



# 5 STEPS TO PLANNING

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Are you thinking of having an extension, garden infill or development?

[www.psk-architect.co.uk](http://www.psk-architect.co.uk)

Here's a brief description of the process and timetable.

RIBA 

PSK Cheltenham Ltd is a chartered practice registered with RIBA.

**PSK**  
ARCHITECT

## STEP 01

### Meet & brief

As soon as you start thinking about your extension, conversion, restoration or new build, call us on 01242 304477.

We'll fix a time to visit your home for a general discussion about your ideas and requirements:

- Do you need an extra bedroom for a growing family?
- Do you need an office to work from home?
- Do you have a large garden that may have development potential?

We can help with all the above and more. Please send us an email or call, we can normally visit within a week. Of course, you'll want to mull things over and possibly even talk to other architects but as soon as you're happy to instruct us we'll be ready to work to an agreed timetable, like the one below.

**(Just be aware the timescale between steps can be influenced by the time you take to instruct us to proceed at each stage.)**

WEEK 1

## STEP 02

### Measured survey

We'll need to conduct a full survey of your existing house.

If your extension is single-storey only the ground floor needs to be surveyed, with elevations. This takes around 2 – 4 hours (dependent on the house size).

Two storey extensions require a survey of all floors, with elevations. This takes around 3 – 6 hours (dependent on the house size).

Your survey will normally happen within 2 to 3 weeks of the **'Meet & brief'**.\*

WEEK 3/4

## STEP 03

### Proposals, adjustments and changes

We'll produce a full CAD survey and sketches of our designs which may give you a few options.

We'll arrange a meeting with you to discuss and go over any changes you may have. details. This may include a few options.

This will normally happen within 2 to 4 weeks after the **'Measured survey'**.\*

WEEK 6/7

Thinking about the proposal, making adjustments and/or changes?

**Please be aware the timescale between steps can be influenced by the time you take to instruct us to proceed.**

## STEP 04

### Final design for submission

We'll send you our final design for submission. 

Final design layouts are confirmed. Your planning application is ready to submit to your local authority.

PSK will submit this on your behalf. This will normally happen within 2 to 3 weeks of 'Proposals, adjustments and changes'.\*

WEEK 8/9

## STEP 05

### Planning submitted

The planning is being reviewed by the nominated case officer.

Your application will go for a 21-day consultation. This time allows all neighbours and general public, to be aware that you have a planning application submitted. The planning officer will also consult with highways, building control and the parish council for comment on your application and design.

We'll keep you informed throughout the process, sharing any feedback with you and providing you with options towards any comments from any of the consultants and/or neighbours regarding your application.

After the consultation is over we will be in the queue for the case officer to give their own opinion and feedback. They may ask questions about the design in general. **PSK will do their up-most to get your dream project passed and your application approved.**

This will normally happen within 8 to 12 weeks, once validated.\*

WEEK 9/18

### Our standard package (step 1 - 5)

- Professional plans and elevation drawings
- Options and liaising with you as required
- Ordnance survey maps and block plans\*\*
- Submission of your application to the local authority

### Other available services

- Negotiation on your behalf with planning officers
- Preparation of building specifications
- Building regulation drawings
- Assistance with structural engineer details
- Site surveys
- All other associated work
- Planning consultancy

# Outcome of your planning application

With over 450 projects to our name we're experienced at gaining planning permission for a wide-range of applications, to suit a variety of needs for our clients and their families.

We've a good understanding of planning conditions and have built strong relationships with local authority planning departments. See our Gallery for examples of projects we've successfully delivered.

All the information here is a general guide and provides you with a timescale to aim for.

## MOST PLANNING APPLICATIONS\*



12-16  
WEEKS

\*For most planning applications, (e.g. extensions), from the first meeting to a successful application, the process can take 12 to 16 weeks.

## PERMITTED DEVELOPMENT\*



8-10  
WEEKS

\*Permitted development (PD) can be done in 8 to 10 weeks, as Step 5 is shorter by 2 to 4 weeks. Some properties may not have PD rights. We will always advise to submit full planning.

## NEW BUILD HOUSE\*



20-24  
WEEKS

\*New houses can be more complicated and sometimes require other items that extensions might not need, such as; drainage strategy, levels drawings and landscaping details. The overall process normally takes 20 to 24 weeks.

**The earlier you instruct PSK to start, the sooner you will have your dream design.**

**Whichever type of planning application you need, please call us on 01452 714596.**

**WEEK 10/24**

All the information here is a general guide and provides you with a timescale to aim for.

\*Some planning applications can be completed in 10 to 12 weeks, whilst others can take much longer because of the unique situation surrounding your particular property or scheme. Unfortunately, we cannot bind ourselves to any of the timescales presented within this paper.

\*\*Items can carry fees that will be chargeable.

We do not bind ourselves to any of the timescales presented within this document.

**PSK**  
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