



**AFFORDABLE
ARCHITECTURAL**
DESIGN SERVICES

JUNE 2025

POLICY



Full Legal Policy & Client Terms of Service

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Introduction

Affordable Architectural is a modern, independent architectural design service that prioritises affordability, clarity, and speed. Founded with the aim of making professional architectural services accessible to everyone, we support homeowners, landlords, and developers in bringing their building ideas to life.

We specialise in producing high-quality 2D architectural drawings for planning applications, lawful development certificates, and basic construction guidance. From simple internal alterations to full loft conversions and extensions, our goal is to make the process simple and straightforward.

We operate predominantly online, allowing us to keep overheads low and communication fast. Clients can contact us directly through WhatsApp or email, and drawings are typically completed within 2–3 weeks of instruction.



Mission and Vision

➔ Mission

To simplify the design and planning process with clear communication, modern tools, and a remote-first approach. We aim to deliver high-quality drawings faster and cheaper than traditional practices, while keeping our service friendly, transparent, and adaptable to each client's needs.

➔ Vision

To make professional architectural design affordable, accessible, and stress-free for everyday homeowners, landlords, and small developers across the UK. We believe quality architectural support should be within reach for all budgets — and that clarity and efficiency should never come at a premium.

Affordable Architectural – Full Legal Policy & Client Terms of Service

Effective Date: 14 June 2025

Business Entity: Affordable Architectural (operating as a sole trader under trading name)

Jurisdiction: United Kingdom

Business Type: Architectural Design Consultancy (Residential and Small Commercial Projects)

1. Introduction

This document outlines the full legal and operational policy governing all services provided by Affordable Architectural (“we”, “us”, “our”) to clients (“you”, “your”). By commissioning work from us or accepting our quotation, you confirm agreement to these terms in full. These terms form a legally binding agreement and supersede all prior verbal or written communications.

2. Business Status and Representation

Affordable Architectural operates under a professional trading name. While the company currently functions under a sole trader structure, all business is carried out under the identity of the firm and not as an individual. No representation shall be made otherwise by clients, and communications shall be treated as firm-to-client.

3. Scope of Services

We provide design and architectural drawing services primarily for:

- Planning Applications
- Building Regulation Drawings
- Feasibility and Concept Studies
- Internal Conversions and Extensions
- 3D Modelling and Drafting Support

We are not responsible for construction works, site management, or contractor performance unless explicitly agreed in writing.

4. Client Responsibility & Legal Standing

Clients are responsible for:

- Providing accurate information, measurements, and photographs
- Ensuring access to all property details or legal documentation
- Reviewing and approving all drawings prior to submission
- Submitting applications or appointing agents (unless this service is agreed)

Clients acknowledge that we are not acting as the appointed agent or planning consultant unless otherwise confirmed.

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5. Insurance & Liability Disclaimer

5.1. Insurance Status

At present, Affordable Architectural does not hold professional indemnity or public liability insurance. All services are provided with due care, but without insurance coverage.

5.2. Limitation of Liability

We shall not be held liable for any financial loss, planning refusal, regulatory penalty, construction error, or project delay resulting from:

- Reliance on information provided by the client
- Construction issues, material defects, or contractor conduct
- Planning policy changes or local authority decisions
- Use or misuse of drawings outside intended scope

All work is offered as-is without any express or implied warranties.

6. Data Protection & GDPR Compliance

Affordable Architectural complies with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

We collect only the data necessary to perform the requested services and retain it securely. This includes names, addresses, property information, and communication records. Data will never be sold or disclosed to third parties unless required by law.

Clients have the right to request access, correction, or deletion of their personal data at any time.

7. Intellectual Property & Copyright

All content, drawings, designs, and visuals produced remain the exclusive intellectual property of Affordable Architectural until full payment is received.

Upon payment, a non-exclusive, non-transferable licence is granted for the agreed project only. Clients may not replicate, resell, distribute, or adapt any materials for other uses without express written consent.

Drawings may include watermarking, metadata, or copyright notices for identification purposes.

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8. Website Terms & Online Services

Use of our website (www.AffordableArchitectural.co.uk) implies agreement to the following:

- Content is for informational purposes only and does not constitute professional advice
- Clients may not scrape, reproduce, or host our content elsewhere
- All web forms or data collected are secured and managed in compliance with GDPR
- All digital deliverables remain governed by this policy even when accessed via online links

9. Quotation, Payment & Refund Terms

9.1. Quotations

Quotes are provided in writing and are valid for 14 days. Prices are fixed for the agreed scope of work. Any changes requested by the client may incur additional fees.

9.2. Payment Terms

Unless otherwise agreed, a 20-40% deposit is required before work begins, and the remaining balance is due prior to delivery of final files.

We reserve the right to pause work if invoices are unpaid. Late payments may be subject to statutory interest and debt recovery costs.

9.3. Refunds

Refunds will only be issued in cases of non-performance or failure to meet the agreed deliverables. Partial refunds may be offered at our discretion.

10. Construction (Design and Management) Regulations 2015 (CDM)

We take health and safety seriously and comply with relevant aspects of the CDM Regulations 2015 where applicable. However, unless explicitly stated, Affordable Architectural does not act as the Principal Designer under CDM.

We will flag foreseeable risks in the design phase and provide advice when reasonably possible, but clients and contractors are ultimately responsible for site safety.

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11. Marketing, Portfolio & Case Study Use

We reserve the right to feature anonymised versions of completed projects in our portfolio, marketing campaigns, or educational materials, unless the client opts out in writing.

This may include but is not limited to:

- Before/after plans
- Screenshots or watermarked versions of drawings
- Project descriptions (without personal address or name unless authorised)

12. Subcontracting & External Collaboration

We may engage third-party professionals (e.g., structural engineers, planning consultants, or technical specialists) to support the delivery of services as required. This may include internal delegation or external assistance to ensure project standards are maintained. From time to time, certain design, drafting, or administrative tasks may be carried out by trusted subcontractors under our direction. In all such cases, Affordable Architectural remains the main point of contact and accountable for the overall service quality. We will ensure that any third party complies with our privacy, confidentiality, and quality expectations.

We accept no liability for the performance or advice of independent professionals not directly instructed or overseen by Affordable Architectural.

13. Dispute Resolution

In the event of any disagreement or complaint, clients must raise the issue in writing within 14 days of receipt of deliverables. We will respond within 5 working days with a proposed resolution.

If a resolution cannot be achieved, both parties agree to consider informal mediation before taking formal legal action.

14. Force Majeure

We are not liable for failure to meet obligations due to events beyond our control including, but not limited to: illness, legal restrictions, power outages, government actions, or natural disasters.

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15. Planning Advice & Permission Disclaimer

While Affordable Architectural endeavours to prepare drawings and applications in line with current planning policies and local authority requirements, we cannot and do not guarantee that any planning application will be approved. The final decision rests solely with the relevant planning authority and may be influenced by factors beyond our control, including neighbour objections, policy changes, or internal council discretion.

Advice provided during the design or feasibility stage is offered in good faith based on experience and public policy documents. Clients accept that all planning outcomes carry a degree of risk and uncertainty.

Affordable Architectural will not be held liable for any costs, delays, losses, or damages resulting from refused or delayed planning decisions. Resubmission, appeals, or revisions may incur additional charges.

15. Policy Amendments

This policy may be updated at any time without prior notice. The latest version will be made available on our website and governs all current and future engagements.

16. Acceptance of Terms

By accepting a quote, using our services, or receiving deliverables, clients agree to these terms in full. It is the client's responsibility to review this policy before commissioning services.

Ryan D Skitt

14th June 2025

Director





Contact Us



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