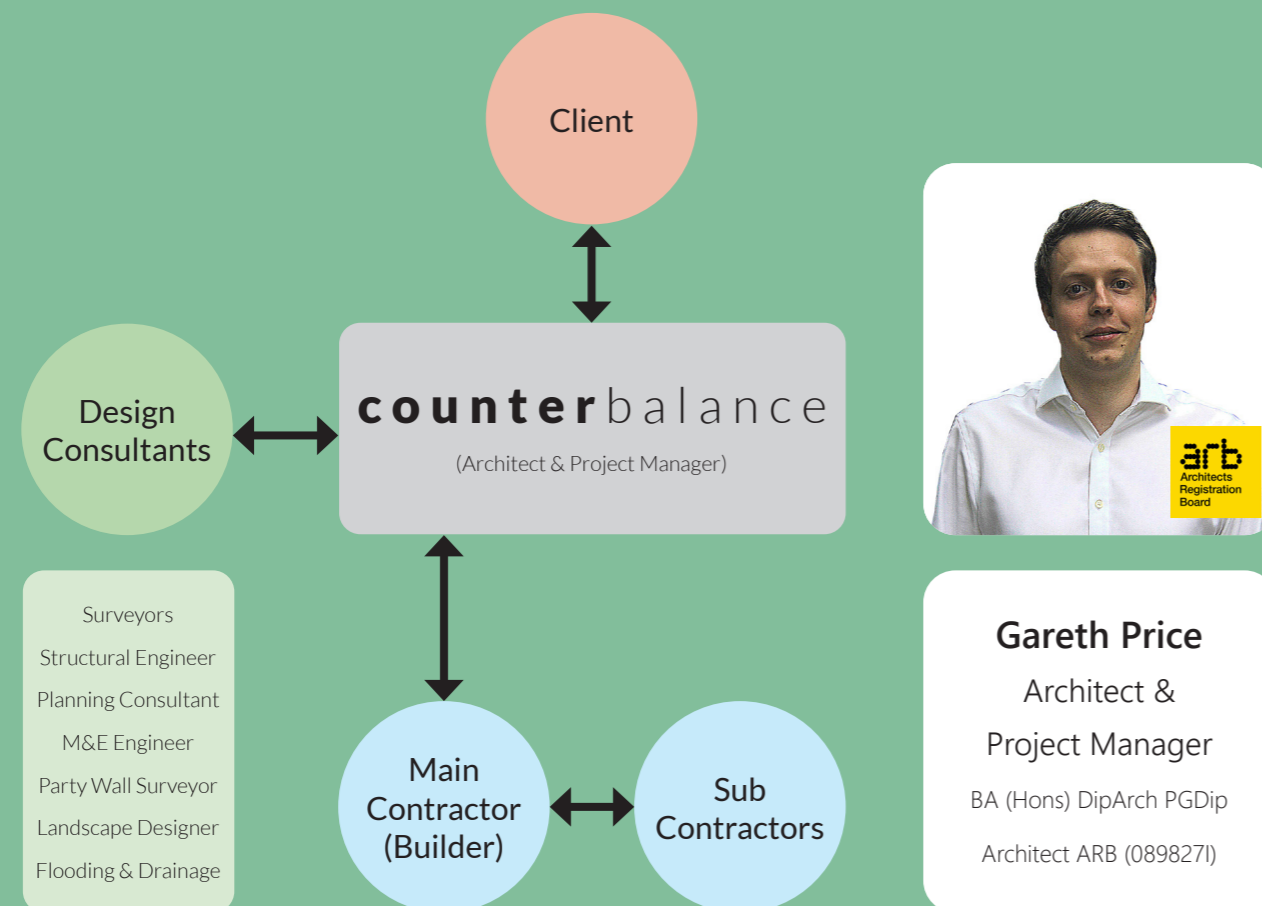


**counter**balance

# counterbalance

## About

Counterbalance is an architectural studio, founded by architect Gareth Price in 2021 focusing on residential architecture. We are based in Greenwich, London with projects across the capital and SE of England. The name of the studio represents the belief that successful projects are achieved when all parties involved equally benefit from the process: balancing all interests to an optimal point of equilibrium, where homes are built in sustainable locations, procured quickly, built to a high quality and tailored to meet the unique needs and lifestyles of our clients.



# Architect & Project Manager

## Our Process

The cost of architectural services can vary based on a range of factors, and while it may be tempting to go with the cheapest option, it is important to consider the long-term value of your property and the importance of investing in quality design and construction in the space you spend every day experiencing. We believe few can offer the same level of service as Counterbalance for our fee.

