



LETTER OF APPOINTMENT FOR PARTIAL SERVICES

ILA

Our Ref: NE4507

22 May 2026

Richard Williams - Welshpool Town Council
By Email

Dear Richard

Letter of Appointment for Partial Services **Project: Siting 2 Shipping Containers**

Partial – Preparation and submission of a planning application.

I write as promised to set out details of our services and fees and our terms of appointment for your project.

Services

We will provide the services described in the attached schedule of services for the stages listed below:

Stage 3a

Fees

We will charge the following **fixed** fee for Stage 3a (*up to and including submission of a planning application*):

£850

We will charge hourly fee for Stage 3a (negotiation with the Local Planning Authority once application submitted) based on the hourly rates listed below:

Part II Architectural Technologist	£85.00
Senior Part II Architectural Technologist	£95.00
Senior Architect	£130.00
Director	£150.00
Conservation Architect	£200.00

This fee excludes VAT, expenses, disbursements, local authority fees or charges associated with statutory approvals and other professional or specialist services

Our fees are allocated to each stage of works as below and invoices will be issued monthly for services performed during the course of each stage of works:

Stage 3a – Planning submission	£850
Stage 3a – Planning negotiation	£Hourly

Total **£850** *(estimated)*

Terms of Engagement

The terms that apply to our appointment are the terms set out in this letter of appointment) and the Terms of Appointment (TA) enclosed. Please note that where our Terms of Appointment conflict with the terms set out in this letter, then the terms set out in this letter will prevail. If you have any queries about these terms, please let us know.

Although your continuing instructions will amount to acceptance of these terms of engagement, please would you sign and return the duplicate copy of this letter as confirmation of the terms of our appointment.

Yours sincerely



Richard Lewis (RIBA)
Director/Architect

I/We confirm my/our agreement to the appointment of Douglas Hughes Architects Limited on the basis of this letter and the terms of appointment attached.

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Richard Williams – For and on behalf of Welshpool Town Council

Enc. Hughes Architects Terms of Appointment
 Services Spreadsheet
 Cancellation Notice

Client's right to cancel

If you are a consumer client, you have the right to cancel this contract within 14 days without giving any reason.

The cancellation period will expire after 14 days from the day of the conclusion of the contract.

To exercise the right to cancel, you must inform us, Hughes Architects of 29 Broad Street, Newtown, Powys, SY16 2BQ, (Tel: 01686 610311; E: enquiries@hughesarchitects.co.uk) of your decision to cancel this contract by a clear statement (e.g. a letter sent by post or email). You may use the attached model Cancellation Form (CF), but it is not obligatory.

To meet the cancellation deadline, it is sufficient for you to send your communication concerning your exercise of the right to cancel before the cancellation period has expired.

Effects of Cancellation

If you cancel this contract, we will reimburse to you all payments received from you, excluding the costs of delivery (including the supplementary costs arising if you choose a type of delivery other than the least expensive type of standard delivery offered by us).

We may make a deduction from the reimbursement for loss in value of any goods supplied, if the loss is the result of unnecessary handling by you.

We will make the reimbursement without undue delay, and not later than:

- (a) 14 days after the day we receive back from you any goods supplied or,
- (b) (If earlier) 14 days after the day you provide evidence that you have returned the goods, or
- (c) If there were no goods supplied, 14 days after the day on which we are informed about your decision to cancel this contract.

We will make the reimbursement using the same means of payment as you used for the initial transaction, unless you have expressly agreed otherwise; in any event, you will not incur any fees as a result of the reimbursement.

If you requested to begin the performance of services during the cancellation, you shall pay us an amount which is in proportion to what has been performed until you have communicated to us your cancellation from this contract, in comparison with the full coverage of the contract.