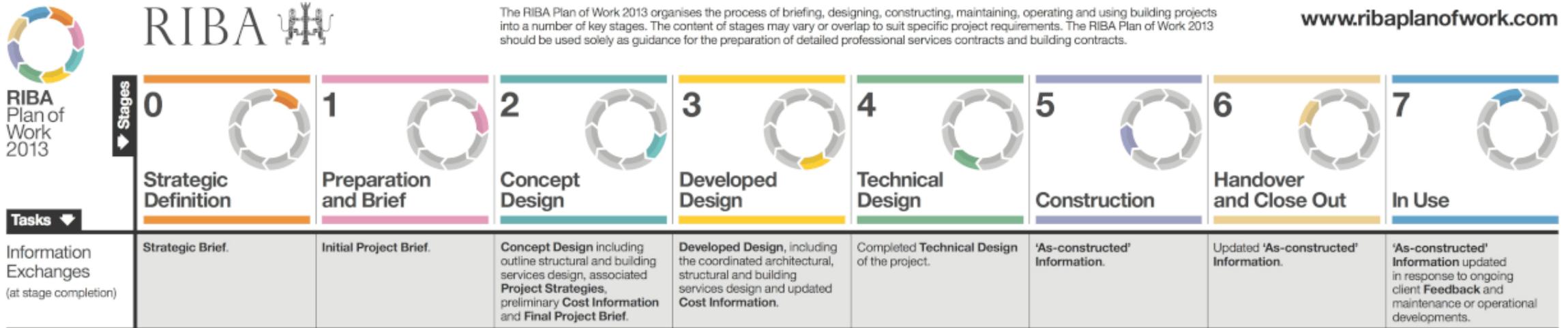


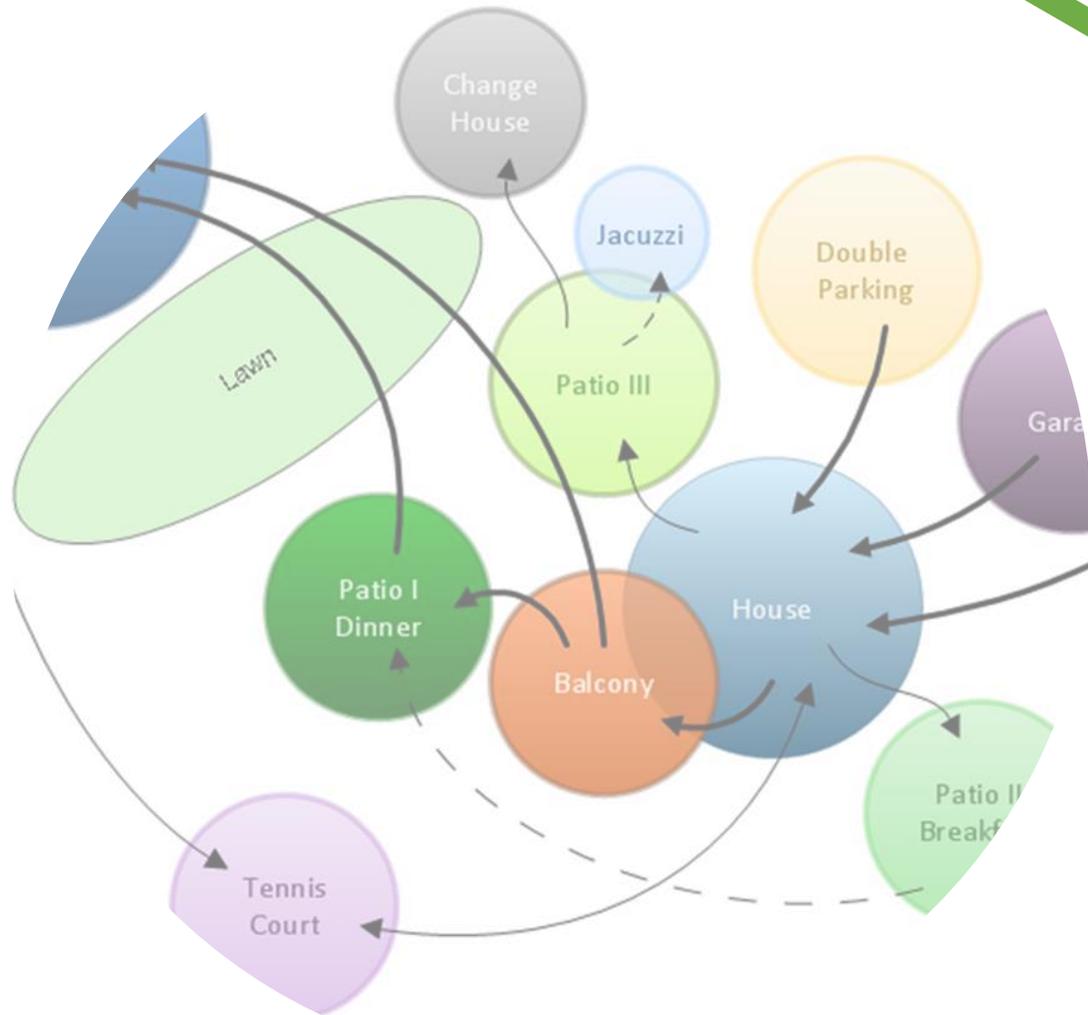
What is the architectural design process?

