



ARCHITECTURAL DESIGN

*The Complete
Architectural Design
Service*

EAP PROPERTY SERVICES GROUP

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A Building Design and Supervision Service Second to None

At EAP Property Services Ltd we have many years of experience of designing and implementing building schemes of any type or complexity. Whether you wish to build a new house, extend your existing property, or construct a commercial development we can help to ensure that the job is done effectively, quickly, and within a reasonable budget. These notes set out the sequence in which our service is provided in the typical case, and give an indication of what **we** can do for **you**.

The Design Brief

When you first instruct us you provide us with your "design brief" indicating in general terms what you would like to achieve. You also tell us the budget available to fund the development. You can tell us the size of the accommodation you wish to create simply by quoting the floor area, or ask



us to view the property you wish to alter. Your "design brief" is simply a statement of your intentions. It is then our responsibility to transfer this general statement into shapes and sizes. More often than not you will need help in the preparation of the brief. We will be pleased to assist, having first made a thorough study of your needs. Above all else the "design brief" must be an accurate statement of your requirements.

The Sketch Scheme

The first key event in our design process is to obtain your approval of a sketch scheme which consists of: -



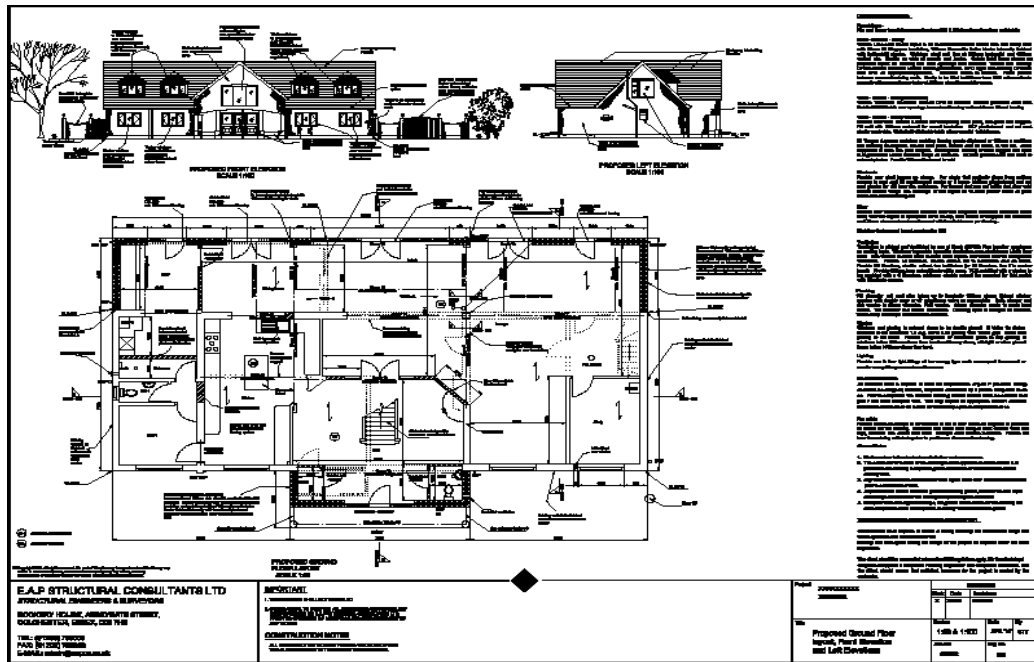
- a) A set of easily understandable sketch drawings.
- b) An explanation of the drawings and their relationship to the "design brief".
- c) A description of materials and methods of construction.
- d) A description of services.
- e) Details of site work.
- f) A note of the consents, which are required.
- g) Approximate estimate of cost including professional fees.

Cost Planning & Control

In building today cost is always important. We recognise that the financial aspects of building and cost control must be regarded as fundamental parts of the design process. As the drawings are developed and decisions are made, we will keep you constantly advised of the implications of any amendments made for the cost of the project as a whole. However well prepared cost analysis may be, the manner in which it is used and interpreted is of the utmost importance. We have extensive experience of negotiating with other experts and contractors to ensure that costs are contained within the budget.

