

**LIVEWELL ARCHITECTURE**

# **ADVICE WHEN STARTING YOUR PROJECT**



**[www.livewellarchitecture.co.uk](http://www.livewellarchitecture.co.uk)**





## EXCITING TIMES!

It's an exciting time when you are looking ahead to do a construction project and considering the way in which the project you undertake will improve your home and the way in which you inhabit it.

With all the various approvals and steps to go through, it can often also feel overwhelming and confusing to know all the 'how, who's and what' to do.

This document includes some helpful information to help you understand the various steps and people involved in getting you to your desired dream home outcome.

*Cecifia Lubbock*



# DRAWING PLANS VS DESIGNING A LIFESTYLE

## 01 ARCHITECTURAL SERVICES FOR THE OPTIMAL OUTCOME

As a minimum, the following services would be required as part of the process to obtain all necessary approvals which form a skeletal Architectural service:

- Measured survey
- Planning permission
- Regulatory drawings including drainage adjustments
- Party wall Notice – assistance from myself to liaise with Party wall surveyors during the design process- possibly required as part of the garage build.

You will find many 'designers', CAD technicians and quick turnaround Architects who deliver a skeletal service which is a fast turn around design service based on an initial conversation. If your project is very simple and obvious then this may be a suitable service for you - however if you are seeking an optimised service and have questions around what and how to meet various needs - this service may fall short in terms of answering your questions about whether and how the scheme meets your needs.

I often refer to this type of service as 'drawing plans'. You will get plans - but they may not meet the specific requirements of your lifestyle and interior fit out.

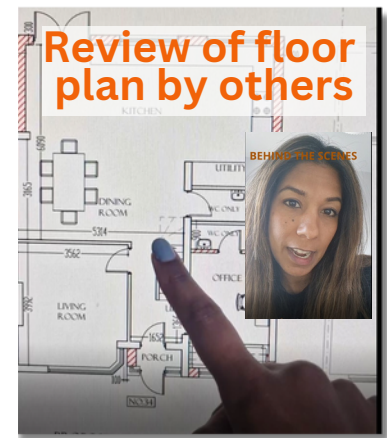
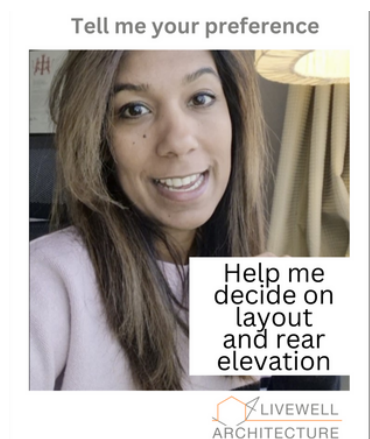
### Recommended further services for optimal success

For optimal success of your project -the following process and engagement enables us to truly optimise your design and to protect its delivery through to end of construction.

**CONCEPT DESIGN:** Opt for two - three internal layouts to be shown to you at concept stage – this will enable you to be sure the internal final layout is optimised and that you have explored all options.

Livewell Architecture as a standard include a minimum of 2 concept plan options and kitchen layout outline design - plus consideration into furniture and key appliance layout in all our appointments. This is because our experience tells us we cannot design successfully without drawing your lifestyle in our drawings.

Click on the images below for links to my instagram & Youtube to see an example of what this may look like in practice.



# DRAWING PLANS VS DESIGNING A LIFESTYLE

## 01 ARCHITECTURAL SERVICES FOR THE OPTIMAL OUTCOME

### INTERIOR ARCHITECTURE & DESIGN

Its recommendation to engage Architect for internal design services also – assisting with special finishes and feature designs. This includes mood boards, material pallets and product selections such as sanitaryware suggestions and other key furniture items. Click on the images below for an example of bathroom interior design drawings. The same principle for drawing design applies to other rooms



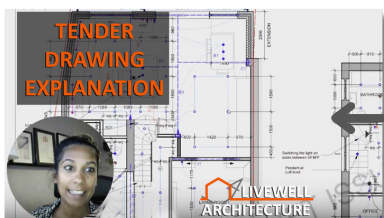
### Detailed design – the Best Route for Tendering the project

The full realisation of your aspirations will be completed when the interior finer details are also considered in the context of the room use & exact shape. We help you maximise the 'details' of your scheme and provide suggestions based on an deep understanding of how you wish to live and feel within the space.

