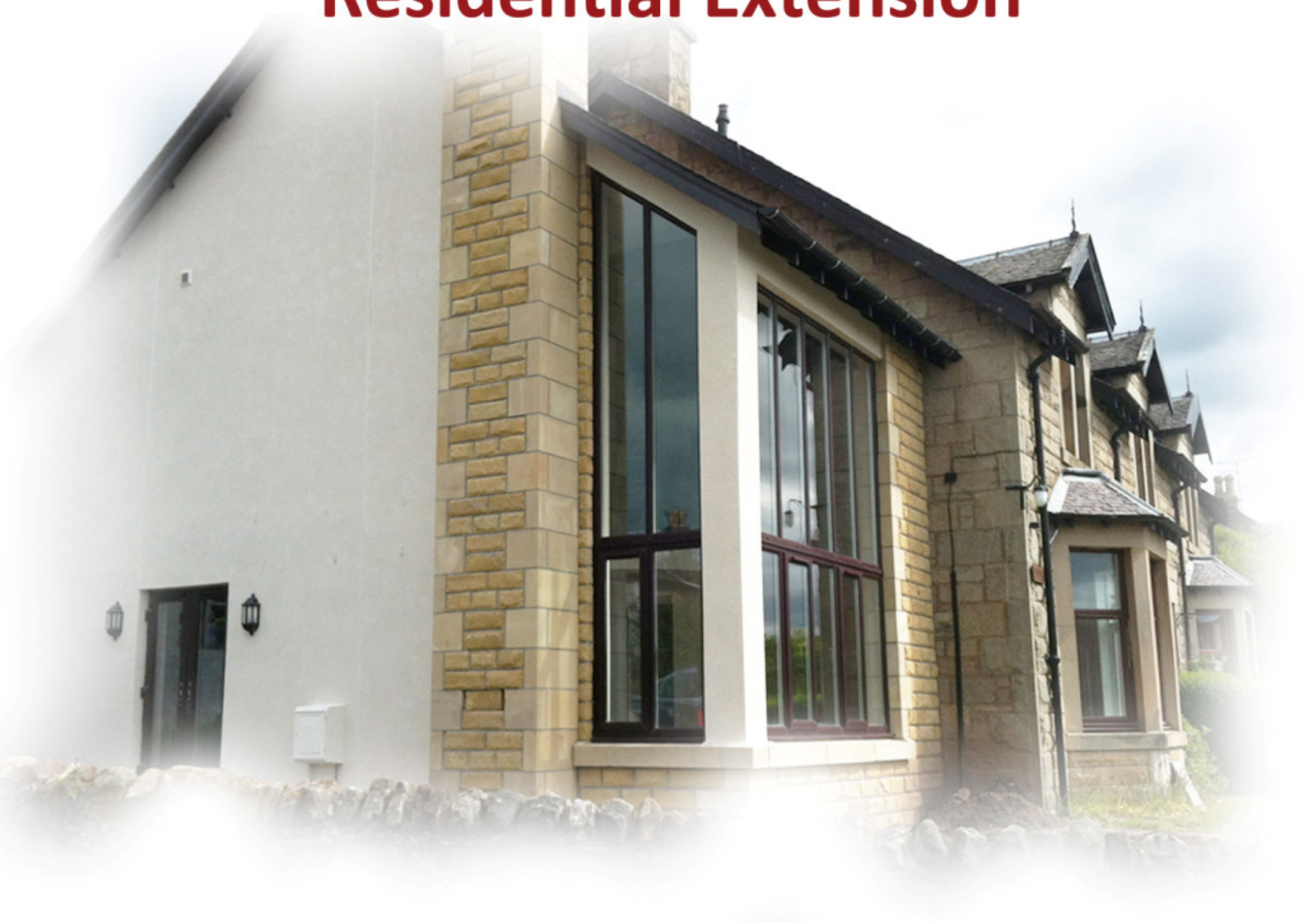




# **EXAMPLE CASE STUDY**

## **Architectural Services for Residential Extension**





**BEFORE**



**AFTER**



01 April 2011

[Redacted]  
Stirlingshire  
FK15 9BW

Dear [Redacted]  
**RE: ARCHITECTURAL SERVICES**

With reference to the proposals and architectural drawings submitted to us on 12/03/11.

The project relates to the proposed enhanced kitchen and alterations as required.

Based on the most recent drawings of around £10,000 as the project proceeds.

Please see below for our proposal. You may wish to discuss this with us.

**Basic Service**

(Planning Consent, Building Regulations)

Includes:

1. Develop further drawings
2. Prepare and submit applications
3. Liaise with planning authority
4. Obtain a planning consent
5. Prepare architectural sections, elevations, electrical drawings
6. Liaise with building control
7. Obtain building regulations approval

**Breakdown**

**Basic Service**

25% payable on completion of drawings

25% on completion of applications

25% on completion of drawings

25% on completion of applications

(VAT not payable)

Fee

terms

You can opt to proceed to the next stage.

All of the above is subject to a Warrant application for digital OS maps.

We would be pleased to discuss this with you.

Planning Building Structure

We return drawings if you require.

if you require.

- Initial meeting
- Establish brief
- Provide Fee Quote & Terms
- Advise indicative costs
- Advise other fees

**Full Service**

(Site Inspections, Check conforming to contractor's site works)

Includes:

13. Agree contractor's programme of work
14. Up to 5 on-site visits
15. Liaise with contractor as necessary
16. Check conforming to contractor's site works
17. Progress reports

**Full Service Payment**  
Payments in equal instalments (ie £1,000 per month)  
(VAT not payable)

I HEREBY APPOINT **NSPIRE ARCHITECTURE & GRAPHIC DESIGN** IN ACCORDANCE WITH THE CONDITIONS/PROPOSAL ABOVE, DATED 01 APRIL 2011.

**ACCEPTANCE OF TERMS**

SIGNED:.....  
PRINT NAME:.....  
DATE:.....

