



PLANNING YOUR DREAM HOME



# Our Promise

Welcome to the start of your new home

- ✓ Initial free meeting or telephone conversation to discuss the feasibility and budget of your project.
- ✓ Fixed price quotation within 3 days
- ✓ Listen to your needs, aspirations and build cost
- ✓ First revision of plans released within 10 working days from the completion of the site survey
- ✓ Guide you through the planning and building control approval process, providing the greatest chance of success.
- ✓ To introduce you to one of our trusted build companies if required.
- ✓ To work with you at your pace to ensure you love your new home.



Neil Armour - Neil Armour Architectural Services



# Our Approach

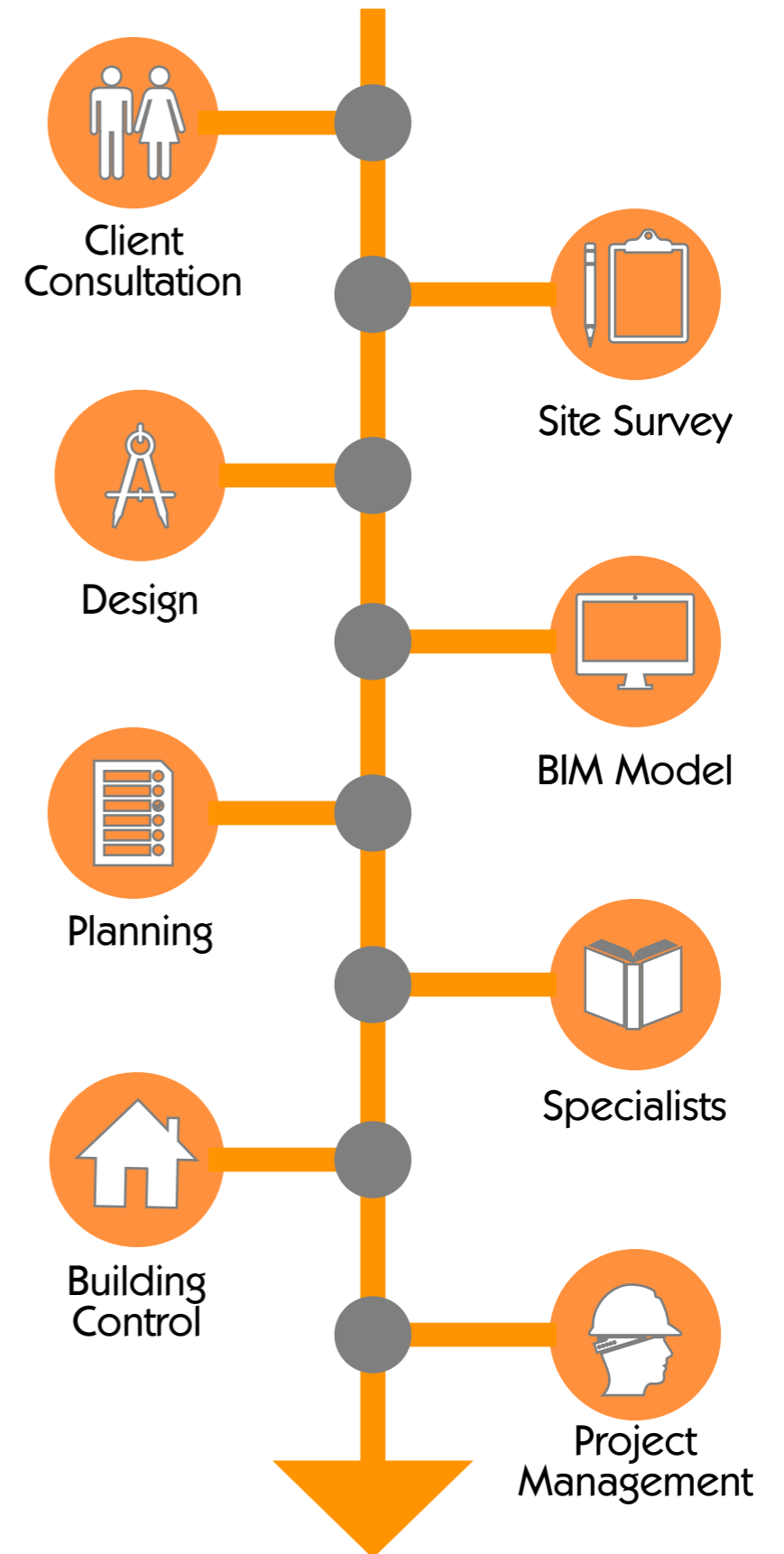
## How we work with our clients

Our personal friendly service will guarantee each client will be known by name and not by a project number.

