

17 November 2021

Parish Clerk
Melbourn Parish Council
30 High Street
Melbourn
Royston Herts
SG8 6DZ

By email only: johntravis895@gmail.com / josehales@gmail.com

Dear John and Jose,

Melbourn Community Hub – Architectural Services for Proposed Signage

Thank you for inviting us to provide a fee proposal for providing Architectural Services in connection with the above.

Schedule of Architectural Services

Our services include:

- Development of required documentation for submission to the Local Planning Authority (LPA)
- Preparation of site plan with proposed location for the sign boards
- Photomontage images, showing the sign boards in their approximate size / proposed location
- Submission of the all the above to the LPA through the Planning Portal and acting as your agents through the planning process.

Please note that the above will be based on the presentation document you sent us on 21st October and we have not allowed for any graphic design services.

Architects Fees

Our fee for preparing the above is expressed as a lump sum figure of £780.00

The figure quoted above is based on the following assumptions:

1. No allowance has been made for site visits/attendance.
2. A mileage rate of 55p/mile will be charged for meetings held outside of Cambridge.
3. Extra work resulting from changes will be additional to the above figure based on our reduced rate of £55/hour or £440/day. These rates shall also apply if requiring additional architectural services beyond the scope described above.
4. No allowance has been made for statutory fees or other consultant fees. Please note that the LPA fee for a Consent to Display Advertisement application is £132 plus a service charge of approx. £20.
5. All drawings and documentation will be issued electronically in PDF format. Paper copies of drawings will be charged at the following rate: £1.50 per A1, 50p per A3 and 30p per A4.

Our fees attract VAT at the current rate.

Lastly, I wish to confirm that we have the necessary resources to start immediately should you instruct us to proceed.

If you were to appoint our services I would be grateful if you could confirm that the above is acceptable to you by email.

I trust that this provides you with sufficient information at this stage and meets with your acceptance, however should you require any further information or clarification regarding our fee please do not hesitate to contact me.

Yours sincerely



Konstantinos Ioannidis DipArch MSc RIBA
Associate, AMA Chartered Architects