence of this, if required.

Copyright: I own the copyright of my sketches and the right to publish them online (without any personal details or the property address). On payment of my fee you have a right to use them for your project.

Privacy Policy: Please click this link for [my privacy policy](#) and note the few select partner professionals I may share your sketch designs and property information with, including photographs of the inside and outside of the property that I take as part of the measured survey.

Cancellation: Both parties have a right to cancel this contract, by giving notice in writing (by email or letter). The £30 deposit paid at booking becomes non-refundable fourteen days after booking and once you have received the information pack.

Disputes: I aim to provide a professional standard of service, but if at any time you are not satisfied, please bring the issue to my attention as soon as possible and we can discuss how to resolve it. I have a written complaint handling procedure, which is available on request. I am registered with the Architects Registration Board (ARB) and subject to its Code. I am also a member of the Royal Institute of British Architects (RIBA) and Hampshire Architect is an RIBA Chartered Practice.