Note: As required by our professional membership, we are obliged to inform you that Architects are subject to the disciplinary sanction of the Architect's Registration Board in relation to complaints of unacceptable professional conduct or serious professional incompetence. For advice, please contact: The Architects Registration Board, 8 Weymouth Street, London W1B 3E8, Tel: 020 7380 5861, Fax: 020 7436 5269

CLIENT COPY

INITIAL STAGE

- Initial sketch proposals
- Develop brief
- Establish Client comments & preferences
- Consider Planning & Building Warrant issues





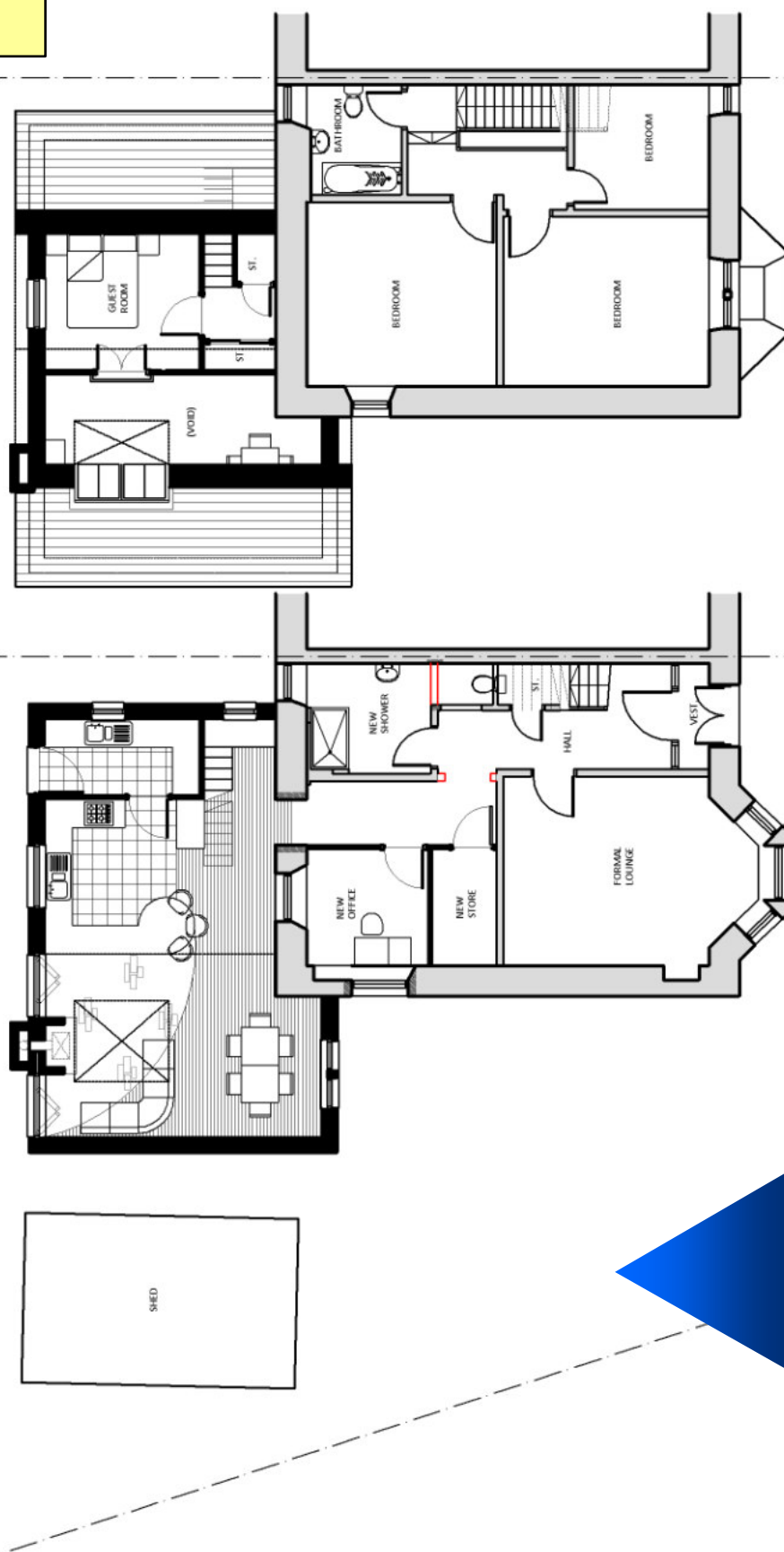
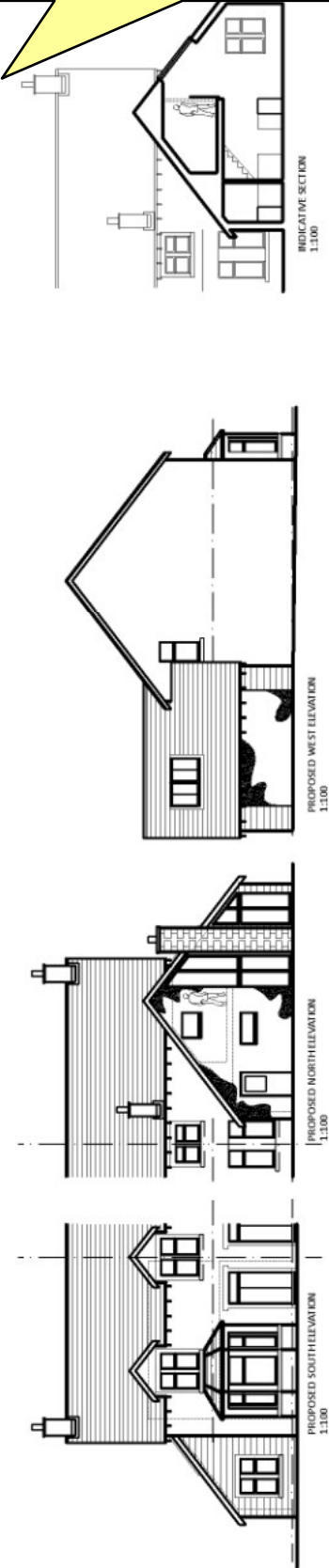
SOUTH ELEV. (FRONT)



NORTH ELEVATION (REAR)

