**Hey {{client name}}, hope you’re having a brilliant day!**

First things first — a big thank you for joining us for this strategy session.  
 We’re genuinely excited to be working with you on your project at **{{property address}}**. Can’t wait to dive in!

### **So, what’s on the agenda today?**

Super simple:  
 We’ll walk you through the proposal we’ve put together — step by step, nice and easy —  
 so by the end, you’ll feel fully informed, confident, and completely supported.

### **Let’s start with your property — it’s a lovely one!**

You’ve got a **{{property type}}**, with a total built area of around **{{total area}}** SQM.

And here’s the great news:  
 **{{constraints - e.g., "As of now, we don’t have any major constraints on site" or "No conservation area, no greenbelt, no hidden planning hurdles"}} —** which usually means a much smoother ride with **{{local council name}} Council.**

Love that for us!

### **What’s this proposal all about?**

In a nutshell — we’re looking at **{{scope of work}}.** It’s such a smart way to open up more usable space — {{subject to property constraints similar to “whether that’s for guests, a home office, or just your own cosy retreat.”}}

### **Let’s help you picture it**

We’ve popped in a **concept design reference** to help you visualise what your {{proposed change of use}} could look like once it’s all done and dusted.

We’ve also included a **development proposal overview** — basically, a simple visual layout showing what we’re planning to create.

### **Real-Life Success Stories**

We love bringing examples to the table — here are a couple of similar projects recently approved by **{{local council name}} Council.**

**Example 1:** This project at **{{property address - sample 1}}** went through a similar application.  
 *"{{Planning description in 2 lines}}. And guess what? It got approved in about {{timeline 1}} months!"*

**Example 2:** Another one at **{{property address - sample 2}}** had a similar journey.  
 *"{{Planning description in 2 lines}}. The best bit? Approved in just {{timeline 2}} months!"*

These approvals give us a solid reference and a great foundation to work from — which can really help boost the chances for your own application.

Documents Required

To proceed with the planning application, we'll need to gather and prepare several documents. Here's an overview of what’s required for the application process:

{{ list of documents required}}

Out of all these documents we will assist you with all the documents not mentioned as third party documents, this will help you streamline the process. The ones mentioned as third party documents, we will help you get quotations for the same and you could make the decisions.

### **How we’ll get there — step by step:**

#### **Step 1: Site Assessment & Feasibility**

We’ll start by carefully checking out the site — understanding the layout, spotting opportunities, and flagging anything we’ll need to think about.

#### **Step 2: Measured Survey & Drawings**

This bit is key. You’ll need a measured survey — but don’t stress, we’ll help you find a reliable surveyor and get you a few good quotes.

Once that’s done, we’ll crack on with creating all the architectural drawings (existing and proposed) plus the supporting documents for your planning application.

#### **Step 3: {{PD/ Full PP/ House holder}} Planning Submission**

When you’re happy with everything, we’ll take care of the {{PD/ Full PP/ House holder}} submission process for you —  
 prepping all the paperwork, bundling it up perfectly, and sending it off to the council. You can fully leave that part to us!

### **Next Steps**

To keep things moving, we’ll just need **the existing floor plans and elevations** of your project. Once we’ve got those, we can hit the ground running!

**{{client name}}, thanks again for your time today.** We’re really looking forward to helping you **transform your {{existing use}} at {{property address}} into a {{proposed use}}.**

Wishing you an absolutely fantastic rest of your day!