A poorly designed and executed project can be a source of frustration, disappointment and a lost opportunity to maximise the full potential value of your property. Our process, experience and knowledge will far outweigh the cost of our services as we are able to identify potential issues and find solutions more efficiently, saving time and money in the long run, adding value to your property.

Your construction project will become complex with many stakeholders and decisions to be made on a daily basis. We look to minimise what could be a stressful and overwhelming experience by acting as both your architect and project manager, guiding you through the process and ensuring the end product is a true reflection of your needs and personality, meeting your financial and time frame goals.

# Fee Proposal - Stages 1-4

## Pre-Construction Design Stage Packages

When we start work on your project, you are not committing to the fees for all packages. You can confirm what packages you require as and when you require them, pausing and restarting the process if required. These packages include all the Pre-Construction design tasks, along with finding a suitable builder.

<b>RIBA STAGES 1 TO 3 - CONCEPT DESIGN TO PLANNING PACKAGE</b>	
<b>Stage 1 - Preparation &amp; Brief</b> <b>Stage 2 - Concept Design (Pre-application - If Required)</b> <b>Stage 3 - Spatial Co-ordination (Planning Application)</b> Including CDM - Principal Designer	<b>Payment Due:</b> £1,000 due immediately to commence work and the remaining amount after a planning application has been submitted or stage 3 report issued to the client.

<b>RIBA STAGES 4A - TECHNICAL PACKAGE</b>	
<b>Stages 4A - Technical Design Package</b> Information to be submitted to Building Control Including CDM - Principal Designer - H&S File	<b>Payment Due:</b> Once tender information has been issued to the client.

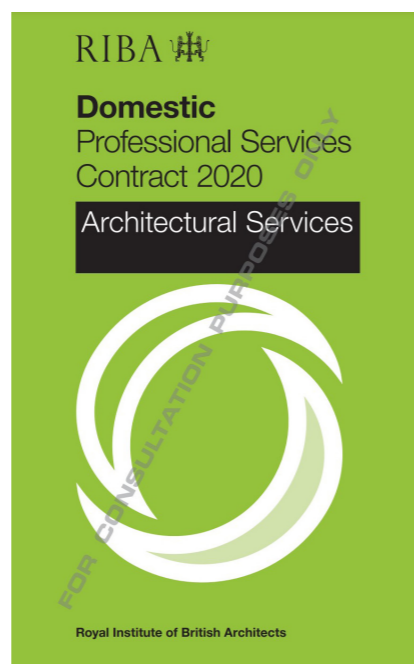
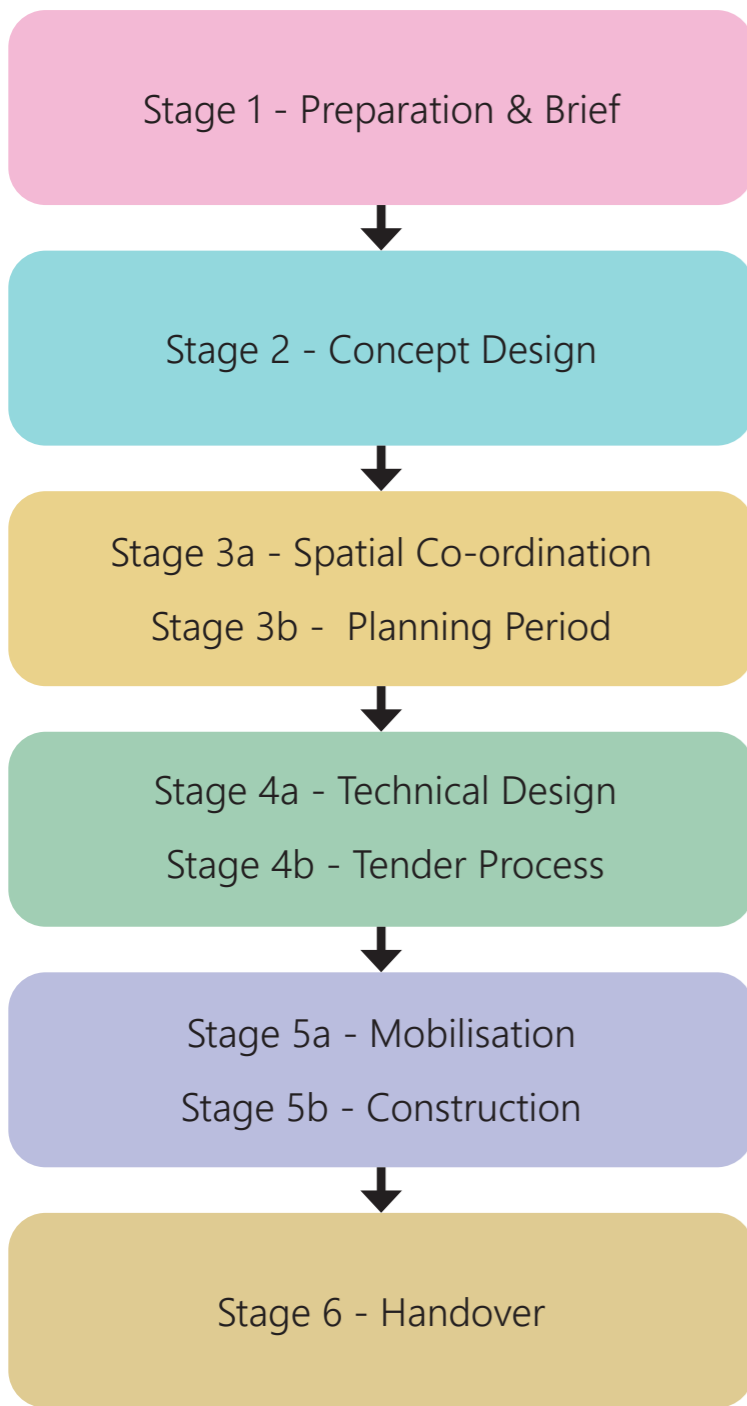
<b>RIBA STAGES 4B - TENDERING PROCESS PACKAGE</b>	
<b>Stages 4B - Tender Package</b> Tendering to potential builders on your behalf, managing the process and advising on the quotes.	<b>Payment Due:</b> Once tender information has been issued to builders.