FEASIBILITY STAGE

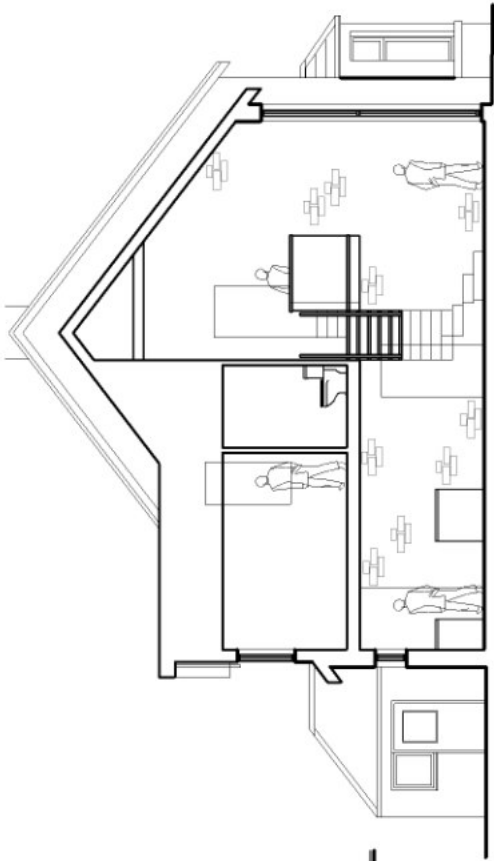
- Add more detail, work towards Planning application
- Generate 3D images if necessary to convey ideas



Architectural drawing header information:

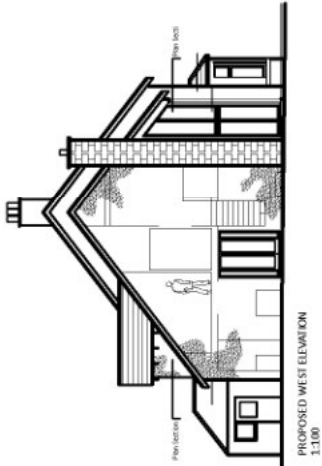
- DRAFT**: Large diagonal text.
- FEASIBILITY**: Project title.
- REV. NO. REVISIONS**: Table for tracking changes.
- NSPIRE ARCHITECTURE & GRAPHIC DESIGN**: Logo and contact information (1000111111, 1000111111, 1000111111).
- PROJECT**: Project name.
- Proposed Extension**: Drawing title.
- DRAWING TITLE**: Drawing title.
- FEASIBILITY 2**: Drawing title.
- CLIENT**: Client name.

**FEASIBILITY STAGE**

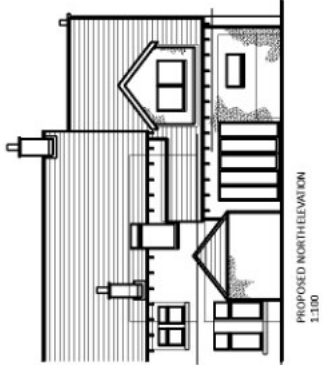


INDICATIVE SECTION  
1:100

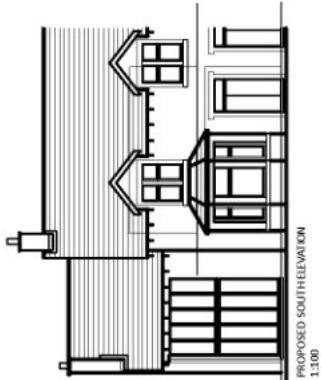
Drawings are property of Empire Architecture & Graphic Design Ltd and should not be produced without written consent.  
Do not scale from drawings