Drawing

No building can be designed or built without drawings, which should be neat and perfectly clear. They should relay all necessary information; at EAP we are mindful that they should avoid irrelevancies and unnecessary duplication. A building consists of many elements; the structural frame, the walls, the partitions, the roof, the heating, lighting, plumbing and so on. The sequence in which drawings are prepared, and their accuracy, is of crucial importance to the success of any project. We are acutely aware that if the proper sequence is not followed, this leads to badly detailed building work, a long list of extras, and a dissatisfied Client.



Planning & Building Regulation Application

In most circumstances, in order to ascertain if permission will be given for the erection of a building on the proposed site, application for planning permission to the Local Authority must be made. At EAP we consider it helpful to call at Council Planning Offices and discuss the proposals before completing the application. We find that the "without prejudice" views expressed by the officers of the Council can help avoid unnecessary delay.

Various types of applications can be made. An outline application if you wish to know whether planning permission will be given for the erection of a building on a site before you have detailed drawings prepared. A full planning application if you wish to change the use of the land or buildings or carry out works including the erection of a building with drawings indicating the comprehensive proposal. The type of application will vary according to the job and your own requirements. We are able to offer advice, based on substantial past experience in such matters, and personal knowledge of the preferences of local planning officers.

To ensure compliance with the current Building Regulations, application has to be made for Building Regulations Approval. We have to show that the proposed building meets all requirements of the current regulations, by depositing full plans for consideration. An alternative method is to supply the Local Authority with a "Building Notice" which contains much less information. This allows work to commence without having to provide plans. However, if plans have not been passed, a certain element of risk is inevitable, and the Local Authority can require work to be altered if it contravenes the Building Regulations. At EAP we are fully aware of the requirements necessary to satisfy the current Building Regulations. You can therefore be sure that a quick approval will be obtained and you will have peace of mind, knowing that the proposed work complies.

Specification/Bills of Quantities

Good drawings can convey most of the information about a proposed building to the Builder. However, much of the information which the Builder needs, such as the quality of cement to be used, or the way in which a particular item must be installed, cannot be shown graphically, but must be described in writing.

By tradition the document prepared in order to convey such information has been the Specification. In recent years, however, Bills of Quantities have been favoured in many cases.

The decision as to which of the two should be used is very much dependent on the complexity and size of the proposed project. At EAP our experience has shown us that with intelligent use such documentation not only provides a speedy and efficient method of conveying your wishes to the Builder, but also serves as an invaluable way of ensuring that all Builders tender on a like for like basis.

Tenders & Contract

The number of firms invited to tender will depend upon the size and type of contract. We strongly recommend that tenders are obtained from a selected list of Contractors of known ability. We can assist you by drawing up a list, but the final selection is a matter for you.

Once tenders have been received and a successful Contractor selected, the contract will be drawn up and signed. We will advise you on the most appropriate form of building contract, taking into account the exact nature of the project, which will give you the maximum protection.



JCT Contract – which sets out the terms of the contract.

Contract Administration

When the value of the contract is more than a few thousand pounds, it is normal practice for Contractors to be paid sums on account, as the construction work proceeds. In practice, this normally means monthly. You need to be satisfied that any sum paid is reflective of the value and adequacy of the work, which has been done. In order to achieve this, we, acting as your own "quality controllers" under the contract, will carry out valuations in accordance with the provisions of the contract and certify any sum due.

In order to calculate the final payment due to the Contractor under the contract it is usually necessary to produce a final account. In all but the smallest jobs, adjustments will have been made along the way. A detailed document is, therefore, necessary to show to your satisfaction that the sum which the Contractor is paid is an accurate reflection of what he is entitled to receive.

The responsibility for preparing the final account is great, it is a task that requires both expertise and experience as there will often be some points of disagreement. Over the years we have developed the skills required to negotiate effectively, on your behalf, the points of contention until eventually the whole is agreed.

Considerable effort is exerted in ensuring that the design of a building will achieve your overall objective. Our regular site supervision whilst the work is being carried out will provide a step by step way of monitoring workmanship and materials, thus providing a building which is structurally accurate, pleasing in appearance, and in accordance with your wishes.

