

## WINE CELLAR COMPANY (UK) LTD

### ARCHITECTS WORK SCHEDULE LISTED BUILDING

- 1 Receive details of property including full postal address, owners/applicants name. Contact details including telephone number and e-mail.
- 2 Establish planning authority. Investigate planning history of property and any adjacent properties.
- 3 Contact survey company and request quotation/ date for carrying out survey and establish when completed drawings will be available. Advise client.
- 4 Lead time for survey company to carry out survey on site and produce drawings of existing property.
- 5 On receipt of survey drawing and in further discussion with client confirm position and size of cellar proposed. Prepare drawing in conjunction with structural engineer if required.
- 6 Send proposed drawing to client for approval and signature on drawing.
- 7 Depending on position of proposed cellar, advise on whether the services of a party wall surveyor will be required.
- 8 Following research into building, establish the listing and any other elements both inside and out that may affect the proposal. Prepare a heritage statement to accompany the application.
- 9 Complete Listed Building Consent application online including structural engineer's drawings and submit for approval. On receipt of validation letter advise client of decision date. Monitor application.
- 10 Approval period generally takes 2 months
- 11 Receive Listed Building Consent and forward approval document to client for safe keeping. Ensure that there are no conditions that require clearing before work commences.
- 12 Send copy of approved drawing to structural engineer for final detailing.