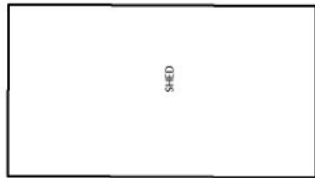
PROPOSED WEST ELEVATION  
1:100



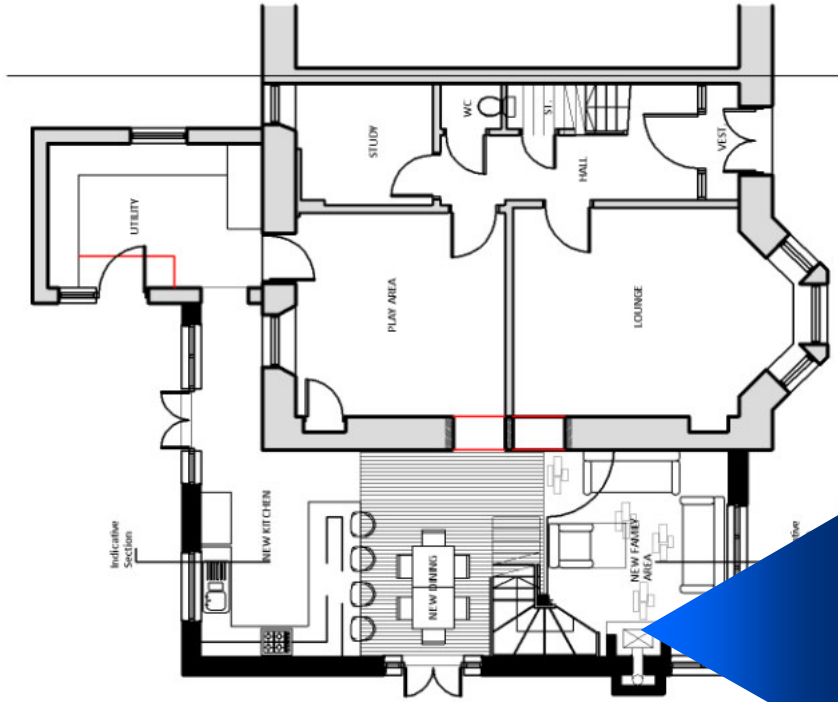
PROPOSED NORTH ELEVATION  
1:100



PROPOSED SOUTH ELEVATION  
1:100



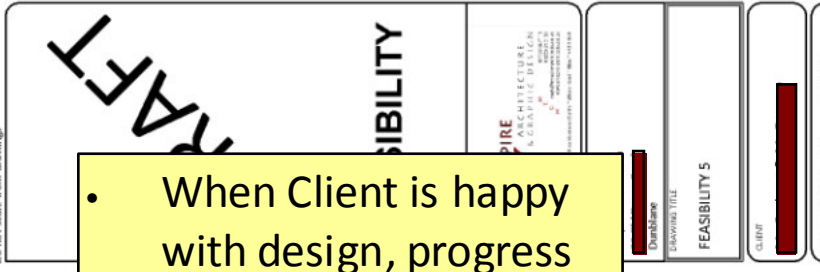
Indicative Section



Indicative Section

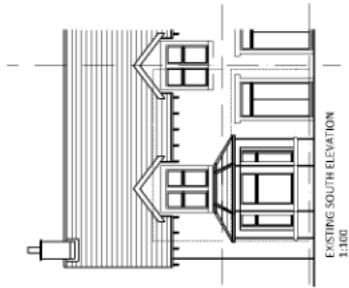
Indicative Section

When Client is happy with design, progress to Planning Stage

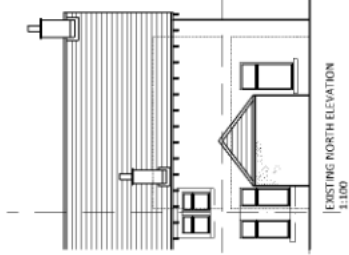


FEASIBILITY STAGE

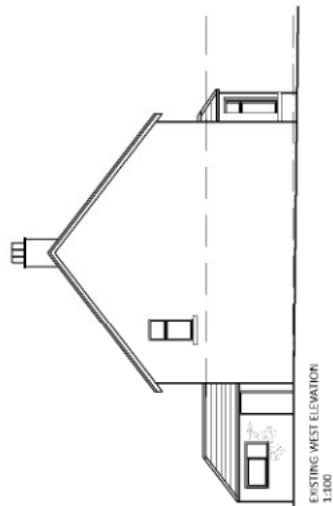




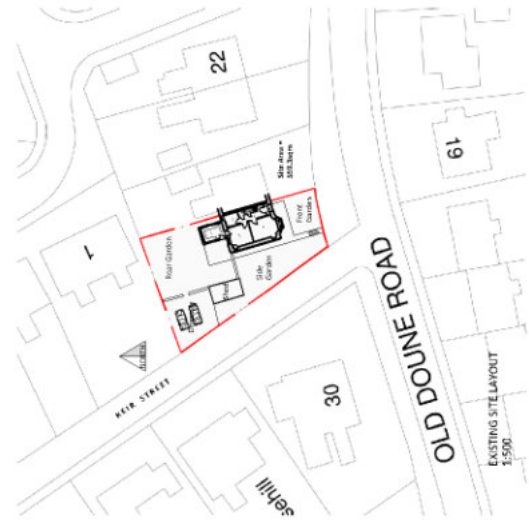
EXISTING SOUTH ELEVATION  
1:100



EXISTING NORTH ELEVATION  
1:100



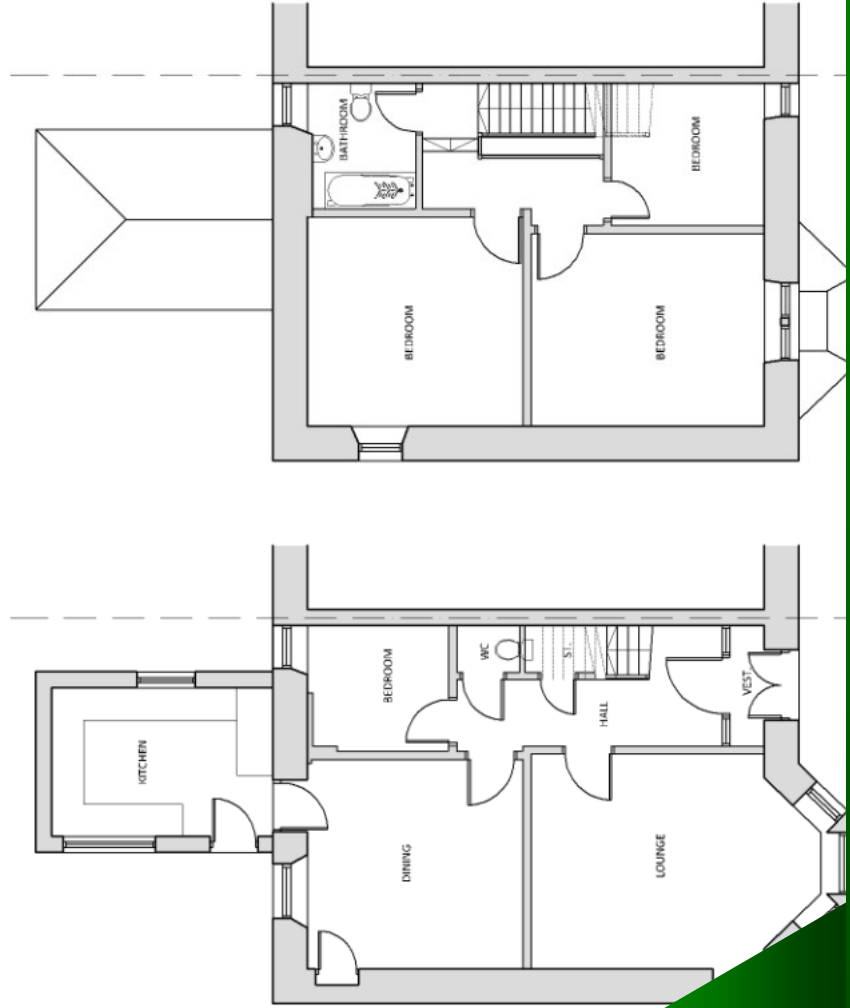
EXISTING WEST ELEVATION  
1:100



EXISTING SITE LAYOUT  
1:500

Drawings are property of Inspire Architecture & Graphic Design Ltd and should not be produced without written consent.

Do not scale from drawings



- Work up drawings to Planning level (existing & proposed)
- Make Planning application

<h1>PLANNING</h1>	REV. A: REVISIONS	<p><b>INSPIRE</b> ARCHITECTURE &amp; GRAPHIC DESIGN LIMITED 1000 WILSON ROAD, WILSON INDUSTRIAL PARK, WILSON GLASGOW G12 8WJ 0141 206 1000 / 0141 206 1001 www.inspire-arch.co.uk</p>	PROJECT
			Proposed Extension Contribution DRAWING TITLE EXISTING PLANS & ELEVATIONS CLIENT

