



## Menu of Architecture Services 2009

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 across every aspect of your project or simply 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:

w [www.absolute-architecture.co.uk](http://www.absolute-architecture.co.uk)  
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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 to discuss the progress of works, costs or design matters. We will be happy to meet with you and your contractor, structural engineer or other consultant, should you require any assistance. We charge for this service 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 the measured survey and produce our own drawings. For larger properties we may suggest that you commission a survey from a professional building surveyor. We normally provide you with a fixed fee for this stage based on the proposed time-spent.

### ■ Scheme Design

Scheme level drawings form the backbone of your project. They generally include sketches, plans, elevations and sections and are used as the basis for initial design discussions. The drawings can be used at this stage to provide budget cost forecasts, or as a 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. We can assist you in your discussions with builders, a service which is chargeable at an agreed hourly rate.

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### Obtaining Consents.....

#### ■ Certificate of Lawfulness Application

If your proposals are 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 are not classified as permitted development you will need to apply for Planning Consent. A planning application will need to include location maps, drawings of your property in context, existing and proposed plans and elevations 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 8week 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 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 consist of detailed technical plans and sections, construction details, specifications and structural engineer's 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 we can provide additional specifications and schedules of work, to suit your requirements. We can provide a fixed fee based on an agreed scope of works or charge for this service at an agreed hourly rate.

#### ■ Interior design

We include an Outline Interior Design scheme within our Architecture Scheme Design Service. If you are operating within a finite budget and wish to maintain control over your construction costs, we recommend that you undertake some detailed interior design before the building contract is negotiated. We can advise you what is appropriate for your project and provide interior design services to suit your requirements. You may want us to design a key room, specify finishes, select furniture or design a lighting scheme. Please see our Menu of Interior Design Services for more details. We will provide a fixed fee based on an agreed scope of works or charge for this service at an agreed hourly rate.

#### ■ 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 then 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, certifying work and administering payments. 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.

#### ■ Eco-assessor

Eco assessments and energy calculations are not mandatory for domestic residential projects, although you will need to meet the requirements of part L of the building regulations. 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. The first step required to satisfy the Act is to serve a notice award to your neighbour. We will do this for you and no further action may be required. In some instances full Party Wall awards will be required. We will advise you on 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.