With our experience, capabilities and access to the latest architectural Autodesk software this enables us to provide planning and building regulation drawings for a range of projects from home extensions to new build residential schemes.

We believe customer satisfaction is fundamental. Our team use a consultative approach to ensure your individual specifications are delivered whilst offering expert advice throughout the process.

Our aim is to help you create a home you can be proud of.



# Our Approach



## Client Consultation

Initial free meeting or telephone conversation to discuss the feasibility and budget of your project.



## Site Survey/Analysis

We will undertake a full measured survey of your existing property or site in relation to the design. If we are working with you in other areas of the UK we will use other records or may ask you for measurements and photographs



## Design

Drafting of the scheme and giving you design options where required. We will liaise with the Local Planning Authority for Pre Application advice where required



## BIM Model

Preparing detailed architectural floor plans, elevations and sections of the existing & proposed scheme. This work is carried out in Autodesk Revit to give you a 3D BIM model and 3D Views.



## Planning

After consultation with clients, drawings and necessary documents are submitted to the Local Authority for approval



## Specialists

Appointment of specialist consultants as necessary, structural engineers, party wall surveyors if required



## Building Control

Preparing detailed Building Regulation drawings and specifications for submission to Building Control for approval. These drawings will form the basis for builders to price and tender from



## Project Management

If required we can meet and liaise with the Building Contractor regularly ensuring progress, budget and construction.

# Our Process

## The Design Stage

Following your consultation and measured survey our designers will set to work creating the first revision of your plans which will then be released to you within 10 working days via email in PDF format unless specified otherwise.

What you can expect to receive:

- Site plan
- Existing elevations and 3D Views
- Existing floor plans
- Proposed elevations (first revision) - Proposed floor plans (first revision) . Proposed 3D Views (Not photo realistic)

We shall then work with you to discuss and refine your plans until we reach a finished design you are happy with.



# Our Process

## The Design Stage

We understand your requirements may change and the most effective way of actioning an alteration request is via email where we aim to return amended plans within 3 working days. We do however understand that it is not always easy to articulate changes in writing and we can therefore offer a phone/ conference call or meeting at our office which can be arranged within 3 working days, with amended plans to follow.

To ensure that you love your new home extension we are happy to offer one free on-site drawing review. Following your design review meeting we aim to have your revised plans issued within 3 working days. Further on-site reviews can be arranged and charged at an hourly rate.

Once you have approved your plans, our in house team will complete a review to highlight and address any points of concern. Your plans are then ready to submit to the Local Authority!!



# Our Process

## 3D Visualisations

It is sometimes difficult to imagine the end design and how a space will look and feel. 3D visualisations are a great way to help visualise the completed project. It will allow you to make an informed decision on your final layout and be confident in the finished build.

Neighbours and planners also generally respond positively to 3D visualisations as they can visualise the end result and quality of design, alleviating any concerns.

3D visualisations can be completed for an additional fee outlined in your quotation.



# Our Process

## Planning Application

48 Hours

### Submit Planning Application

Our in house team will submit your planning application with any additional required supporting documents.

10 Days

### Acknowledgement of Application

The Local Authority will register your application, assign a planning officer and a unique reference number. Once registered you and the public will be able to view and track your application's progress through the Local Authority's planning page.

21 Days

### Publication of Application

- Consultation period commences (Householder app only)
- Plans published online via LA website
- Plans sent to parish/town council
- Site notice displayed
- Neighbours notified
- Statutory consultees invited to make comment

5-6 weeks

### Officer Report

The local authority may contact you to arrange a site visit. The planning officer should then subsequently submit a recommendation report. If required, our planning consultant will then work with your planning officer to address any points of concern prior to the decision phase.

7-11 weeks

### Decision

On most occasions the decision will be made by a senior/principle officer or by the development control committee depending on the scale and nature of the application.

Time taken from submittal date



# Our Process

## Planning Application

### Decision Issued

The decision notice will be published online and we will receive notification of this. Once received we shall inform you as soon as possible and discuss next steps

### Management

Our in house team will complete and manage your application to ensure the best possible outcome. Updates will be provided where necessary and all applications can also be tracked through the Local Authority's website.