# PLANNING STAGE



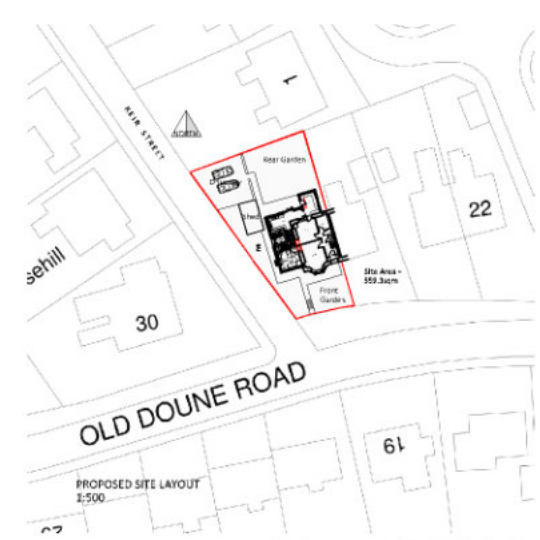
PROPOSED SOUTH ELEVATION  
1:100



PROPOSED NORTH ELEVATION  
1:100



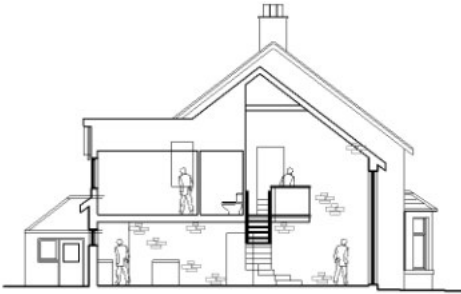
PROPOSED WEST ELEVATION  
1:100



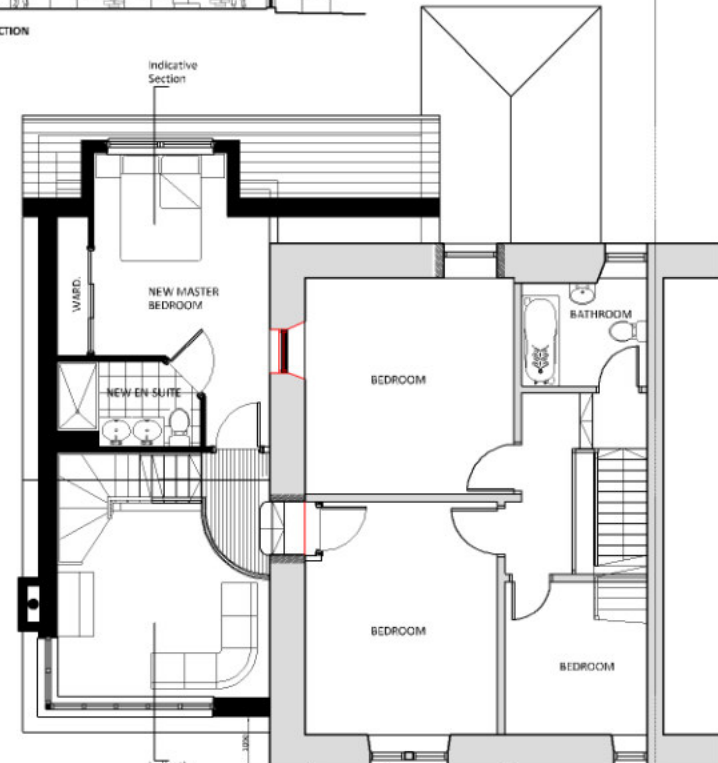
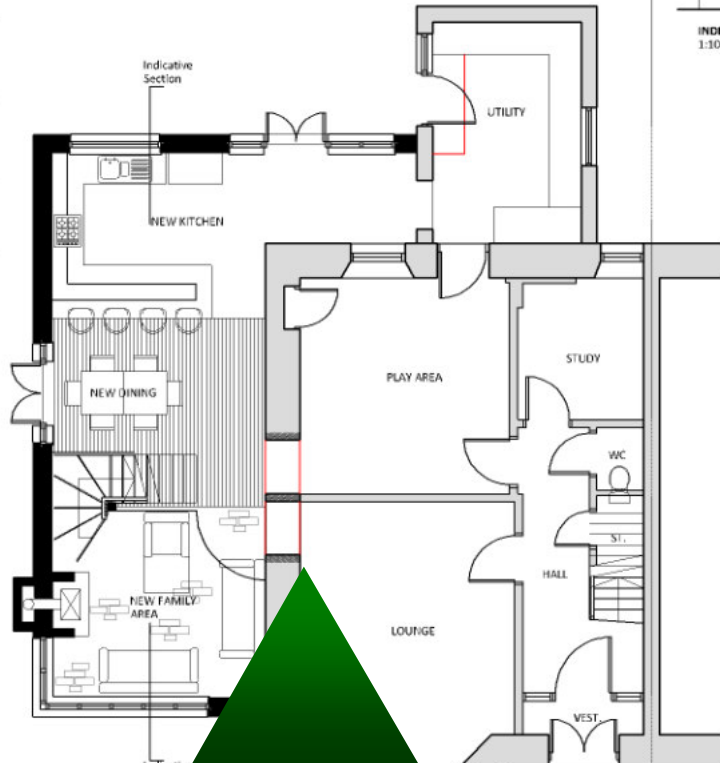
PROPOSED SITE LAYOUT  
1:500

Drawings are property of Enspire Architecture & Graphic Design Ltd and should not be produced without written consent.

Do not scale from drawings



INDICATIVE SECTION  
1:100



# PLANNING

REV A - Extension moved outwards 100mm as requested by Planning  
REV B - 13/11/2011, 15:41:11  
REVISIONS



PROJECT  
Proposed Extension  
Dunblane  
DRAWING TITLE  
PROPOSED PLANS, ELEVS & SECTION

CLIENT

# PLANNING STAGE

# Decision Notice



per Enspire Architects  
Alloa Business Centre  
32 Whins Road  
Alloa  
FK10 3SA

APPLICATION NUMBER  
**11/00320/FUL**  
DECISION LEVEL  
**Delegated**

## Grant of Full Planning Permission

Stirling Council **grants** Full Planning Permission for the proposals described below, on the application form and on the accompanying plans.

Description of the proposed development

Proposed 2-storey extension to side of property, including kitchen, dining, lounge and bedroom with en-suite

Location of the proposed development

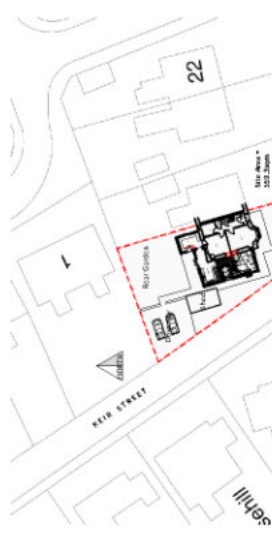
The decision has been made with the following conditions:-

- 1 **Period Of Consent:** This development must begin within **3 years**.
  - 2 **Compliance with Details:** All works shall be carried out and completed strictly in accordance with the approved details, to the satisfaction of the Planning Authority.
  - 3 **Details of Materials:** Samples of the materials to be used for the external walls and roof of the development granted permission shall be submitted to and approved in writing by the planning authority prior to the commencement of works on site. For the avoidance of doubt the proposed stone and slate shall match the existing in terms of type, profile, colour and texture.
  - 4 **Restriction on Construction Hours:** No machinery shall be operated, no activity carried out and no deliveries received at or despatched from the site outwith the hours of 8.00am to 6.00pm Monday to Friday, and 9.00am to 1.00pm on Saturdays, nor at any time on Sundays; unless otherwise agreed in writing by the Planning Authority.
- The Council's reasons for imposing these conditions are:-
- 1 In order to comply with the statutory requirements of the Town and Country Planning (Scotland) Acts.
  - 2 To ensure that the overall development is undertaken in accordance with the approved drawings.
  - 3 In order to achieve an acceptable form of external treatment.
  - 4 To protect the occupants of nearby housing from excessive noise/disturbance associated with the implementation of this permission.

