



## Menu of Architecture Services 2010

We deliver architecture and interior design services in an accessible, easy to use format. We help you to select services that suit your project, budget and level of experience. You may choose to use us to manage every aspect of your project or simply to obtain consents and for ideas and advice.

We always provide you with costs for each service before starting work, so that you maintain control over your design costs.

Please review our Menu of Architecture Services to see how we can help you.

For more information please contact us or visit our web site where we have useful downloads for your quick reference:

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t 01635 528188

# Menu of Architectural Services

## Getting started.....

### ■ Initial visit

We will meet you at your property to discuss your project and review what level of service you require. We like to gain a thorough understanding of your requirements at this stage so that our proposals best reflect your aspirations and practical needs. Our discussions at the initial visit form the basis of the Project Brief. The Project Brief details the extent of works to be included within the project and will be issued to you for agreement. Our services will be conducted on the basis of this document. In order that we can provide you with the service you require within the agreed fee we kindly request that you inform us as soon as possible if any aspect of your requirements change. We do not charge for this initial visit.

### ■ Meetings

Throughout your project you will probably have many queries. We are always available to attend a meeting whether or not you have commissioned that particular service. You may wish to discuss the progress of works, costs or design matters or meet with your contractor, structural engineer or other consultant. Where this service is over and above a commissioned work stage we charge at an agreed hourly rate.

### ■ Measured survey

To enable us to prepare drawings of your proposals, it is normally necessary to have drawings of the existing building in a CAD (computer aided drawings) format. If you do not have accurate CAD drawings, we will complete a measured survey and produce our own drawings. For larger properties we may suggest that you commission a survey from a professional building surveyor. We will provide you with a fixed fee for this stage based on the proposed time-spent.

### ■ Scheme Design

The Scheme Design stage is a collaborative process whereby we work with you, meeting as necessary to insure that you are happy and confident with the proposed designs. Scheme Design drawings form the backbone of your project and begin with hand drawn diagrams, plans and sketches. These are later formalised in the format of measured CAD drawings. Our scheme design drawings include preliminary furniture, kitchen and bathroom layouts so that you can be sure your project will work for you. The drawings will be used at this stage to provide budget cost forecasts and may be used as the basis for preliminary discussions with builders. We normally provide you with a fixed fee for Scheme Design stage based on the floor area and nature of your proposed build.

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### Obtaining Consents.....

#### ■ Certificate of Lawfulness Application

If your proposals can be classified as permitted development then we recommend that you apply for a Certificate of Lawfulness to future proof against changes in the law. We can prepare and process an application for you, the content of which is virtually identical to that required for a planning application. We normally provide you with a fixed fee for this stage based on the floor area and nature of your proposed build.

#### ■ Planning Application

If your proposals cannot be classified as permitted development you will need to apply for Planning Consent. A planning application will include location maps, drawings of your property in context, existing and proposed plans and elevations, photographic surveys and a design and access statement. We prepare and submit the application on your behalf and maintain regular contact with the appointed case officer as the application is processed. Applications are normally processed within an 8-10 week period. The consent is valid for three years from the date of approval. For a standard application we normally provide you with a fixed fee for this stage based on the floor area and nature of your proposed build.

#### ■ Conservation Area Consent and Listed Building Consent

You may require Conservation Area Consent if your property lies within a conservation area. You will require Listed Building Consent if your property is listed and it is likely that you will require additional drawings and specifications over and above that required for a planning application. We can prepare and administer both applications for you. We normally provide you with a fixed fee for this stage based on the floor area of your proposed build.

#### ■ Building Regulations Application

Before you start construction we advise all our customers to obtain Full Plans Building Regulations Approval. Building control is the authority that ensures that your proposals are built according to approved technical standards. A Building Control inspector will visit your project once under construction to determine that you are building in accordance with the Approved Documents. We can prepare an application for you that will include detailed technical plans and sections, critical construction details and building regulations specific specifications. We will also liaise with a structural engineer to coordinate the input of structural designs and calculations. We normally provide you with a fixed fee for this stage based on the floor area and nature of your proposed build.

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### Get building.....

#### ■ Detailed design and Specification

Quite simply, the more information you provide as a basis for agreeing the price with your builder, the more cost certainty you will have. For most residential projects building regulations level drawings provide a sound basis on which to tender a project. Should you require greater cost certainty by describing in detail exactly what you wish the builder to undertake, we can provide additional specifications and schedules of work to suit your requirements. We normally provide you with a fixed fee for this stage based on the floor area and nature of your proposed build.

#### ■ Interior design

We have extensive interior design experience and always consider the interior of your project throughout the design process. Our architectural services incorporate an outline Interior Design scheme including preliminary kitchen and bathroom layouts, basic fireplace designs, identification of opportunities for built in furniture and storage, specification of floor finishes, interior joinery etc. We also work regularly with specialist kitchen and bathroom designers and work to insure that their input is fully coordinated. Should you wish to design a key room in detail or if for example you want to commission bespoke designed furniture or lighting installations we are happy to provide additional services at an agreed hourly rate. Please see our Menu of Interior Design Services for more details.

#### ■ Contract tenders

You will need to decide before you approach a builder whether or not you wish an architect to administer your construction contract for you. Building contracts can be negotiated with a preferred builder or competitively tendered. We can provide you with advice and administer tender procedures for you. We charge for this service at an agreed hourly rate.

#### ■ On site administration

We can fully administer your building contract for you, attending regular site meetings, answering contractor queries, certifying work and administering payments and change control procedures. Alternatively, we can just attend meetings at key stages where you feel that you need help. We are happy for you to call on us as and when you need our services. We charge for this service at an agreed hourly rate.

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### Other Consultants.....

#### ■ Structural Engineer

You will need to appoint a structural engineer to provide the structural calculations and specifications required by Building Control. Additional structural engineering works may be required, depending on the scope of your project and the level of information required by your builder. We will advise you on the appointment of a suitable qualified structural engineer and work to coordinate their input.

#### ■ Eco-assessor

Eco assessments and energy calculations are not generally mandatory for domestic residential projects, although you will need to meet the requirements of part L of the building regulations. Planning requirements may require new build projects to be subject to environmental assessment criteria. Non domestic clients undertaking new build housing projects will have obligations in this respect. We will advise you accordingly.

#### ■ Party wall surveyor

You may be required to act under the Party Wall etc Act 1996 if your building works are in close proximity to neighbouring property boundaries. We will advise you of your obligations under the act. In some instances Party Wall awards will be required in which case we will recommend the appointment of a suitable qualified consultant.

#### ■ Planning consultant

Complex or unusual planning applications may benefit from additional input by a specialist planning consultant. This is not normally necessary for the majority of residential projects.

#### ■ CDM coordinator

The CDM (Construction Design Management) 2007 Act is concerned with health and safety issues affecting building projects under construction and in use. Domestic clients (someone who lives, or will live, in the premises where the work is carried out) undertaking domestic projects are excluded from CDM client duties. The CDM client duties will apply to domestic premises if the client is a local authority, landlord, housing association, charity, collective of leaseholders or any other trade, business or undertaking (whether for profit or not). We can advise on the appointment of a suitably qualified CDM coordinator.