The key benefit to providing as much scope information within the tender drawings is to obtain accurate quotations for the works, control cost and to fulfill your aspirations.

### The THREE in ONE drawing set!

1. They show all the internal fit out design features, specification & principles for setting out location and quantities. From this you will understand exactly how the internal fit out of the room/home will be & you will have the opportunity to make sure everything is right.
2. The drawings will communicate to the builder the internal fitout tendering information which is not shown in any other documentation. The information is quantified as best as possible – to ensure all tenders have the same information to price from. This will help you obtain comparable tender returns from a complete tender set without assumptions being made by builders
3. It will allow the builder to follow the drawings and principles for the installation / fit out of the interior. This will omit the need for the contractor to guess what you want and avoid last-minute decisions made onsite.



Click here for a  
short video explanation

# DRAWING PLANS VS DESIGNING A LIFESTYLE

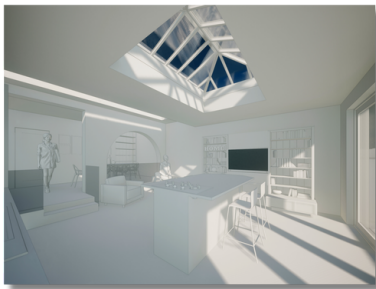
## 01 ARCHITECTURAL SERVICES FOR THE OPTIMAL OUTCOME

### Visualisations & CGI's:

Visualisations are a great way to fully understand the chosen design or to help you choose between option layouts of your proposed extension. It can also be used to explore differences between different finishes and how this may look.

We do this for our clients in a number of ways depending on the need and what element we are exploring. This can be done to explore and understand internal spaces, exterior material choices and shapes and also for final interior finishes design as a tool for decision making.

Click on the images below to see the examples of work



Still White room CGI

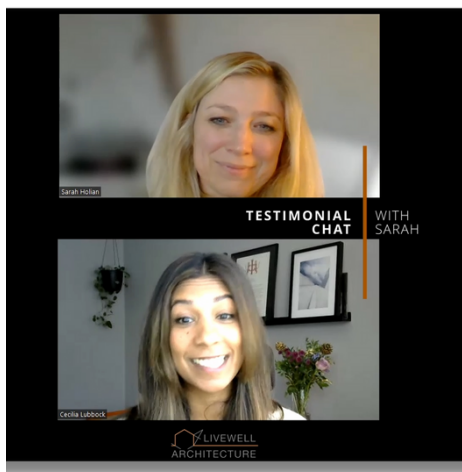


Video walk through



Full colour CGI's

Our client Sarah talks about the benefits of CGI Visualisations and why she knew she needed them based on her experience from her past project. Skip to 7-minute mark if you only want to hear about this or watch the full 18 minute video to see her journey where she discusses what she learned from her past project and her advice to others.



Click on the above image for the Youtube interview.



# DRAWING PLANS VS DESIGNING A LIFESTYLE

## 01 ARCHITECTURAL SERVICES FOR THE OPTIMAL OUTCOME

### Construction Stage - Design Monitoring Support

Retain the Architect for support during on-site construction stage to help you protect and realise the design. This can be in the form of third-party drawing checking like Kitchen drawings – or double check finishes products, or carry out onsite design monitoring including liaison with building control and the builder during the construction stage. This ensures any variations that occur during the build from unforeseen site situations are dealt with in a way that protects your design and any knock-on effects from avoidable compromises. All site visits are followed up with a summary or onsite discussions and clear actions and recommendations.

Click on the below images for content showing how we do this.



On-site Videos



On-site Videos



Instagram Posts

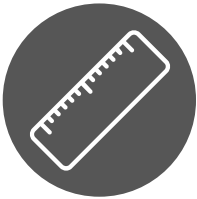
### Services outline

For more information and an outline of other Architectural services which can be engaged are found on my website [www.livewellarchitecture.co.uk/services](http://www.livewellarchitecture.co.uk/services)

# UNDERSTANDING THE PROJECT STAGES

## 02 TYPICAL PROJECT STAGES

The following work stages gives you an overview of the sequence that your project will follow.



