

Planning & Warrant Services

- House Drawings
- Site Plans
- Planning & Warrant Submissions
- SAP Calculation & EPC
- SER Certificate

1. CONSULTATION



Meet with Kirkwood Timber Frame's Architectural team on your plot or at our offices to chat about your design ideas and share your wish list so they can create a design brief.

Having any history of the site and any title documents of the site will be helpful to our Architectural Team, please share any information you have including any previous planning applications if applicable.

2. SURVEY



Depending on the site, a professional may need to carry out a topographical survey on your site (usually an Engineer). We can help to put you in touch with a competent Engineer, or if you'd like to organise it yourself, we will happily liaise with your chosen professional.

Costs to carry out a topographical survey is an additional fee and should be made directly by you to the person carrying out the survey. In some instances, you may be asked, by the local planning authority, to provide additional surveys such as trees, bats, contamination or archaeology survey – if required you will need to employ a specialist consultant for each, we can help put you in touch with any relevant specialist consultant. Additional fees would apply to each service required and paid directly to consultants.

3. SITE LOCATION MAP/ SITE LAYOUT



It is necessary to procure a current Ordnance Survey (OS) map of your plot, our Architectural Team can obtain a digital copy of this which they then review along with your title documents to confirm site boundaries to prepare an accurate site layout.

The orientation of your new house along with access roads, parking, garden, patios, etc and any other proposed buildings (for example, a garage or bin store) will then be set out.

4. DRAWINGS



Based on your brief and initial consultation our Architectural Team will prepare drawings of your new house, these will include floor plans, elevations, site sections, a roof plan and a general house section for your approval. If you would like any changes, let us know, and we can arrange for these to be carried out. There may be additional fees for larger design changes so please try to be accurate and clear about your aspirations so we can aim to get things right first time.

5. DRAINAGE & FLOOD RISK



You will need to employ a suitably qualified Engineer to carry out the Drainage Design and Drainage Impact Assessment (DIA) for both Foul and Surface Water drainage systems. During the investigation, trial pits will be excavated at various locations within the site which you will need to be present for and usually require you to provide a mechanical digger. The Engineer will then conduct porosity tests. Once they have the results and prepare a drainage scheme our Architectural Team will incorporate this into the overall house design drawings and site plans for use for both the Planning and Building Warrant Applications.

6. PLANNING



Once you are happy with the house plans and site layout, we will submit a planning application to the local authority (application fees are paid directly to them by you). You may need a design statement to support your application, and for challenging plots we can arrange a Planning Consultant if you do not have one. Additional fees will be required to be paid directly to the consultant.

Once lodged we will keep you up to date with any feedback or comments from the local authority regarding your planning application, and if there are any amendments required, we will consult with you to come to the solution that suits you best. The planning department normally take 8 weeks to respond but if we haven't heard from them in a while our Architectural Team will follow-up. As part of the Planning Process, neighbour notification will take place which the local planning authority will carry out. Fees may apply for advertising application in the local press, these are paid directly to the council.

enquiries@kirkwoodtimberframe.co.uk
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Sauchen, Inverurie, Aberdeenshire, AB51 7LE.



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7. WARRANT



Once Planning is approved (or at least initial feedback is received), the drawings can be further updated to include all the technical detailed information required for a building warrant application. Information from other professionals is collated by our Architectural Team and submitted to Building Standards for approval. They will check for updates on your warrant application and make you aware of any amendments requested by the local authorities.

8. ENGINEERING



As part of the Warrant Application our Engineer will provide a structural design scheme and SER Certificate for your building. This is required by the local authority to satisfy that the structure, including substructure and superstructure, adheres to building regulations.

Before our Engineer can begin with the structural design it is necessary to determine the ground conditions to ensure foundation design is adequate. An additional site investigation may be required by a suitably qualified person (arranged and paid for by you) and the site investigation report passed to Kirkwood Timber Frame. The site investigation for the structure may take place/be part of the same site investigation for the drainage at the earlier planning stage.

9. SAP



The SAP Calculation is required as part of the building warrant application. Once the house design is finalised and you have decided on your specification and heating systems, we can then prepare the SAP calculation. The SAP Calculation provides results on the proposed energy efficiency of your new house.

10. APPROVALS



Once Approvals have been issued by the local authority for both Planning and Building Warrant applications we will hand over all approved documents to you for your safe keeping and provide additional copies for use on site and for all services required.

11. ON SITE



Once your building warrant is approved work can begin on your site. Remember to lodge the Star Form for notification to the local authority for commencement of works.

You are responsible for the health and safety of your site and must familiarise yourself with Construction Design and Management (CDM) Regulations. You must ensure compliance with all conditions attached to any local authority approvals and are responsible for Service Applications and Design i.e. roads, water, sewer, electric, gas, telecom and Environmental Protection Agency. You should consider the appointment of a building professional to ensure compliance with the approved plans, specifications and building regulations during the construction phase of the project. Kirkwood Timber Frame are not responsible for overseeing construction or project management.

We recommend you seek the appropriate new build site insurance and will require a structural warranty to insure your new property.

12. COMPLETION



Sometimes changes happen during construction, if they do, your drawings must be updated to reflect what has actually been built on site and an Amendment to Warrant application to the local authority may be required before applying for completion (additional fees will apply). Keep us up to date with what is happening on site so we can not only keep your drawings updated but also advise on best practices and solutions.

Once all complete and any amendments approved our Architectural Team will organise and apply for the Completion Certificate application. The Engineer's Structural Form Q will be required at this stage. You are required to arrange for an air tightness test to be carried out so the results can be included in the calculations for the Energy Performance Certificate (EPC) for your home. All electrical and fire alarms certificates will also be required as part of the completion certificate application.

Once the local authority have all documents, they will visit the site and inspect all, any items that require to be actioned will be noted and require to be completed before the final Completion Certificate can be issued.

The list of items may feel daunting but we are here to help along the way so you can achieve your dream house.