

RIBA WORK STAGES (PLAN OF WORK 2013)

Elements in Bracket Cross Reference code from the previous Plan of Work for information

We can provide full Architectural Services, or get involved during part of a project:-

The descriptions of work stages below lean towards domestic and smaller commercial contracts, in order to briefly familiarise the layman with the process of work stages and what is involved.

For larger commercial projects the process, production information and approvals process and the information required becomes more involved. Please be aware that applications for more than one dwelling are not considered 'Domestic'.

We provide an initial briefing consultation either by phone, exchange of emails or via a site visit for free, (max 30mins) after which we would charge for our time.

We would then send you a formal Fee quotation

Stage 1 (A) Inception / Feasibility

During stages 1 (A-B), we will discuss your requirements and define a project brief.

We will also determine whether a survey is required and the extent of this.

We will advise on Planning and Building Regulation requirements and the necessary appointment of any other Consultants and the stage that these are likely to be required.

Stage 1 (B)

Where a survey is required this will usually be carried out by two members of staff. The level of detail we go into on the survey will depend on your brief, what Approvals are required, your building, the site and any historic factors or planning history.

A survey can take from half an hour to half a day for domestic projects. Where site survey and levels are required this can be longer. If the building is a Commercial building involving floor levels, beam levels and depending on its size can take 1, 2 or 3 days.

Stage 1(B) Preparation

We will also check for any planning restraints/barriers to development, such as flood risks, ecology, historic items, existing sewers and trees, coal authority risks, highways issues etc . If your property is Listed or in a conservation area, we will look at a brief appraisal of your property. Detailed research and the application requirements and any policy/historic related to your property and the local area will be looked at in more detail at Stage 2 and 3.

This is an important stage to carry out. It forms the basis for the ongoing success of the project and although much of the work carried out at this early stage will not be visible to the client, it plays a vital part in the architectural process.

Stage 2 (C) Scheme Design

This and the Detail Design stage of the project form the creative element of the process.

The site survey, and plans and elevations of any buildings will be drawn up to suit the level of detail required for any impending applications and as the basis to commence Scheme design.

We will discuss with you your aspirations and vision for your project and then present you with initial design concept/s.

Stage 3 (D) Detail Design: to Planning

Over the following few weeks, we will work with you in developing and fine tuning the scheme so that, by the end of stage 3, drawings can be submitted to your local authority for the statutory eight week planning application process. (thirteen weeks where an application is to be put before the Planning Committee, this is normally commercial/major or sensitive applications). You should be aware that the process can often get prolonged, because of Planning Workload, comments on the scheme, policy issues, it can take 2-4 weeks to register an application , and for commercial applications longer.

It is important that we firm up with you the materials and visual appearance of the external appearance of the property prior to an application being submitted, as it will not be possible to change these without re-application once the application is submitted/approved. We will also need to provide details for drainage scheme, highways access, landscaping, boundary treatments

and other items which require approval. Without submission of supporting information and going into detail, conditions can and will be applied to any approval, and often can result in a refusal.

In some instances we will advise you that certain elements of your scheme are permitted development and do not require planning approval. Please be aware that if your property is Listed or in a Conservation area, or a property which has an Article 4 direction set against it, then permitted development rights will have been removed.

Supporting Documents: we will advise you where any supporting documents are required to support your application, some of these we can produce in house, some will need to be procured from external consultants with the relevant qualifications.

Stage 4 (E) Production Information to Building Regs

Stage 4 (E-F) are predominantly technical stages of the architectural process and are usually carried out once planning approval for the project has been achieved.

If progress of a scheme is urgent to our Clients they may take the at risk decision of proceeding with Building Regulation and Tender information during the Planning Approval process or when the Planning Case Officer has prepared a pre approval report/comments.

Detailed construction drawings, often referred to as “working drawings”, are drawn up. These include all details, dimensions and specification notes/documents needed for construction.

The appointment of Structural Engineer, M&E Consultant, Quantity Surveyor, Landscape Architect, Interior Designer and other Consultants may be required during this period dependant on the complexity of the project, the site, location, Local Authority, Planning and Building Regulation requirements. Some of these services we provide in house, we also work with a number of other Consultants who we can recommend. Not all of these consultants are required on every project. From April 2015 the requirement for CDM has been extended to domestic construction. We can advise you what this means.