### **Phase 01 – Project Enabling Stage**

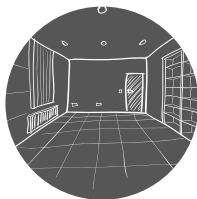
This stage is about starting the project right. We recommend getting a professional measured survey carried out by a third party to provide an accurate survey of your existing house and site boundary.

You should also gain clarity on your brief, existing situation, the challenges and aspirations to achieve your desired outcome.



### **Phase 02 – Concept Development**

We explore design solutions in line with your project brief & will demonstrate how the design meets your needs in a presentation. The goal of this stage is to make sure we explore different design options & at the end of this stage are confident in how you will live your aspired life in this floorplan.



### **Phase 03 – Planning Submission**

In this stage we finalise your design, prepare and submit your planning drawings. We continue to liaise with planning officers as required.



### **Phase 04i –Regulatory / Building Regulations**

During this stage we handle all the technical submissions and approvals required and liaise with third party consultants such as Structural engineers as necessary. At the end of this you will have submitted Building Control drawings, drainage and compliance notes + a structural solution by engineer for submission. We also assist with Party wall drawings



### **Phase 04ii/iii Detailed Design and Tender**

Designing & communicating the internal fitout information such as lighting, heating, sockets & carpentry & special features is key to obtaining accurate tenders for the design we want. Without this information the builders are merely guessing and you will not receive comparable tender returns. We work with you to deliver your aspired internal fit out & show this as a quantifiable drawing which builders can price & install from. Tender comparison assistance can also be provided upon request (4iii).



### **Phase 05 – Construction Stage Support**

During onsite construction stage we carry out site monitoring visits, liaison with builders and suppliers as required to ensure the design is on track and any challenges discussed and resolved in the best manner. This stage is charged hourly and is excluded from fee quotation.

# WHO YOU NEED TO APPOINT

## 03 REQUIRED / RECOMMENDED CONSULTANTS & ESTIMATE COSTS

**1) Measured survey** - By specialist measured survey company to achieve high accuracy measured information. A regular 3 bed home survey cost will be between £1000-£1600+ VAT for site levels, external survey and internal floor levels. I recommend agreeing a project specific survey scope & adding information from adjoining properties which may be helpful as part of the planning scheme. This fee will not be included in the Architect Fee but payable directly to the measuring company.

It is possible for a survey to be done by Architects, however depending on their measuring equipment, the accuracy will be lower which may not benefit you later if your scheme comes to rely on specific and accurate site information which many times are hard to capture using handheld devices. My recommendation is for this to only be for small areas.

**2) Architectural services** – This will vary depending on scope and complexity. You should obtain a specific quotation from your Architect

**3) Structural engineer** – will be required for structural input and calculation pack (typically appointed at building control stage). Fees can typically range between £750-£1500+VAT for a single extension element. The price increases depending on reputation and expertise.

**4) Party wall surveyor** – to serve notice to your neighbours and/or to carry out a conditions schedule or prepare a party wall award if required. Costs for this range from £100+VAT to serve notices only - up to £1500 for notices, survey and party wall award for two neighbours through the use of one shared surveyor. This fee can increase if your neighbours request a separate surveyor acting for themselves. You will be liable for all costs related to notice & award.

Overall price depends on many factors such as who you go with and whether you use a shared or separate surveyors. More information is provided later in this document.





# REQUIRED APPROVALS

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## 04 PLANNING NOTES

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if submitting for works related to your needs would fall under Householder planning which will require full approval. The determination period takes 8 weeks but can be longer if drawing revisions are required or if the scheme needs to go out to re-consultation with neighbours if changes are made.

It's also worth noting the council do not always determine schemes within the 8 weeks due to excessive workload and less staff.

Prior to starting work - it's beneficial to find out if any planning restrictions exist over your dwelling.

### **Other:**

Depending on the complexity of your proposed scheme, there is an option of exploring a pre-application service offered by the Council on householder development schemes. This could provide valuable feedback on your chosen scheme if there are some elements of uncertainties or if the changes you are proposing are large in nature and mostly don't comply with their standard guidance.

