

businessetc

We are always looking into new ways in which we can improve our service to you and have been looking at how we can improve the Draft Sketch and Amendment process. We have put together a “Help Us To Help You” guide to sketching and amending plans.

- 1) Label the first page with the property address, your name and office. Sketch the outline of the external walls first by checking from the outside – this ensures you get the correct shape of the property.
- 2) Draw each floor on a separate sheet of paper; by pressing hard for the corners of the ground floor, you can then ‘trace’ the outline for subsequent floors.
- 3) Once inside, draw the staircase and/or hall walls first – everything else should follow from these.
- 4) Please check each room has at least one door and window shown.
- 5) Please check that all rooms have dimensions (Imperial is preferred for drawing purposes) and that it is clear which way the dimensions run within the rooms, this can be done easily by putting an arrow against the measurements, this also helps if the plans have not been drawn in proportion. Please also indicate if the measurement is a Maximum or Minimum and the more measurements provided the less time it takes to put the plan together.
- 6) Please use plain paper to sketch on (unless you scan and email your draft). Graph paper does not fax very well and makes it hard to differentiate between what are the walls of the plans and what are the lines of the graph paper.
- 7) If you are unsure how to represent something please add a note as to what it is your trying to draw and this will help keep amendments to a minimum.
- 8) Please where possible can any complicated amendments for be drawn onto the draft we provide and faxed back to us as this helps us get the corrections right the first time as we appreciate some amendments are hard to describe over the phone.
- 9) If there is a mistake made when sketching it is helpful if this part is redrawn just to the side of the plan to help make sure we can decipher that mistake.
- 10) As plans are for illustrative purposes only the doors, windows and fittings are therefore placed approximately and if you require your plans to be 100% accurate that these will need placing by measurements on the initial sketch.

Don't worry about sketching rooms in their correct proportions, as long as the measurements indicate which wall they relate to, we can make it work.