



GENDALL
design, planning & build management

All you need to know

Design Services

Bespoke building project designs; From initial client consultation and site visit, through to design proposals and plans.

- We provide a free initial visit with a no obligation quote to discuss client requirements, project feasibility and agree a 'design brief'
- Upon approval of quotation a site survey is carried out. Depending on circumstances this can include:
 - ▲ Fully dimensioned survey internally and externally - this requires access to all rooms so that a full set of floor plans, roof plan, elevations and site plan can be produced
 - ▲ Levels/topographic survey - in some circumstances it may be necessary to survey the existing levels/topography on the site
 - ▲ Photographic survey - in most circumstances a full photographic survey of the site is required. Photo's may be required for use within the planning application supporting documentation
 - ▲ In some cases, it may be necessary to carry out an investigative survey of any existing services on site e.g. mains power/water/drainage etc
- Once the site has been surveyed, a set of preliminary/draft proposals is produced. These proposals are then sent to the client for comment/approval.
- Any alterations are then completed
- The process of reviewing and altering the drawings is repeated until all parties are in agreement
- The next stage is either Planning or Building Regulations

Planning Services

All your Planning and Building Regulations needs under one roof including:

Full Planning Permission, Lawful Development Certificates, Prior Approval e.g. Class Q, Listed Building Consent, Outline Planning Permission and Building Regulations Applications.

Planning Applications

- Planning Fees are included within our quote unless otherwise stated
- Following the Design Stage, a Full set of drawings are available for the planning submission including existing & proposed plans. These drawings include site plans, site levels (where applicable), floor plans, elevations, roof plan & a location plan which needs to be submitted with all applications and includes the site boundary plus details of any other land owned by the applicant
- A design & access statement is then produced which will accompany the planning application. This document is a written report that is used to further explain the development and proposals, including:
 1. How the site is accessed
 2. Details of the materials that are being proposed
 3. A justification for the proposals including size/scale, appearance, reason for the development
 4. How the proposals comply with planning policy including the Cornwall Local Plan and National Planning Policy Framework
- Community Infra-structure Levy (CIL) Additional Information Forms – This is a mandatory form that needs to be submitted with all planning applications. CIL is a planning charge introduced by the Planning Act 2008, as a tool for local authorities in England & Wales to help deliver infrastructure to support development of their area. Not all developments are liable for a CIL charge, and different areas of the County have different charge rates. For more information on CIL or to see the charging rates please visit <https://www.comwall.gov.uk/planning-and-building-control/developer-contributions/community-infrastructure-levy-cil/>
Even if a development is not liable for a CIL charge, all applications must be accompanied by the CIL 'Further Information' forms. Completion of the CIL Further Information Forms is included within all Planning Application quotations, however further CIL charges are not included

- All sites within 12.5KM of the rivers Fal & Helford, Penhale Dunes or Plymouth Sound/Tamar Estuaries may be liable for a further charge/tariff as these areas are considered 'Special Areas of Conservation'. All planning applications within these areas must be accompanied by a 'Habitat Regulation Assessment' (HRA). Dependent on the outcome of this assessment, the application/project may be liable for the charge tariff. For more information & to see the charge/tariff rates please visit <https://www.cornwall.gov.uk/planning-and-building-control/planning-policy/adopted-plans/European-sites-mitigation-spd/>. Completion of the HRA Forms is included within all Planning Application quotes (where applicable), however further HRA charges/contributions are not included
- Green Infrastructure Plan – Following adoption of the Climate Emergency Development Plan Document, a Green Infrastructure Plan is required for all applications
- Biodiversity Net Gain (BNG) – this is a new approach and aims to leave the natural environment in a measurably better state than beforehand. BNG assessments are now required by Cornwall Council for all Planning Applications. In some cases, this can be carried out in-house, however for more complex projects an external consultant may be required
- Energy Statement- All applications creating new build homes are required to submit an Energy Statement consisting of an Energy Report & Energy Summary Tool. In most cases this can be carried out in-house, however, for more complex projects an external consultant may be required
- Upon completion of the above mandatory documentation, the Planning Application Forms are completed and submitted to the Cornwall Council Planning Department

Additional Surveys

Dependent on the specific circumstances on a site/planning application, there are a number of further surveys that may be considered applicable by Cornwall Council's Planning Department. These additional surveys and information are not included in the quotation unless otherwise stated. The majority of these require the input of specialist surveyors. Arranging the surveys on behalf of the client is included in the quotation/fee. Examples of the additional surveys and information include:

