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Mr & Mrs D. Jones  
35 Blenheim Way  
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Oxford  
OX33 1SB

21st November 2025

By e-mail only.

Dear David,

ref: 35 Blenheim Way, Horspath. Oxford\_ Proposed sub- division of site to provide additional detached house in location of existing garage.

Thank you for inviting me to act as your architect for the proposed works at your house. As discussed, I believe there is an excellent opportunity to sub-divide the site in order to replace the garage with a bespoke new detached house and land. I have a great deal of experience of working on similar projects and believe I will bring a higher level of expertise to assist you in realising the potential of the site.

Further to our meeting I write to outline my understanding of your brief. This letter will form the basis of my appointment for the proposed work and describes the documentation and statutory applications I envisage being required, together with my fee for your consideration.

As I understand the scope of the work that you wish to carry out is as follows;

- You would like to investigate the opportunity to appropriately sub- divide the site to provide a new self-contained 1/ 2 bedroom house, replacing the existing garage, whilst preserving your amenity as a family as best possible. We discussed the opportunity to investigate reducing levels on site to create private outdoor space for the new unit to both the side and rear through construction of retaining walls to work with the contours of the site.
- We discussed the potential for obtaining planning consent for the proposed works with a view that the benefit of the consent would potentially be passed to family member.
- I believe there is an excellent opportunity to emphasise the views afforded to the site through incorporation of a balcony to take advantage of the through view to the south – east and woods beyond, whilst importantly preserving your aspect to the wider reaching views from the elevated main garden.
- The intention is to extend the footprint of the existing garage over 1.5 / 2 storeys to provide a small residential 1-2 bedroom house that would be carefully designed in accordance with National Space Standards and the Policies of the Local Planning Authority.
- Internally the intention is to create a pleasant small home that will benefit from the enviable location.
- We discussed the adopted planning policy of the local authority requiring that access to private amenity space is required to match the footprint of the unit proposed. As highlighted on site I believe there is sufficient opportunity to meet this specific policy and I would suggest that proposals put forward for re-development of this windfall site should be supported by the local planning authority who are currently encouraged to increase their housing stock on an annual basis.
- As part of our initial meeting, we discussed the potential to make a pre- planning application to the local authority in order to ascertain their support of the proposal prior to you instruction further specialist consultants required to prepare supporting documentation of a future planning application. This application is not publicly consulted and is not a mandatory stage of the design process. I have proposed this route to potentially negate the required appointment of specialist consultants in order to obtain positive feedback from the LPA prior to moving forward with the re-development of the garage.

- As summarised at our initial meeting, I have based this proposal upon preparing this pre-application submission prior to preparation of a full planning application should the planning department deem the principle of development acceptable.

Please note this brief is by no means exhaustive and the intention is that this description of works will form the basis of my appointment. It is intended that I will work closely with yourselves in order to develop the above and work towards a scheme that will meet your specific requirements, those of the planning department and importantly respect an appropriate construction budget for the work.

As briefly reviewed at our meeting, I would anticipate an estimated building contract value of between £275 – 300 000 + Vat would be an appropriate value for the proposed works of the project, yet with recent experience of the construction industry and tendering these costs are proving to be extremely volatile. In line with RIBA recommendations the overall fee for a full architect's appointment [excluding specialist services and the appointment of other consultants] for projects of this nature would usually be set between 11-12.5% of this figure.

With regard to the brief above, and the outlined procurement route, I propose to base this proposal on a time / cost allocation of £95/ hour for what can be reasonably anticipated to complete the work stages set out below in connection with preparation of a pre- planning application for the project. I would suggest we can then look at fixing a fee for preparation of the work stages required to prepare and submit a full planning application.

With your instruction I will carry out the following work stages for the corresponding fee, excluding your appointment of specialist consultants.

#### 1.0\_ Survey of Existing Site, boundaries and external elevations of your House.

A discussed, I believe obtaining full topographic survey of the site would be beneficial from an early stage from which to evolve proposal and better inform the design in line with your brief. A future pre-application / full planning application will need to illustrate the house and site in relation to your immediate neighbour/s and wider context to demonstrate to the planning authority that the proposals will be sited comfortably and will conform with the requirements of planning policies within the Local Plan.

I will obtain written quotations for the topographic survey from recognised surveyors for your instruction and would suggest a budget in the region of £1 950 – 2 250.00 + Vat. The survey will include for accurate level changes through the site, existing service connections, vegetation, features, relationships to adjoining boundaries and properties, and details elevation [incl. critical heights] of your house.

