



Elliott Young Design

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RIBA WORK STAGES (PLAN OF WORK 2013)

We can provide full Architectural Services, or get involved during part of a project:- The descriptions of work stages below lean towards domestic contracts, in order to briefly familiarise the layman with the process of work stages and what is 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 myself, unless overly complex in which case a surveying consultant will be Appointed. 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.
Stage 1(B) Preparation	<p>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 .</p> <p>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.</p> <p>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.</p>
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. 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.

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 were 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, 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. We work closely with a number of other Consultants who we can recommend. Not all of these consultants are required on every project. These 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 several 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. We would recommend looking at Federation of Master Builders (<https://www.fmb.org.uk/find-a-builder.html>) or using check a trade if it's a smaller scale domestic work.

**Stage G
Costing** For more complex projects we would appoint a Quantity Surveyor to complete a set of Preliminaries and Bills of Quantities, 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 directly.

**Stage H
Tender** We advise issuing the tender documents to 3 or 4 Contractors. This process ensures that all tender prices are based on the same information making it easier for you to compare quotes.

However, You may have a Builder/Contractor in mind and wish to tender to two or negotiate a price with a preferred contractor.

**Stage J
Project
Planning** A contract is drawn up between you and your chosen contractor. For larger 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** We will conduct regular inspections of your site throughout the build, if you so desire, to make sure that all the work being carried out is in accordance with 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.

**Stage 6 (L)
completion** Once this stage is reached we will inspect the works and determine when practical completion is achieved and work with building control to ensure a Practical Completion Certificate is issued. This stage is important as insurance provisions change when this is achieved, and this is the point at which the Defects liability period commences.

**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.