This service is opinion based and is intended as a guide of what may be achievable. It doesn't offer 100% guarantee of success through planning.

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## 05 REGULATORY DRAWINGS

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### **Building control**

These will typically consist of:

- Architect Building control plan and elevations, notes and details
- Engineering mark up and structural calculations

The above two are submitted to a Building control Body for which they charge a fee.

### **Build over agreement with Thames Water**

We also assist you with permission to construct over or within 3m of any shared drains and manholes that may exist near our building works.

- We produce a drawing to their required specification to obtain 'buildover agreement'.

When this is received – we send to Building control also who require a copy of this.

# APPROVALS

## 06 FEES TO REGULATORY BODIES

### 1) Planning Fees

Payable by client to planning portal via email link (Full planning submission is £240 with lower fees for works that fall under permitted development). If the works improve multiple submissions – each submission requires payment.

### 2) Building control submission fees:

Payable to Local Authority or Approved Inspector for plans checking and on-site construction inspections.

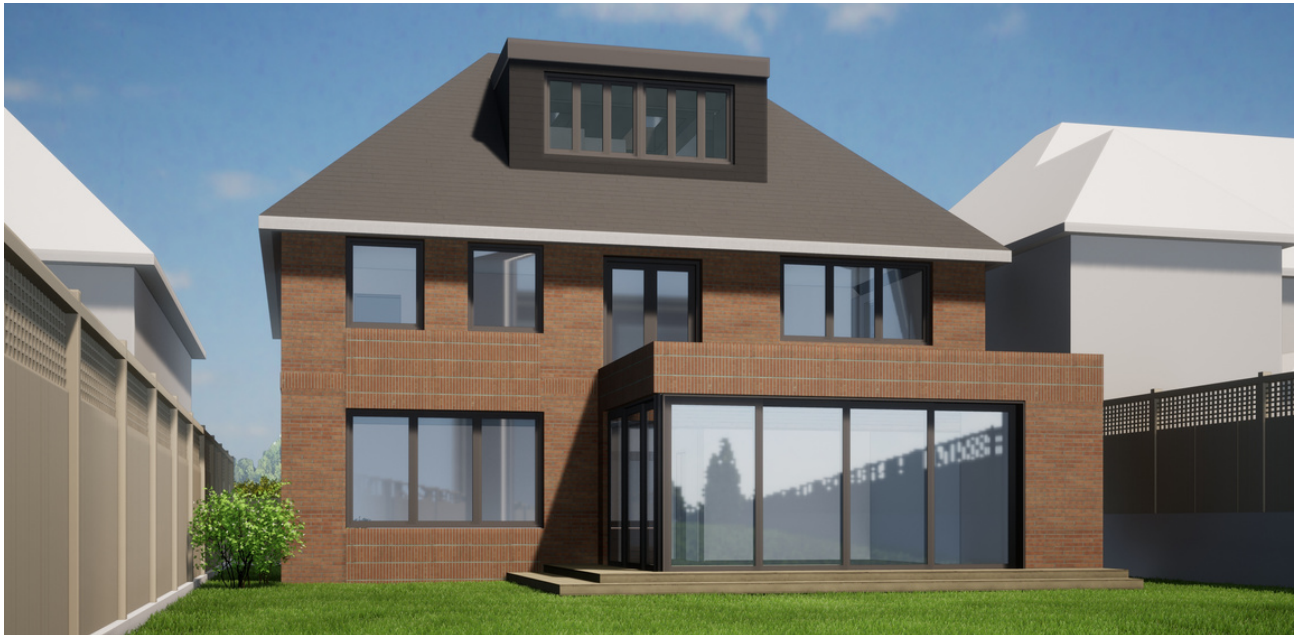
Fees start at £900 for single storey extensions with fees increasing for additional structural changes & scope. Typically, most project small domestic fees will fall between £900-£2000.

It is possible to appoint either the Local Authority building control or a private inspector for this scope of works & the charges will vary across them.

The best advice is to select a company who works well with your Architect and Builder to ensure smooth liaison and communication through the project.