8-12 weeks



# Our Process

## Planning FAQs

**Q:What happens if my application is refused?**

A: If the outcome is negative, NAAS will liaise with the planning officer and yourself to address any points of contention and resubmit the application at no extra cost.

**Q: How long does the planning application process take?**

A: 8 -12 weeks, however this is dependent on the type of application and the Local Authority's work load.

**Q: How often will I receive updates about my planning application?**

A: It is likely that your assigned planning officer will not complete a site visit for at least 5-6 weeks from registration and it is unlikely that any officer feedback will be made until this point. Please note some councils will not discuss the application or likely recommendation.

**Q:What happens if my neighbours object?**

A: The Council can only take into account 'material planning considerations' when looking at your comments. For example  
- Loss of light or overshadowing, overlooking/loss of privacy. They cannot take into account matters which are sometimes raised but are not normally planning considerations such as:  
- The perceived loss of property value, private disputes between neighbours or the loss of a view

Please note: it is important to understand that the material considerations relevant to any particular application will need to be weighed in the final decision process according to their seriousness and relative importance.



# Our Process

## Planning FAQs

**Q: Why does the planning officer need to complete a site visit?**

The site visit will normally take place after the application has been validated and initial consultations issued.

**A:** Officers consider a number of different issues during their site visits. They check the site boundaries are correct on the location plan submitted and that it is displayed clearly on the site notice. They will also be taking note of a number of considerations including; residential amenity, visual amenity, highway issues, layout/density, trees/hedges, noise/light, listed buildings and conservation areas, biodiversity, and drainage and flood risk. They also note any other comments and examine whether any additional neighbours or consultees may need to be informed that haven't been so already. You do not need to attend a site visit if the Officer is able to access the area of the site which is being considered as part of an application.

However, if the area of application is not accessible (i.e. behind a locked garden gate) the Officer may arrange to meet you on site to gain access and conduct a site visit, if the gate can't be left unlocked.



# Our Process

## Building Regulation Plans

Once your project has received planning permission, and you are happy with the internal layout, our specialist designers will use the information obtained during the initial measured survey to upgrade your original planning drawings to a full set of building regulation plans.

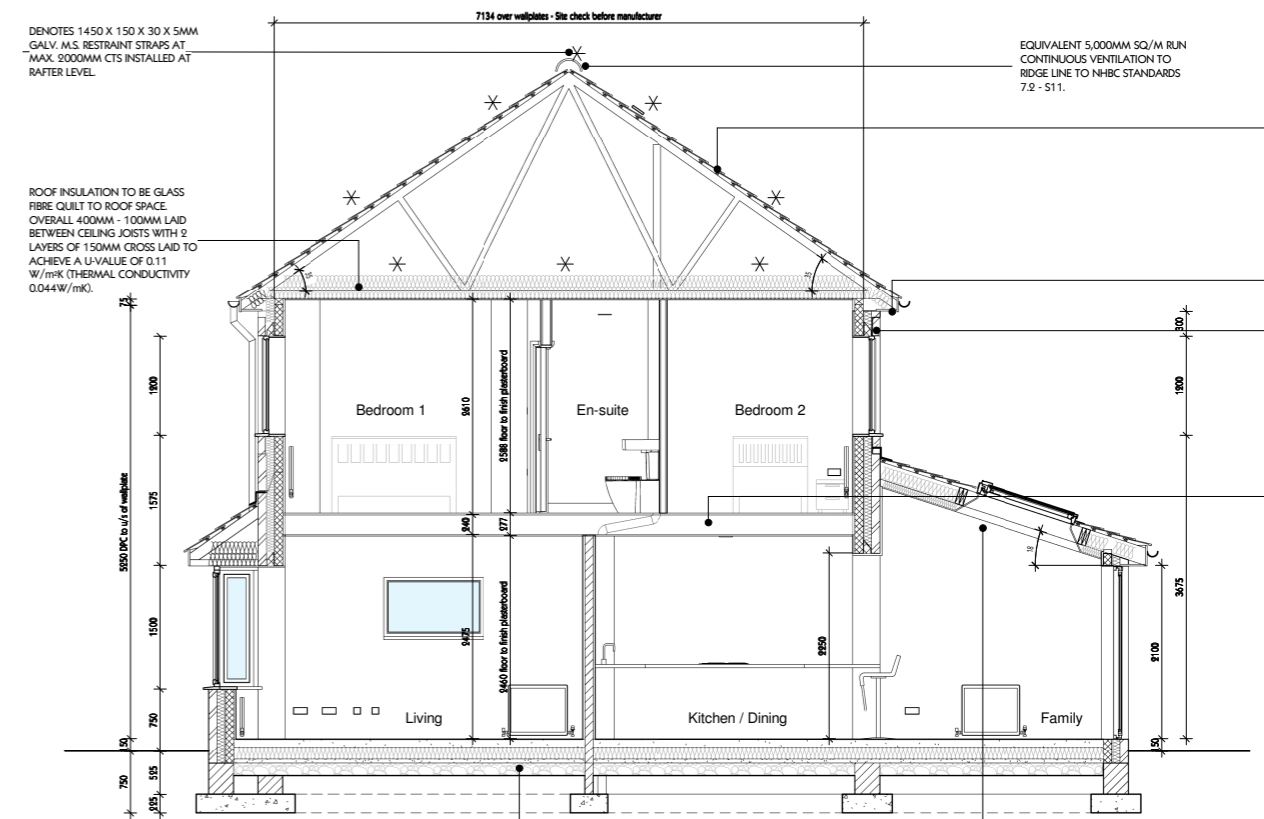
Our building regulation plans include construction methods, consideration of build materials, workmanship requirements, fire safety, sound insulation and energy conservation. They will not include design details such as electrical points as this can be agreed with your builder/electrician later in the process.

