

M CUTTS CIVIL ENGINEERING LTD

DEFINITIONS AND TERMS AND CONDITIONS OF SERVICE



Planning Drawings - This means the drawings will be completed to a standard acceptable for Planning submission (Ready to print at a Scale of 1/50) on A1 sized paper.

Existing Survey - An accurate measure of your property in its current form, this will be carried out using a distance measuring tool with +/- 1mm accuracy, access to all rooms applicable will be required.

Build/Construction drawings - Enhanced planning drawings, showing details such as wall/roof/floor and materials to be used, these would be acceptable to issue to building control for sign off and to issue out to builders in order to price the works and build too.

Structural Drawings - Although I have experience in the construction industry and I can draw the best practices, I cannot confirm anything structural, this will need to be detailed by a structural engineer, I can assist with this by obtaining quotes, if I'm asked to do so.

Building Control - I can submit drawings on your behalf to a recommended independent building inspector, I will receive a quote which I can forward onto you, but I recommend you allow for anything from £600 - £900 for drawings sign off plus 3/4 site visits (But details will be confirmed) upon request.

Planning Submission - We can submit on your behalf a planning application, most quotations will include for this aspect, unless something else has been requested, Submission of the planning is included within the fees, but the customer will need to cover the costs for the Site location plan/Block Plan and Council fees, Usually this is around £265. (M Cutts Civil engineering holds no responsibility if an application is rejected) We will of course help to get it passed and follow all of the recommendations and guidance to ensure of no issues.

Quotation and starting works - To enable the service to commence, it must be agreed in writing, acceptance of this quotation via email is acceptable, the quotation will not change or increase at anytime and is fixed, so long as the scope of works remains the same as per what is written, any additional services over and above can be discussed and agreed separately and the quotation will be updated and agreed accordingly.

Honesty - We like to work with clients by putting their needs first, we like to be honest and upfront and you can be assured that the advice provided is honest and accurate at the time given and no advice is given in order for the benefit of this company, we provide a service for your needs and advise where possible.

Proposals/Client requirements - To help with the whole process it is helpful if a client can provide a sketch or guidance on what their requirements are, this streamlines the whole process, we can visit any location within Kent for a discussion and to understand your requirements, we do not charge for a single meeting or a site visit, but multiple visits may be chargeable, further to this we are more than happy to work with you to get the drawings to how you expect, we can update drawings up to 2 times under the current cost, (Within reason) but anything further maybe chargeable upon agreement.

Proposals/Client requirements Cont - We will not accept continued drawing changes and indecision and complete changes of the design or layouts, this happens in very rare cases and we reserve the right to terminate all services and any contractual arrangement. (This I hope is very unlikely) but it must be in here to safeguard all parties.

Acceptance - These notes/conditions will be deemed acceptable in response to the email to proceed with the service(S)

Payment Terms - Payments to be received no later than 7 days on receipt of invoice, if an existing survey is carried out, we would invoice for this part following completion, then invoice again following completion of the planning/build drawings, the planning will then be submitted if this has been requested as part of the quotation.

Payments made to - M Cutts Civil Engineering Ltd - Account Number 73423948 Sort Code - 20-02-62

FAQ's

When can you attend to carry out the survey? - Usually within 1/2 weeks.

How long does it take to do the existing plan drawings? Usually within 2 weeks of the survey being carried out, but this depends on the complexity of the building.

How long does it take to do the proposed drawings? Anything from 2/4 weeks from the first survey, this always will depend on the current workload, but we'll always make you aware of the timescale.

Will you help us during construction if we have a problem? Yes of course we will, we like to be there from start to finish.

If an planning application is rejected will you update the drawings and details? Yes within reason and for minor changes only.