



## Terms & conditions/Contract

**\*\*\*THIS IS THE CONTRACT SET TO BIND AND GOVERN THE OPERATIONS BETWEEN THE TWO PARTIES STATED BELOW\*\*\***

**Site address:**

1. Site Consultation
2. Site laser measured survey
3. Deposit 50% of agreed fees - (non-refundable) £
4. The draw up of draft plans
5. Send draft PDF plans for your viewing
6. Edit draft plans for any amendments or comments requested
7. Finalise and confirm plans
8. Pay the remaining fees £
9. Submit your planning application to the local council via the planning portal
10. All application fees to be paid by the client
11. Acting as your agent throughout the planning process and answering any questions from the council until the decision date.

K.B.A.S signature

Print name, Date & Signature

Client signature

Print name, Date & Signature

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