Building regulation plans take two weeks to produce from instruction.

## Why are building regulation Plans required?

The building regulation plans, in conjunction with the structural engineers calculations, will provide your builder with the essential information to construct your project ensuring a sound structure which meets UK building regulation standards.

The majority of builders will also require both regulation plans and structural calculations in order to provide an accurate quotation for their services.



# Our Process

## Building Control

Building Controls are in place to ensure that your property, once completed, is safe to reside in and meets with UK building regulations. They will complete inspections throughout your project and issue a certificate once complete.

Legally you must ensure that Building Control are informed of your intention to build prior to work commencing. There are three recommend routes to do so, outlined as follows:

- Private Building Control, Full Approval:  
We can coordinate this on your behalf with our trusted building control company who will assess the plans and complete site inspections throughout the project. Alternatively your selected builder may recommend their own private Building Control officer. Typically builds can then start 5 working days from instruction. A quote for this service can be provided, upon request, once the building regulation plans have been completed. The fee is payable directly to the instructed building control company.

- Local Authorities Building control, Full Approval:  
We will submit your plans to the Local Authorities Building Control team who will assess your plans and, once approval has been granted, your build can commence. Inspections will then take place throughout the project to ensure it meets regulations. Please note this process can take 5-8 weeks.

- Local Authorities Building control, Building Notice:  
We will submit a building notice to the Local Authorities Building Control team. A minimum of 48 hours prior to commencing building work you will need to serve a building notice to the local authority, a building inspector will make routine inspections throughout the build. The fees will be payable directly to the local authority.

## Our Recommendation

Local Authority or private Building Control, Full Approval  
Having your plans pre approved means that you can rest assured that any concerns are addressed prior to the start of your build. Changing plans during your build can result in additional stress and expense.

# Our Process

## Structural Calculations

If you are changing the stability of your property or removing a structural wall you will require structural calculations. These will work in conjunction with the building regulation plans and will need to be provided to building control.

We do not complete these in-house. We work with a trusted structural engineer who produces calculations for many of our home extension projects. This seamless approach means we liaise with the engineers on your behalf in order to provide a cost-effective solution and with a quick turnaround time.

If you or your chosen build company has a preferred structural engineer we are more than happy to provide the necessary formatted plans.



# Other Considerations

## Building over a public sewer

If you are planning to build over or within 3m of a public sewer you will need to obtain a Northumbrian Water Build Over Agreement. This will need to be sent to Building Control prior to the start of the build.

We are happy to complete the required plans and manage the application process on your behalf. Typically approval takes 21 days from registration.

## Party Wall Agreement

A party wall is the structure that you and your neighbour share. If there is a possibility that this will be affected by your proposed work you are legally required to enter into a Party Wall Agreement. It is therefore possible that a party wall surveyor fee may need to be factored into your project budget.