As a Chartered Practice of CIAT, we follow the Royal Institute of British Architects 'Plan of Work' which comprises of 8 work stages from 0 to 7 starting with project inception and ending with in-use feedback from you (the client), following completion and handover.

Every project is unique but the process is the same and flowing through the stages to whatever stage you wish to engage us depending on your requirements, your design budget or previous building experience.



Extract from RIBA Plan of Work 2013.



Stage 0/1: Strategic definition & Preparation and Brief

At this stage, you will discuss your ideas, goals and budget with us and we will help you assess your options and if necessary carry out a feasibility study. During this initial stage a digital measured survey of your building or site will need to be carried out by us or our recommended surveyor.

We will meet with you to understand your requirements and what new spaces you want to gain, their sizes, uses, the relationship to other spaces and understand what you're trying to create. During this initial meeting we will agree on a project strategy and timeline for the project stages.

Stage 2: Concept Design

Each project comes with a different set of conditions and challenges. Therefore, our design approach involves a unique process aimed at finding the best solutions and communicating effectively with our client.

No two sites are the same, so every Lizben Consult Design is entirely custom from beginning to the end of the project. We analyse your brief and site context and begin the thought process to realise your aspirations. If requested, we can provide one or two options for you during the sketch design phase..



The sketches are then converted into digital CAD drawings which will form the basis for all the drawings to follow. We will meet with you and keep you informed in order to explain our sketches to illustrate the proposals. If you wish, we will also prepare 3D sketch images to assist with visualising the proposal. We will make any necessary adjustments to the design and prepare revised drawings for your approval and sign off.

If planning permission is likely to be a challenge we would recommend making a pre-application enquiry at this stage which involves preparation of further drawings and a submission to the planners to gain their feedback before we proceed further



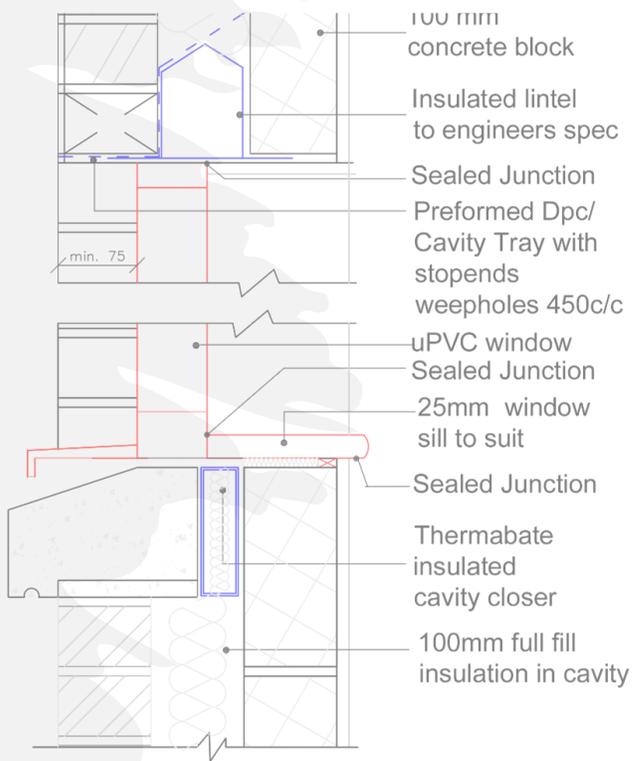
	CLIENT	Mr. Matthew P
	PROJECT	Sunnyside
	LC/21-118	
	DRWG Name	

Stage 3: Developed Design (Planning application submission)