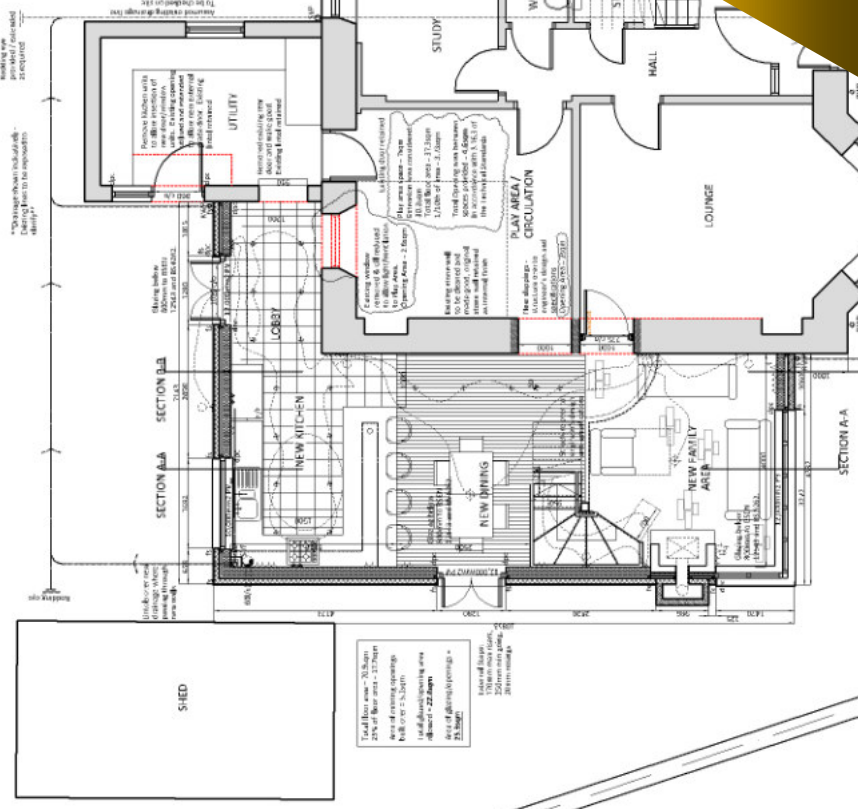
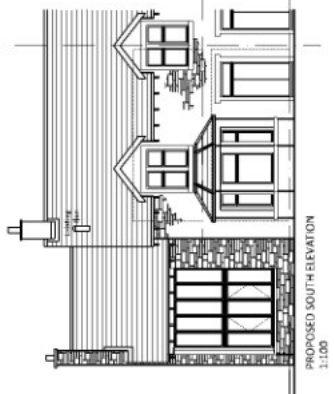
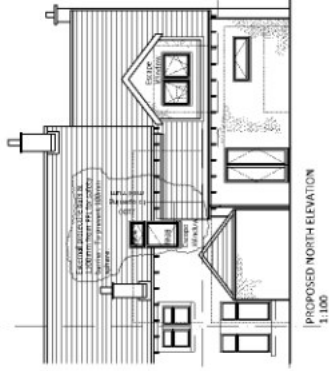
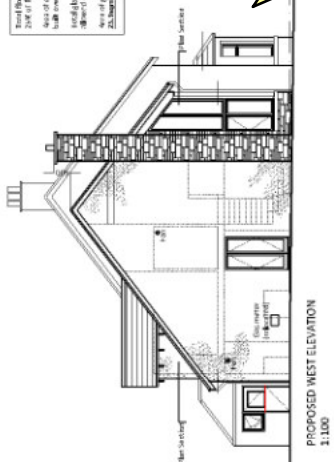
Chief Planning Officer

Date 4 July 2011

- Work up drawings further & make Building Warrant application
- Specs, details added to Technical Standards compliance
- Heat loss calculations
- Liaise with structural engineer



Total floor area = 24.8sqm  
25% of floor area = 6.2sqm  
Area of existing openings = 1.5sqm  
Area of new openings = 2.8sqm  
Area of glass (including area of glazing openings) = 23.1sqm



Total floor area = 20.3sqm  
25% of floor area = 5.1sqm  
Area of existing openings = 1.5sqm  
Area of new openings = 2.8sqm  
Area of glass (including area of glazing openings) = 23.1sqm

"The space shown included within the red outline is proposed to be incorporated within the new building."

Remove kitchen with existing oven and sink and install new kitchen with oven and sink in new living area. Existing kitchen to be removed.

Remove existing kitchen and install new kitchen with oven and sink in new living area. Existing kitchen to be removed.

Remove existing kitchen and install new kitchen with oven and sink in new living area. Existing kitchen to be removed.

Remove existing kitchen and install new kitchen with oven and sink in new living area. Existing kitchen to be removed.

Remove existing kitchen and install new kitchen with oven and sink in new living area. Existing kitchen to be removed.

Remove existing kitchen and install new kitchen with oven and sink in new living area. Existing kitchen to be removed.