We are happy to recommend a party wall surveyor to complete this on your behalf.

## Additional Surveys

In some instances the planning authorities may request additional surveys/assessments in support of applications. Although, on most occasions, we are unable to complete these in house we are happy to recommend specialists within our network if required.

SAP calculations (measure environmental impact) - If the amount of glazing exceeds 25% on a new floor area of your extension, this may be requested.

Flood Risk Assessment - If your property is located within a flood risk zone.

Tree Survey - Required should you have protected tree in or around your property.

Protected Species Assessment - Should there be a chance that a protected species, such as bats have roosted in or around your property, you may be required to submit an assessment.

Heritage statement - Required if your property is either located within conservation area or a listed building.

# The Build

## How it works

Selecting a building company is one of the most important and sometimes daunting decisions you will make during the project. Neil Armour Architectural Services are therefore happy to recommend three local building companies from our trusted network. All the builders we recommend have been personally vetted by us and have undergone various quality checks including project visits and previous client feedback. In order to complete a price comparison and select a company you feel comfortable with it is advisable to obtain quotations from three separate builders.

Once you have selected a suitable company a build start date will be agreed upon. we advise that your builder reviews all technical plans and the site condition well in advance of this to ensure any specific requirements are addressed.





# Keeping in touch

We love to hear from you

Our team at Neil Armour Architectural Design Services love seeing our designs come to life and how they have transformed the way our client's live in their homes. We would therefore like to keep up to date with the progress of our clients builds and arrange a site visit once complete.

Customer feedback is extremely important to us and we are proud to have had excellent feedback and reviews from our clients to date.

Please feel free to email us a review to add to our web site or leave feedback on our google or Facebook pages.



[www.neil-armour.co.uk](http://www.neil-armour.co.uk)



[hello@neil-armour.co.uk](mailto:hello@neil-armour.co.uk)