On receipt of the topographic survey, I will need to convert the auto- cad drawing into our office standards that will assist in presenting the proposed works to the planning authority clearly.

Fee\_ £ 475.00

#### 2.0\_ Concept and Sketch Proposals

I will prepare a sketch scheme illustrating the internal footprint [in accordance with the National Space Standards] and outline external appearance, in conjunction with general sections through the proposed based on the survey drawings, illustrating the proposed external landscaping changes required in terms of levels and location of proposed retaining walls.

Working through this process I will look to provide further opportunities having the benefit of an improved understanding of your house and garden following our initial discussions on site.

I will forward electronic copies of the drawings for your comment and review. I would suggest that we then meet to discuss the opportunities and agree the internal layouts prior to developing the outline proposals further

Fee\_ £2 470.00

#### 3.0\_ Further Scheme Development and Pre- Planning Application

Based on the conclusions drawn from our sketch scheme meeting I will develop the concept design drawings including refinement of floor plans, outline elevations and general section through the preferred scheme to further inform overall appearance of the proposed works in sufficient detail to obtain productive feedback from South Oxfordshire planning department.

I will forward the scheme for your comment and ahead of meeting [if required] to agree the design to be submitted to SoDC planning authority.

As discussed, this pre- planning application service to review and report back on salient planning policy and considerations can be drawn upon as part of a future full planning application. As above, I would propose this route would be beneficial to obtain supportive feedback on the principle of development prior to appointing specialist consultants to prepare supporting documentation that will be required as part of any future full planning application.

I have discussed the scheme with a recognised planning consultant I have worked with and who would be pleased to visit the site and feedback with a view to offering his experience to prepare a supporting planning statement, to be read in conjunction with my Design Statement, to accompany proposed drawings as part of the pre- application.

Fee\_£ 950.00

I suggest this application is made requesting a site visit from the assigned planning officer together with written comment accurately recording conclusions drawn at the meeting in order to obtain a positive response to the principle of development.

I have allowed for following up issue of the planning officer's written report with suggestions for amendments / refinement as may be required in order to obtain a considered response from which to work from towards submission of a full planning application.

I have allowed to review the written feedback from the assigned planning officer and meeting [if required] with yourselves to explore the opportunities offered. Should the written report be supportive I would suggest we can review at our meeting with a view to prepare the required documentation in preparation of a full planning application to develop the garage site.

Please note that should negotiations with the planning authority become protracted and / or the need for additional work becomes apparent throughout the course of the application, it may be necessary to agree additional services to address matters as they may arise. In the event that this occurs I would suggest we discuss and agree the route forward prior to continuing.

Please note VAT is not applicable to the fees outlined above.

Further to the above you should also allow for your appointment of the following additional services by third parties:

- Fees associated to Local Authority Applications [Planning Application Fee & Building Control Inspection Fees]
- Obtain License for use of digital OS Plan – budget £90.
- 3-D massing model of proposed for pre-application process
- Structural Engineer – obtain receipt of support in principle
- Planning Consultant [if required]. I will advise further throughout the course my appointment.
- Ecological Consultant.
- Energy Consultant – to prepare documentation in support of the full planning application
- Arboriculturist
- Principle Designer. Please refer to below.
- General disbursements – printing, travel, payments on account etc
- Should the need for any other consultants become apparent through the course of the works I will advise and request your instructions at that stage.

I not allowed for inviting quotations from the sub- consultants listed above yet have allowed for liaison with and collation of information provided by the structural engineer. Inviting quotations from specialist consultants listed above, and co-ordination of their reports, to form part of the design team will be based on an office hourly rate of £95/ hour.

I will provide further advice on matters throughout the course of the design development.

Principal Designer.

Under Legislation the Construction Safety Management Act covers all construction work to existing and the creation of new properties. As the construction works will be notifiable you are required to appoint a Principal Designer at project inception.

I have allowed for undertaking the role of Principal Designer within this proposal to the point of registering the pre-Planning Application.

In the meantime, you can find more guidance regarding your client duties here:

<https://www.gov.uk/government/publications/building-safety-bill-factsheets/dutyholders-factsheet>

I trust the above is clear. Should you wish to discuss any of the above in greater detail please do not hesitate to give me a call.

I look forward to working with you both on this interesting project in the near future.

Yours sincerely,

Mr. Corin Rae  
R I B A