**BUILDING WARRANT**  
NSPIRE ARCHITECTURE & DESIGN  
NSPIRE ARCHITECTURE & DESIGN  
NSPIRE ARCHITECTURE & DESIGN  
NSPIRE ARCHITECTURE & DESIGN  
NSPIRE ARCHITECTURE & DESIGN

PROJECT  
PROPOSED EXTENSION  
CONTRIBUTION  
DRAWING TITLE  
PROPOSED PLANS, ELEVS & SECTION  
CLIENT

**BUILDING WARRANT STAGE**





THE BUILDING (SCOTLAND) ACT 2003  
Building Warrant Under Section 9  
for work subject to Building Regulations

# BUILDING WARRANT

This Building Warrant is granted by  
by

STIRLING COUNCIL

in connection with the appli

Dated 13 July 2011 for the

Extension to Existing House to Form Bedroom, D  
Kitchen and Lounge

at

[Redacted]

Dunblane  
FK15 9BW

Building Warrant Reference Number:

11/00562/EXT

The following conditions apply:-

That the work will be carried out as described in the Building Warrant in accordance with Building Regu  
and that nothing in any drawing, specification or other information submitted with the application indicat  
the building when constructed will fail to comply with Building Regulations.

A copy of the agreed plans are returned.

.....  
*Joyce Wighton*

*JW* Joyce Wighton  
Building Standards and Licensing Services Manager

Date: 17 October 2011

[Redacted]  
per Enspire Architects  
Office 32  
Alloa Business Centre  
Whins Road  
Alloa  
FK10 3SA



## WARNING

THIS WARRANT DOES NOT EXEMPT YOU FROM OBTAINING OTHER TYPE  
PERMISSION THAT MAY BE NECESSARY, SUCH AS PLANNING PERMISSI  
LISTED BUILDING CONSENT. CONSULT THE LOCAL AUTHORITY IF IN DOUBT  
IT IS AN OFFENCE TO USE OR OCCUPY THE BUILDING(S) BEFORE OBT  
ACCEPTANCE OF A COMPLETION CERTIFICATE, UNLESS THE WORK  
ALTERATION ONLY. PERMISSION FOR TEMPORARY OCCUPATION M  
REQUESTED FROM THE VERIFIER.

DOC NO:  
BS 02.120

ISSUED BY:  
CS

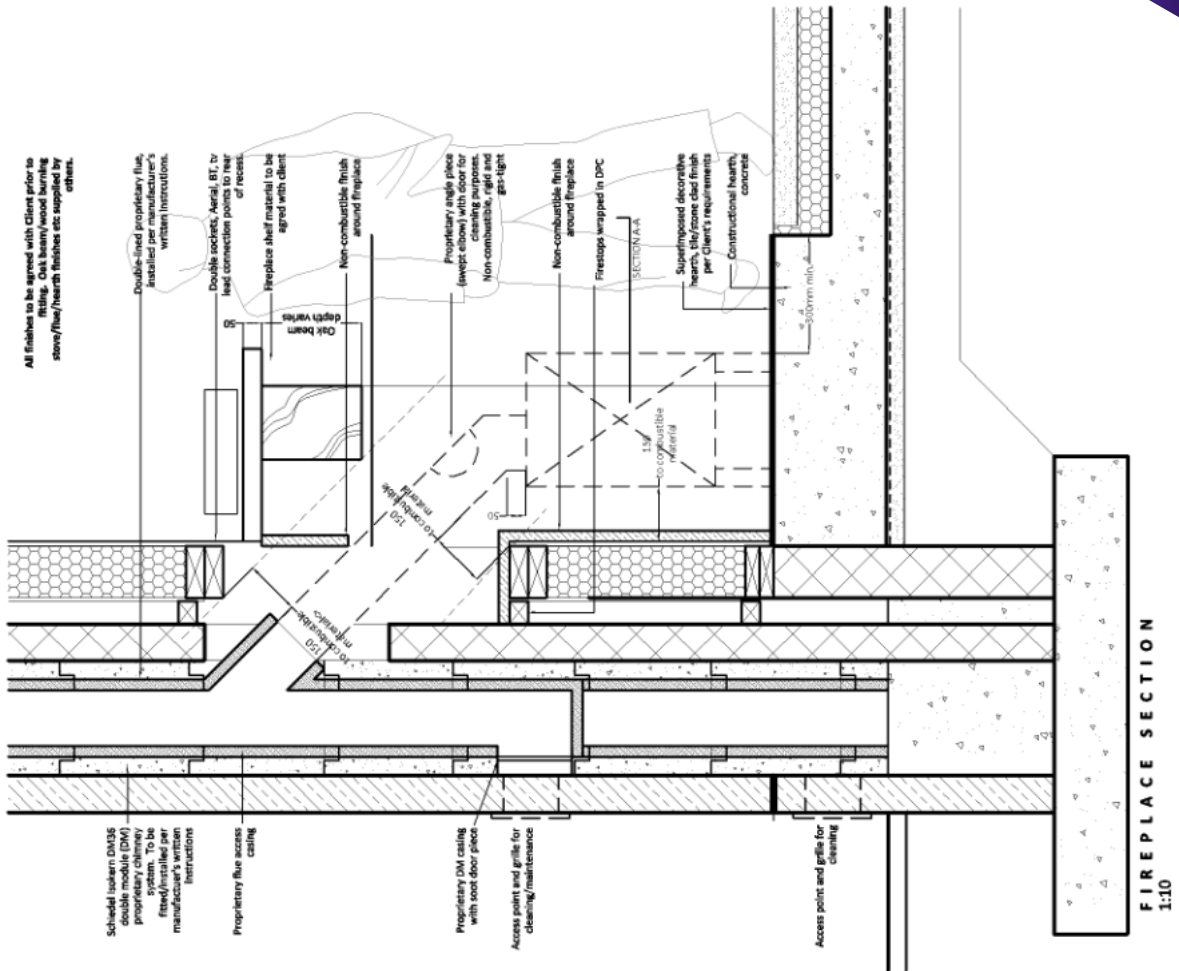
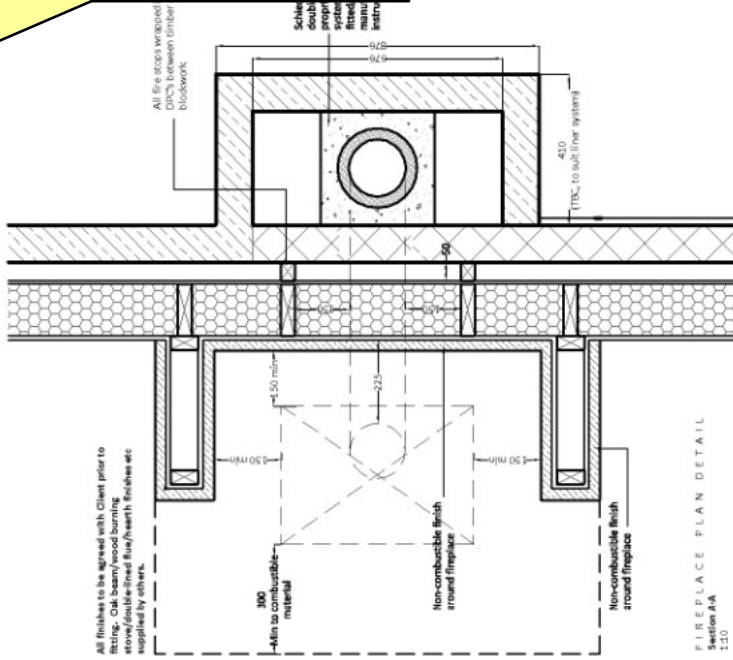
DATE:  
12.05.06

