

## Planning Pack Option

Thank you for your enquiry and call with Stephen regarding your **non-habitable storage space** attic conversion.

The following sets out the fees and the services we can provide to assist you with your project to design and apply for planning permission for your non habitable storage attic project. This quotation is for one stage of work only.

The following sets out the service offering for this package of work.

### Planning Pack - Develop Design - Planning Application

- \* Site survey to create existing drawings
- \* Develop Concept Scheme Drawings
- \* Develop Scheme Drawings to Planning Drawings
- \* Planning Application made by us including Planning Supporting Statements
- \* All Planning Application Administration
- \* Planning Outlays **Excluded** - newspaper advert, ordnance survey, application fee - approximately €250
- \* Additional Information response - if required these are charged at an additional fee - approximately €300

### Total Fee Excluding Outlays

**€2,250 plus Vat**

Invoicing arrangements as follows.

1.0 Prior to Commencement of work on Planning Application	€1,125 plus Vat
1.1 Prior to Lodgment of Planning Application	€1,125 plus Vat

### Terms and Conditions

JEArchitecture will maintain adequate Professional Indemnity Insurance for the project.

JEArchitecture will retain copyright of all drawings and documents relating to the project.

JEArchitecture will retain the right to publish images/photos of the project during and after completion.

The client will agree to limit JEArchitecture's liability arising from any of JEArchitecture's professional acts, errors or omissions to liabilities that can only be attributed to direct costs.

### Acceptance

Please sign this document below\* and return the by return email as proof of acceptance of the scope of works to be undertaken and the services provided for same.

*\* If you do not have a scanner, simply photograph the signed pages, and attach the photo image to the email.*

On receipt of the signed agreement, we will then issue an invoice and arrange a survey with you to get the project started.

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