

Terms and Conditions: Extension Drawings Ltd

1. Agreement & Communication

By signing the Instruction to Proceed Form, you enter into a legally binding contract with Extension Drawings Ltd.

- All documentation and drawings will be sent to the email address provided. It is your responsibility to ensure these details are correct and monitored.

2. Statutory Rights: Bespoke Goods & Cancellation

In accordance with the Consumer Contracts Regulations 2013, the statutory 14-day right to cancel (cooling-off period) does not apply to this contract.

- The services provided involve the creation of bespoke technical drawings made to your specific property measurements and requirements.

- By signing the Instruction to Proceed, you acknowledge that work begins immediately (e.g., booking/conducting the survey and data processing) and that the right to cancel is waived once the survey has been performed or production has begun.

3. Payment Terms

- Total Fee: The fee of £450.00 + VAT is payable within 7 days of Extension Drawings Ltd issuing the "Existing Drawings" (e.g. as-built plans and / or elevations relevant to proposal).

- Payment Method: Drawings will be issued in electronic PDF format.

- Non-Payment: If the fee is not settled within 7 days, we reserve the right to suspend or cancel the project. A cancellation fee will apply (see Clause 4).

4. Termination & Cancellation Fees

Should you wish to terminate the project after the site survey has been conducted but before the design phase commences, the following fees apply to cover the production of the bespoke "Existing Drawings":

- Ground Floor Survey: £250.00 + VAT

- Two-Storey Survey: £350.00 + VAT These fees are due within 7 days of the cancellation request.

5. Design Phase & Scope

- Commencement: Design proposals for the extension will only begin once the Total Fee (Clause 3) is settled in full.

- Revisions: You have 28 days from the date of payment to request design changes within the agreed scope.

- Agreed Scope: A single-storey rear extension design suitable for Planning Application or Lawful Development Certificate submission.

6. Finalisation & Additional Fees

- Final Sign-off: The design is "finalised" once you approve it for Council submission.

- Post-Submission Changes: Any changes requested after finalisation, or changes required by the Planning Department/Local Authority, will incur additional fees ranging from £50.00 to £400.00 + VAT, agreed in writing prior to commencement of the additional works.

7. Third-Party Costs

Fees for Planning Applications, or any other third party works (e.g. tree surveys, flood risks) are not included in our fee and must be paid by the customer directly to the third party.

8. Use of Drawings & Building Regulations

- Purpose: Drawings are for Planning Submission only. They are not suitable for construction or Building Regulations.

- Upgrades: We can provide a quote via our partner, 'Regulation Plans', for Building Regulations drawings. Extension Drawings Ltd may receive a referral fee of £50 to £200 for this service.

- On-Site Verification: Any person or company using our drawings must verify all dimensions on-site before commencing works or ordering materials. Extension Drawings Ltd accepts no liability for on-site discrepancies.

- The release of editable CAD (.dwg) files is at the sole discretion of this company and is not a requirement of this Agreement.

9. CDM Regulations & Principal Designer Role

Under the Construction (Design and Management) Regulations 2015:

- Our role as Principal Designer (PD) is limited to the planning stage.

- Our role concludes upon the completion of the planning drawings and planning application process.

- If no Building Regulations service is engaged with our partner, the Primary Contractor (Builder) assumes the role of Principal Designer by default. You must inform your contractor of their responsibilities.

10. GDPR & Data Retention

Your data is used solely for submitting Planning applications. We retain records for the duration of your planning permission (typically 3 years) to assist with potential resubmissions, unless you request otherwise in writing.