VE  
04

phone 01786 404040 or 0845 277 7000 text 07717 990 001 web [www.stirling.gov.uk](http://www.stirling.gov.uk) minicom 01786 4645  
Chief Executive Bob Jack

**(TENDERING—Optional)**

- Prepare Scope of Works documentation
- Assess returned tenders
- Identify cost savings if required



**CONSTRUCTION**

REV.A - Proprietary flue liner system added to address BW points  
13.25.13  
REVISIONS



PROJECT

Proposed Extension

Dunblane

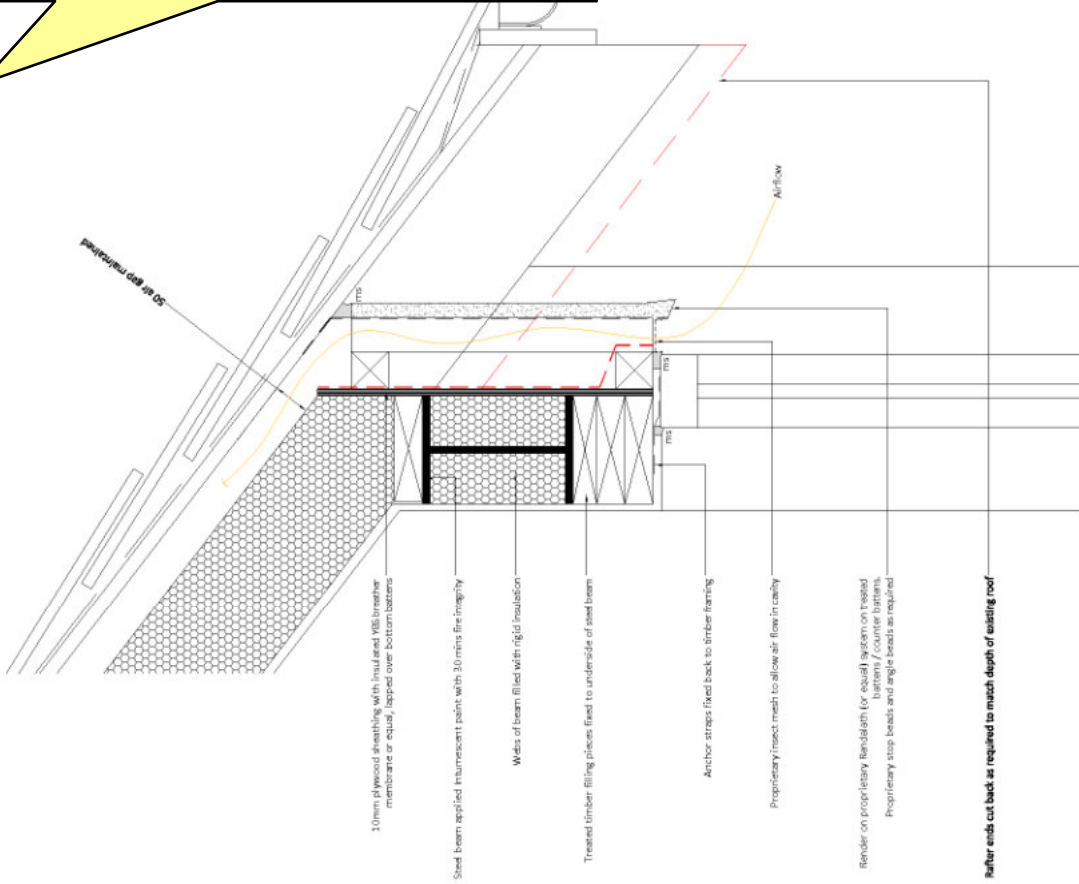
DRAWING TITLE

CHIMNEY / FLUE DETAILS

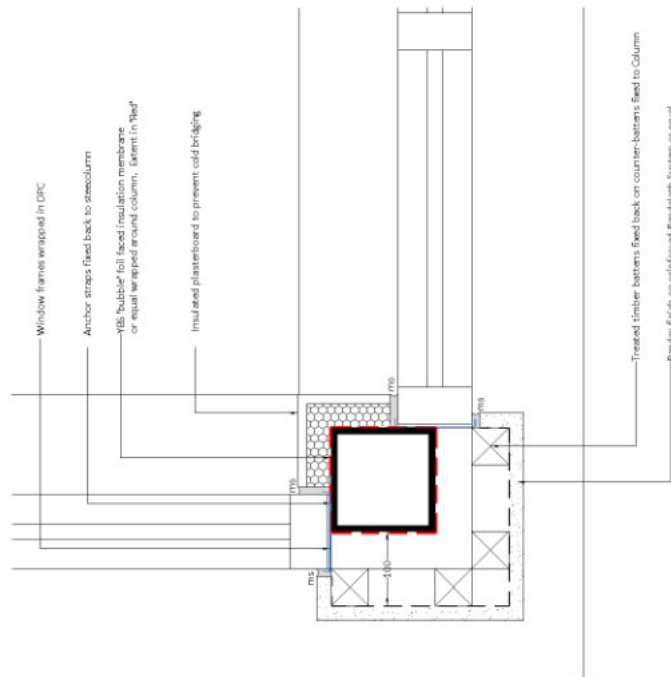
CLIENT

## (SITE INVOLVEMENT—Optional)

- Site visits & inspections
- Check contractor's work
- Advise contractor throughout site operations
- Prepare additional details as required



**DETAIL AT WINDOW HEAD (FRONT ELEVATION)**  
1:5



**DETAIL AT CORNER COLUMN**  
1:5

REVISIONS



PROJECT

Proposed Extension

Dunblaine

DRAWING TITLE

WINDOW HEAD & CORNER DETAILS

CLIENT