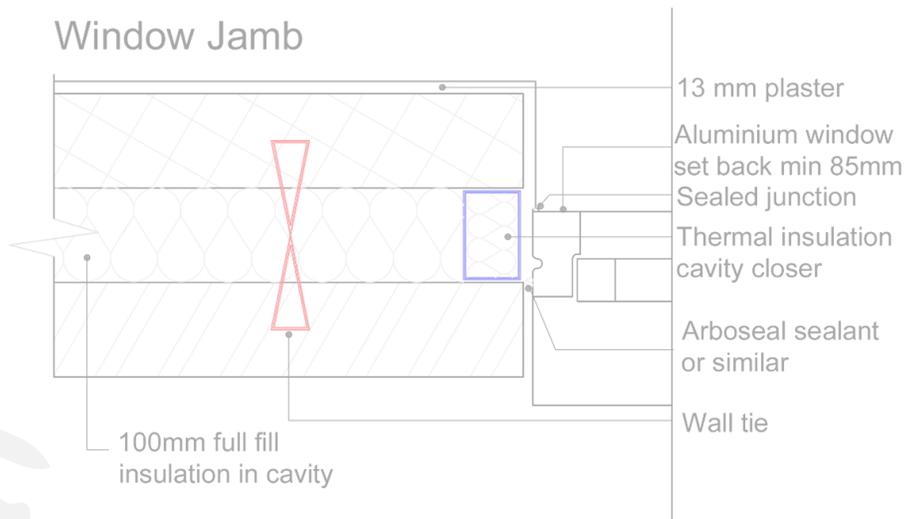
Once you sign off the concept design, we develop the design into what can be built. This is a detailed version of the design concept. It will include practical considerations of any other consultants such as a planning consultant, party wall surveyor, structural and services engineers and if your planning application requires additional support from other consultants such as a trees, highways or ecology specialist, we will liaise and coordinate with them.

At this stage we will produce a comprehensive set of digital CAD drawings to include plans. We give careful consideration to the materials and external finishes and advise what options are available for the roofing, wall cladding and glazing etc. When the design has been finalized with you being in agreement, we will request you sign off on this stage of the process. If your project falls under permitted development, we will submit for planning (certificate of lawfulness or if it requires a planning permission, we will liaise with the local authority planning department and prepare a submission that makes your intended scheme attractive. During the planning process we often have to liaise with the planning department and may occasionally have to amend the drawings to suit what the planning authority will approve.





Window Jamb



Stage 4: Technical Design (Building Control application submission)

Technical design and detail is required to create a set of drawings that comply with the UK building regulations and are fully coordinated with any structural or building services requirements from engineers appointed to assist with the technical design. This stage will involve checking means of fire escape and protection, staircase design, foul and rainwater drainage design, ventilation systems, water and airtightness design, designs for sound separation,, and design to minimise fabric heat loss. We also either carry out basic heat loss calculations or liaise with a SAP consultant to establish the energy rating of a new dwelling which is a great opportunity to exceed the minimum standards and create more comfortable, energy efficient buildings and extensions.

All the above mentioned aspects will need to be illustrated on our drawings to demonstrate compliance with the UK building regulations and will also feed into written specifications and schedules. We also look at any conditions attached to a planning permission which will need to be discharged at this stage and we will also submit the drawings for building control approval. During this approval stage we will liaise with relevant authorities.

We will discuss the detailed specification of materials and fittings with you while we will prepare a package of digital documents including drawings, schedules and specifications that are then issued to your contractor of choice to negotiate a tender price or to a minimum of three building contractors to obtain competitive tenders. Following the return of tenders we will analyse the figures and advise accordingly.

Stage 5: Construction

We work with you as contract administrator once your building contractor has been appointed. We will administer the contracts. We manage the contract made between you and the contractor. Their responsibility is **to administer construction contracts**, We will visit the site periodically to check and ensure that the project is being built in accordance with the drawings and specification, to check the quality of the build and to monitor the progress in relation to the agreed build programme.

We will also provide additional information where necessary and assist with the resolution of any design issues that arise during the construction. As Contract Administrator we will prepare the contract documents for signing, we will check monthly contractor valuations and issue 'Certificates' for payment to the contractor minus retention monies and we will issue 'Architect's Instructions' when a variation is required and this will record the financial adjustment to the contract sum.



Stage 6/7: Handover and Use

This is the final stage where the project is wrapped up and the building handed over to you. When the work is complete, we will inspect the building, carry out snagging (the process of checking a new building for minor faults that need to be rectified). We will issue a 'Practical Completion Certificate'.

In the following 12 months we will finalise the building contract, complete any necessary certifications and request the builder to make good any latent defects before certifying the release of remaining retention monies. Once you've had a chance to settle in we will evaluate the project and your new building and will record any issues that have affected the performance and experience of the building.

We always value your feedback, This helps with the design and management of our future projects, thus improving the service we deliver to you and other prospective clients.