07930 152247





Proposed View 1



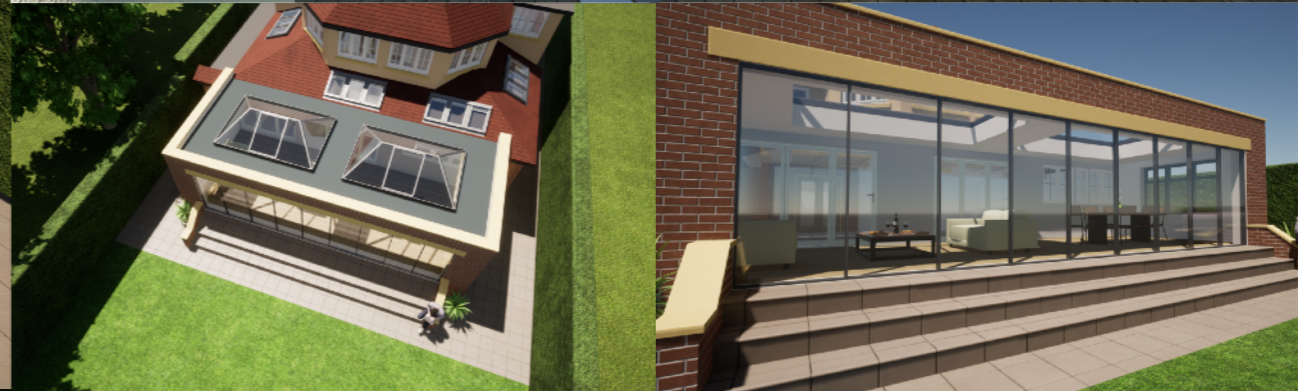
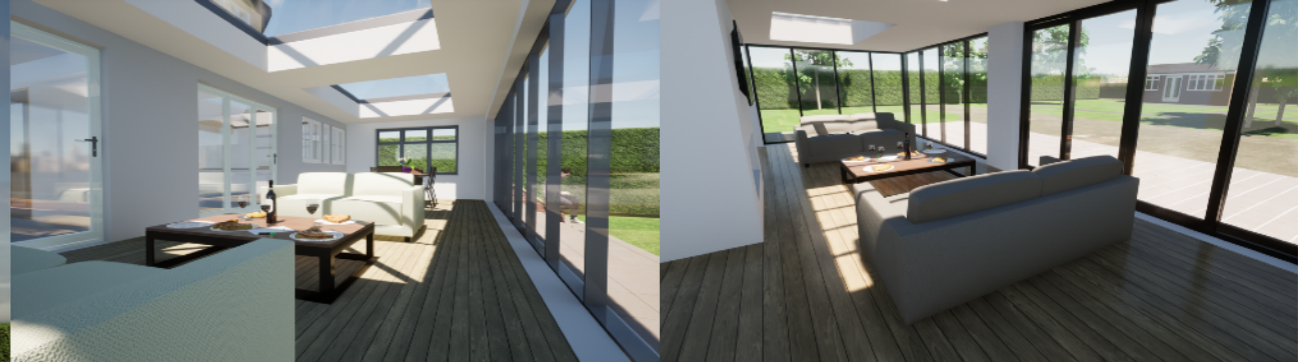
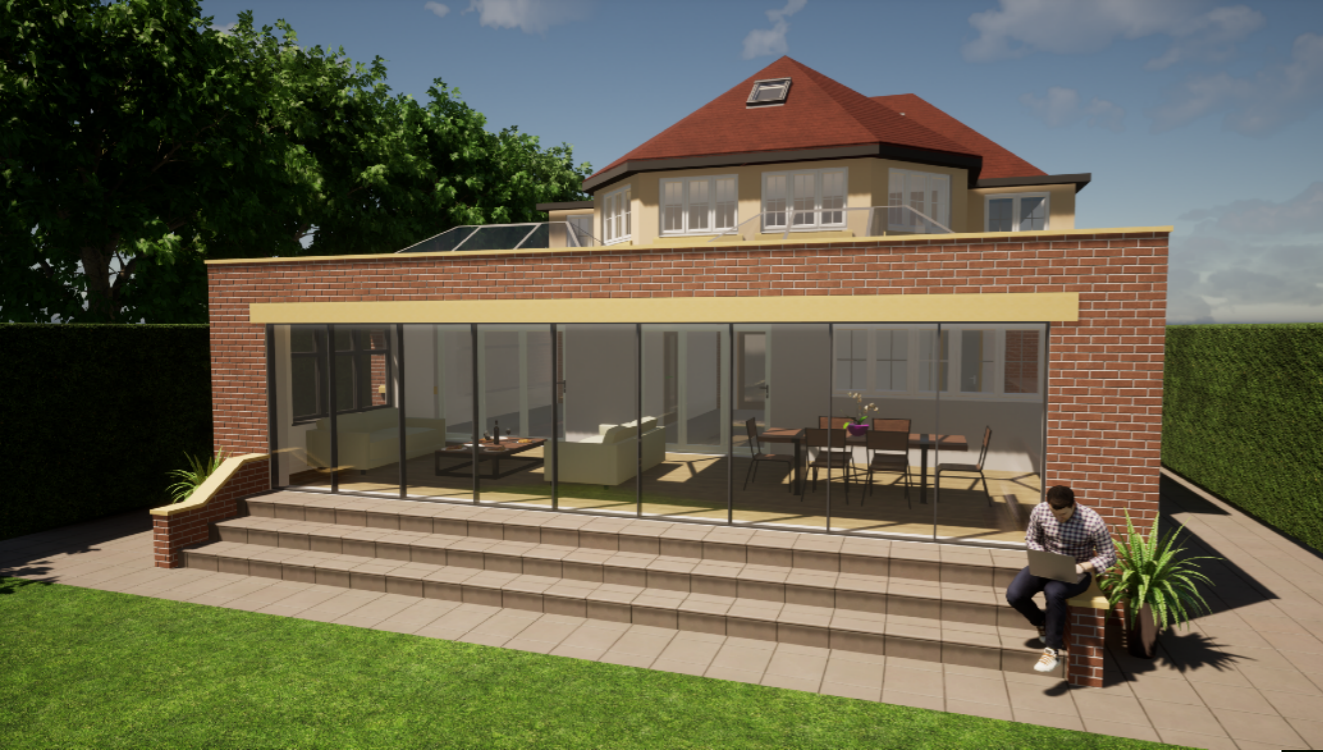
Proposed View 2



Proposed View 3



Proposed View 4



North Tyneside  
Business Forum  
Connecting and Supporting Businesses  
MEMBER

neilarmour  
architectural services

registered  
LABC  
Partner Authority Scheme

PLANNING YOUR DREAM HOME