-  Structural survey – normally required when a structure is being converted, demolished or altered significantly
 -  Bat & Owl Survey – this applies to most projects where an existing building is involved
 -  Flood Risk Assessment – only normally required in areas considered susceptible to flooding
 -  Ecology/Ecological Assessment – similar to a Bat & Owl Survey, this assesses the potential effect and impact of a development on the surrounding area and environment
 -  Agricultural Land Classification Assessment – this may be required for developments situated on Agricultural Land
 -  Landscape & Visual Impact Assessment – this may be required based on the size and scale of a development. It is normally required in Areas of Outstanding Natural Beauty or Areas of Great Landscape Value
 -  Heritage Impact Assessment – this is normally required on sites that lie within a World Heritage Site
 -  Contaminated Land Assessment – normally required on land that had a previous commercial, industrial or agricultural use
 -  Mining Survey – required in areas where mining may have been carried out historically
- Once all of the required information has been submitted to the Council they will provide an 'Acknowledgment Letter' to confirm receipt of the application. This letter includes the Planning Reference Number for the application and starts the 6 - 8 week determination period. During this 6 - 8 week period, the Council will send the details of the application to various consultees e.g. Parish Council, Ramblers Association, Highways Agency, Natural England, AONB, Tree Officer etc.
 - Dependant on circumstances (including the size and scale of a project or its potential 'sensitivity') I include for attending the Parish Council Meeting within my fee and am happy to speak on behalf of the client
 - Upon approval of the Planning Application, the Council will send a 'Decision Notice' which will include details of any 'Planning Conditions' that they consider relevant to the application
 - Discharging Planning Conditions is not included within the Planning Application quotation, however this can be quoted once the details of the Planning Conditions have been determined

Building Regulations Application

- Not all projects require Building Regulations approval; this will be determined during the initial consultation visit with the client
- Some clients are enthusiastic and would like to proceed with this stage of the works prior to receiving the Planning Application Decision Notice. However, this is risky and could result in abortive works & unnecessary costs. As such, I advise that this stage does not commence until the Decision Notice has been received
- Once it has been agreed to proceed with this stage of the works, a full set of detailed drawings is produced including:
 - Fully dimensioned Setting-out Plans
 - General Arrangement Plans (to scale)
 - Site Plans (to scale)
 - Elevations (to scale)
 - Detailed, dimensioned cross sections
 - Construction details including annotated 'blown-up' sections of key components of the buildings structure
- Mechanical & Electrical designs are excluded, these should be provided by the specialist Plumber/Electrician
- In addition to the drawings, a full detailed written specification is produced that explains all of the details for the project in written form including technical specifications where applicable
- The above information will be sufficient for the construction stage of the project, however should there be any queries or questions then I am available to help
- Once all details have been produced a Building Regulations Application will be made (I normally use an Approved Inspector unless previously agreed with the client)
- The Building Control Fee includes a 'Plan Check' where the Building Regulations Inspector interrogates the drawings prior to commencing construction works. The fee also includes the site inspections that will be carried out by the Inspector at various stages of the project. This fee is included within the quotation unless otherwise stated

- An Acknowledgement Letter will normally be sent within 1 week, which will include the application reference number plus contact details for the inspector. The letter will also include details of the construction stages which they will need to be notified for an inspection
- Within 1 month they will carry out the 'Plan Check' and request any additional information or alterations to the drawings/specification
- All new builds will require Standard Assessment Procedure (SAP) calculations. These are used for assessing the following:
 - ▲ insulation values (known as u-value) for each section of the building's structure
 - ▲ the overall thermal performance of the building
 - ▲ the efficiency and emissions generated by the building including how the building is heated, how water is heated, energy efficiency of lighting etc
 - ▲ how efficient the building is including air leakage, solar heat gain via windows etc.

There are target values for projects and these SAP calculations ensure that the proposed designs will meet these target values & ensure that your finished building performs as required. The design stage SAP calculations are included within the quotation for all New Build projects unless otherwise stated

- Many projects include works that require structural calculations, particularly when the proposed works extend beyond what is considered as 'standard construction'. In the event that structural design/calculations are required, this will be identified at Planning Stage and these works will be arranged to run concurrently with the Building Regulations Stage

Build Management

A bespoke project management service covering every aspect of your project, from start to finish.

Recommend contractors and sub-contractors, assess and interrogate quotations and tenders from prospective contractors, and conduct inspections during construction to ensure your project is on track. With a comprehensive approach, you can trust that your project is in good hands.

Your Design, Planning and Build starts here

