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Document register and Issue Sheet

Client:	Emma and Patrick Bennett
Project No:	2506
Project:	221 Icknield Way

KEY
e - denotes email
p - denotes paper copy

Issue No:			1	2	3	4	5	6	7	8	9	10	11		
Reason for Issue			INFORMATION	UPDATED FOLLOWING CLIENT COMMENTS	FOR COMMENT	FOR COMMENT	FOR COMMENT	PRE-APPISSUE	CONCEPT DESIGN - FOR COMMENT	CONCEPT DESIGN - FOR COMMENT	CONCEPT DESIGN - DRAWING UPDATE	PLANNING/LHF SUBMISSION	SURVEY DRAWING UPDATE		
Date of Issue			17 March 2025	19 March 2025	15 April 2025	16 May 2025	06 June 2025	09 June 2025	20 August 2025	01 September 2025	03 September 2025	04 September 2025	16 September 2025		
Issued to:	Client		e	e	e	e	e	e	e	e	e	e	e		
	Planning officer							e					e		
	Listed Building Officer											e			
	Letchworth Garden City Heritage Foundation							e				e			
	Quantity Surveyor														
	Ecologist														
	Building Control														
	Historic England														
	Structural Engineer														
	Building Services Engineer														
	Tendering Contractors														
	Main Contractor														
Document No	Title	Scale	Size	Revision											
RIBA Stage 0 - Feasibility															
SKETCH PROPOSALS:															
FD	201	PROPOSED BLOCK PLAN	1:200	A3		/	A	B	C						
FD	202	PROPOSED PLANS	1:100	A3		/	A	B	C						
FD	203	PROPOSED ELEVATIONS	1:100	A3		/	A	B	C						
FD	204	PROPOSED GARDEN OFFICE	1:100	A3			/	A	B						
FD	235	HERITAGE D AND A STATEMENT	N/A	A4				/	A						
RIBA Stage 1 - Preparation & Brief															
SURVEY DRAWINGS:															
SD	100	LOCATION PLAN	1:1250	A4	/	A			/		/		/		
SD	101	EXISTING BLOCK PLAN	1:200	A3	/	A			/	B		/	/		
SD	102	EXISTING PLANS	1:100	A3	/	A			/	B		/			
SD	103	EXISTING ELEVATIONS	1:100	A3	/	A			/	/		/			
RIBA Stage 2/3 - Concept Design / Proposal Drawings															
PROPOSAL DRAWINGS:															
PD	201	PROPOSED BLOCK PLAN	1:200	A3					/	A		/			
PD	202	PROPOSED PLANS	1:100	A3					/	A	B	/			
PD	203	PROPOSED ELEVATIONS	1:100	A3					/	A		/			
PD	204	PROPOSED GARDEN OFFICE	1:100	A3					/	A		/			
PD	205	PROPOSED ROOF DETAIL SHEET	1:10	A3					/	A		/			
FD	235	HERITAGE D AND A STATEMENT	N/A	A4					/	A	B	/			