

Dear Sirs,

Outline Planning Application for two dwellings on land at Balleroy Close, Shebbear, Devon.



You are invited to provide a fee bid to act as our consultant and provide architectural services to include the design and submission of an outline planning application for two semi-detached dwellings with a separate garage block, on land off Balleroy Close.

Torrington District Council and Devon and Cornwall Housing Ltd, require the preparation and submission of a high quality outline planning application for the jointly owned above-mentioned site. The application should be submitted taking into consideration the following: -

- 1) *Trewin Design Partnership's' Sketch Scheme*
- 2) *It is very important that the submission be of high quality design and presentation*

The quotation for the detailed planning application should allow for the following work to be undertaken: -

- One initial Site Visit.
- A preliminary proposed sketch site plan, indicative elevations and floor plans for comment are required for 2no. 3bed (85m² approx) semi detached dwellings with a separate garage block. This will be required for initial comments and feed back by TDC prior to a formal submission.
- Undertake all necessary pre-application enquires with the Planning Authority to ensure that the proposed submission is in an acceptable format.
- Liaison with the Highways Authority to ensure compliance with regard to the access and on site parking.
- Coloured elevations and floor plans of proposed dwellings.
- Coloured existing and proposed site plans (identifying landscaping opportunities, parking, secure by decision etc).
- Creation of design and access statement.
- Identification and co-ordination of back up reports and investigations (Flood Risk Assessment, ground investigation, ecological etc.) Any reports identified by the Planning Authority required, are to be carried out by other Consultants.
- Coloured sketch perspective and street scene for marketing purposes.
- Completion and submission of planning application forms. (Application fee to be paid by TDC)

The following supporting documents will be available as part of the tender information:-

1. Location Plans @1:1250 and 1:500 (A4) (Total Site Edged Red)
2. Ownership plan @ 1:500 (A4)
3. Trewin Design Partnerships Initial Sketch Scheme @ 1:500 / 1:100 (A3)
4. Site Survey Drawing @ 1:200 (A1)
5. Site Sections @ 1:200 (A3)

6. Form of Tender

TDC will require a hard copy of the application forms, all drawings and supporting documentation. In addition, an electronic copy of the submission is to be provided on a CD with drawings being in both PDF and DWG formats.

Please Note: TDC's preference is for all drawings to be submitted in A3 format, wherever possible.

Tender documents are to be downloaded onto your computer from the Supplying the South West Procurement Portal at www.supplyingthesouthwest.org.uk.

The successful tenderer will be selected on a price only basis.

Please upload your completed form of tender onto www.supplyingthesouthwest.org.uk in good time before **12 noon on Friday 7th December 2012**, to allow ample time for the upload process. Assistance in uploading can be provided on request. **Any tender submitted after the closing date will not be considered.** Any tender that is posted, emailed or faxed to Torridge DC (and received before the above deadline) will only be considered by specific prior agreement.

All consultants should note that the Council's Terms and Conditions are the only ones to be employed on this contract.

Target Programme

Event	Date
Tender Period Start Date	21st November 2012
Deadline for Return of Tenders	7 th December 2012
Tender Decision Date	14 th December 2012
Contract Start Date	17 th December 2012
Contract Completion Date	18 th March 2013

The Contract Administrator in connection with the contract is:

Andrew Champion BSc (Hons) MRICS
Building Surveyor
Property and Procurement
Torridge District Council
Tel: 01237 428753

If you require any further information please do not hesitate to contact me using the Q & A facility on the portal.

Yours faithfully,



Andrew Champion BSc (Hons) MRICS
Chartered Building Surveyor.