### 3) Build Over Agreement fee

if building over or within 3m of a public drain. £299 payable to Thames Water.



# NEIGHBOURS

## 07 ADVICE REGARDING NEIGHBOURING PROPERTIES

It is recommended that you keep an open dialogue with your neighbours prior to submitting any planning submissions, letting them know what you plan to do. This will help reduce likelihood of any objections & manage our expectations.

It is also worth advising them of your intentions of serving them party wall notice in due time and that they should be aware that they will likely get cold call letters from party wall surveyor scaring them related to the risk to their property.

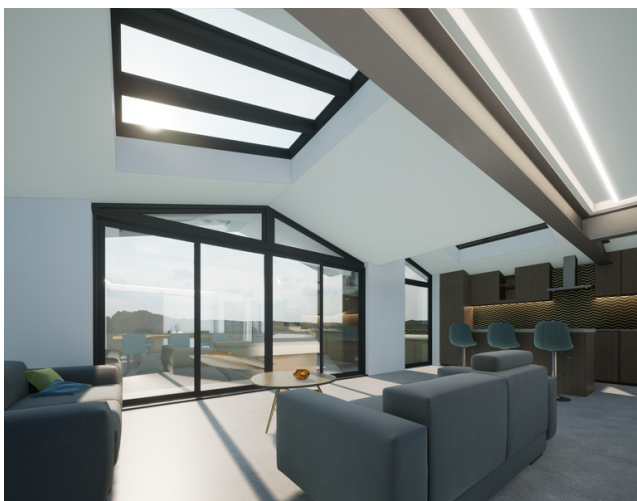
## 08 PARTYWALL

As a general guide, if constructing within 3m of a neighbouring wall or doing works to the party wall, the client will need to serve notice as a minimum to the neighbour.

If this applies to you, my advice is to use a party wall surveyor to assist with preparing or serving this notice. You may also be advised to carry out a conditions survey. It's also worth noting that if your neighbour appoints their own party wall surveyor you will be liable for their cost too so it's better to stay ahead of this and make them feel reassured that you plan to do it all above board. This will hopefully save you money in consultant fees.

You can learn more about this on the .Gov website.

<https://www.gov.uk/government/publications/preventing-and-resolving-disputes-in-relation-to-party-walls/the-party-wall-etc-act-1996-explanatory-booklet>





# HEALTH & SAFETY

## 09 CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015

Your chosen designer has a duty to inform you that all building work falls within the scope of the Construction (Design and Management) Regulations 2015 (CDM2015).

The regulations apply to both domestic and commercial clients but, for a domestic client, the duties are normally automatically transferred to:

- The contractor on a single contractor project or;
- The principal contractor on a project involving more than one contractor
- Alternatively a domestic client can choose to have a written agreement with the Principal Designer to carry out the client duties.

A client has the responsibility to make suitable arrangements for managing a project. This includes making sure that:

- other duty holders are appointed
- sufficient time and resources are allocated
- relevant information is prepared and provided to other duty holders
- the principal designer and principal contractor carry out their duties
- welfare facilities are provided

Related to the above, the Architect will be appointed for the role of the Principal designer under the CDM 2015 for the duration of the design works (to completion of building regulation stages). Any further responsibilities under this role shall be transferred to the Contractor / Principal contractor upon their appointment and for the duration of the construction stages.

As a basic outline, your obligations are explained by clicking on the below links from the Health and Safety Executive (HSE) which includes advising your project team of any known health and safety matters which they should be aware of as well as information related to the points noted above (and others).

Please take some time to familiarise yourself with their contents but please be assured I am available to provide explanations, and guidance if required.

Health and Safety Executive (client duties):

<https://www.hse.gov.uk/pubns/indg411.htm>

<https://www.hse.gov.uk/pubns/indg411.pdf>

Overview Guidance on the Regulations

<http://www.hse.gov.uk/pubns/priced/l153.pdf>

I hope the above is clear but please do not hesitate to contact me if you wish to discuss these matters further.

*I hope these pointers of advice and recommendations are helpful in explaining what lies ahead as part of the building works journey*

If you feel we may be a good fit for your upcoming project - do not hesitate to get in contact and we would be delighted to discuss this further with you.



## Contact

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