The drawings, and other documents will need to be submitted for a Building Regulation approval. The Building Regulations application is a legal requirement to ensure that your proposed project meets all standards set out by the government, i.e safety of structure, thermal etc The Building Regulations have a number of parts A to P.

We would submit your application and obtain a plan check document.

Some Domestic Clients choose to proceed beyond this point on their own. We would strongly suggest that you read the remainder of this documents and Guidance documents written by the RIBA ‘Using an Architect for your own home; and ;What an Architect Can do for you; before deciding to go it alone. Professional support and advice may cost you money, but it will be money and more importantly stress and time you save in the long run.

Stage 4B (F) Production Information

During this stage technical details, schedules, specification , scope of works, and other production information is prepared in preparation for tender.

This stage is also all about finding the right builder for your project.

A suggested list of Builders/Contractors would be agreed at this stage.

Stage G Costing

For more complex projects (commercial) a set of Preliminaries and Bills of Quantities would be required , to enable a Contractor to be able to price the project, and for the Consultant team to be able to keep a track of costs.

For simpler projects a Builder/Contractor would be able to price from drawings.

For intermediate projects a Schedule of Works could be prepared.

We would liaise with the Builder/Contractor and Cost Consultant as your Agent/adviser in any of the above processes. For smaller/intermediate projects we can produce in house sets of Preliminaries and Schedule of Works.

Stage H Tender

The Tender documents will be issued to 4 or 5 Contractors for a new Build, and to 1 to 3 Contractors for a smaller project or extension. Provided you wish to formally tender your project.

This process ensures that all tender prices are based on the same information making it easier for you to compare quotes. We will then present and discuss these tenders with you and offer advice

if needed in selecting the most suitable contractor for your project.

However, You may have a Builder/Contractor in mind and wish to tender to two or negotiate a price with a preferred contractor. We can carry out and advise you during this process. Any tender negotiations on price would take place if tenders are returned and prices are not acceptable.

Stage J Project Planning

During this stage a Tender Report is produced and Contractor recommended.

Any tender negotiations are agreed.

A Pre Contract meeting takes place, and a programme for the works is drawn up and agreed.

A contract is drawn up between you and your chosen contractor.

We can obtain and prepare the Contract for you. For Commercial projects the QS would handle this stage. A contract is a must. This protects not only you but the contractor.

You should only proceed to Site and manage the project yourself, if you know what you are doing, and trust your Contractor.

Stage 5 (K) Operations on Site

Our role as your architect changes upon signing of the contract, we now act as the contract administrator. This means that it is our legal duty to ensure that the contract is administered impartially and we are no longer acting on the sole behalf of the client.

We will conduct regular inspections of your site throughout the build to make sure that all the work being carried out is in accordance with your contract, and the drawings and specification. BUT we will also be ensuring that Planning and Building Regulation conditions and all other necessary conditions and considerations are also adhered to, and attend meetings with statutory Authorities.

We will also liaise with any Consultants including monitoring cost with the Contractor/QS during the on site phase of the project. We also attend meetings with Contractor, Sub contractors, suppliers, manufacturers to ensure that materials specifications and quality of workmanship are maintained.

Stage 6 (L) completion

Once this stage is reached we will inspect the works and determine when PC is achieved and issue a Practical Completion Certificate.

This stage is important as insurance provisions change when this is achieved, and this is the point at which the Defects liability period commences.

We will also liaise with the QS whilst agreeing a final account for the project.

Stage 7 (M) Feedback

Once the project is complete a Defects liability period commences, this is normally 6 months for Minor Works Contracts and 12 months for Intermediate and Standard works contracts.

During this period the contractor will be required to put right any defects that occur.

At the end of this period we will carry out a defects inspection.

The contractor will attend to a list of final items – there may be done.

We will then certify that defects have been completed and a final certificate for the project will be issued.

Added Value – Computer Generated Images (3D)

In addition to core services, we offers production of sketch-up 3D images of the project

These are usually carried out during Stages 3-4 . Massing models can be produced during stage 2

Added Value – Architect's Certificates

We provide a certification service for new-build homes. [and all Commercial projects]

Our service is beneficial to developers/professional builders who build a small number of properties, but who do not meet NHBC certification eligibility, and to householders constructing new homes or large extensions, who's Bank/Building Society requires a Council of Mortgage Lenders certificate for this purpose.