# Fee Proposal - Stages 5-6

## Construction Stage Packages

This package includes managing the mobilisation items and preparing the construction information for the builder to start on site. During the construction process we act as the contract administrator between you and your builder, visiting weekly and advising on kitchen, bathroom and material choices

<b>RIBA STAGES 5&amp;6 - CONSTRUCTION PACKAGE</b>	
<b>Stage 5a - Mobilisation Period</b> Managing Items Such as Party Wall Awards, Water Build Over Agreements & Building Control Submission. Issue Construction Information Prepare Building Contract & Construction Programme	Monthly payments during Mobilisation period (Typically 2 Months - Period to be agreed with Client once Stage 4 design fixed)
<b>Stage 5b - Construction</b> <b>Stage 6 - Handover</b> (Architect & Contract Administrator Role) Site Visits & Design/Construction Advice	Monthly payments during Construction period (Typically 4 Months) Weekly Site Visits



**Digital contract (Included in our fee)**  
 A free copy of the contract can be found on RIBA website. [www.architecture.com](http://www.architecture.com)

## RIBA Plan of Work & Appointment

### RIBA Plan of Work 2020

The Royal Institute of British Architect's Plan of Work is designed to inform the briefing, design, construction, handover and use of a building. It can be used by a client at the outset of a project, to help them set up their project, or by any project team member during the project, as a constant point of reference to remind them of the core tasks that should be undertaken at any particular stage.

### RIBA Architect's Appointment

#### RIBA Domestic Professional Service 2020

Counterbalance uses the 2020 RIBA domestic professional services contract which is designed for architectural services on domestic projects for a consumer client. It can be used for work on the client's own home, including renovations, extensions, maintenance and new buildings in their own name.

This digital contract helps protect both parties ensuring costs, duties and responsibilities are clear, allowing for our services to be paused or cancelled as well as being able to expand or reduce the scope of works. We will explain the contract with you to make sure you fully agree and understand all the terms and conditions. We will prepare the contract which can be signed via an online portal.

# Stage 1 - Preparation and Brief

## Typical Duration - 2 to 8 Weeks

(Depending on Surveyor Availability)

### Stage Tasks:

1. Visit your Property or Site and Carry out an Initial Appraisal
2. Title Deed/Plan Search & Check for any Constraints
3. Local Water Authority Asset Search & Check for any Constraints
4. Check Local Flooding Information of Area & Property
5. Make our Clients Aware of their CDM Health & Safety duties
6. Organise and Conduct Building Measurement Survey (by others)
7. Check Planning History, Site History & Planning Restrictions
8. Establish Project Programme & Budget
9. Initial Project Brief - Client Aspirations, Requirements & Precedents
10. Stage 1 Report Summary of all the information above

## RIBA Stage 1 - Preparation & Brief

Once our 1-hour free consultation has determined that a building project is the best means of achieving your requirements, we will begin the briefing process. Your requirements are considered in more detail, in connection with a specific site or property, and recorded in the project brief.

Stage 1 is about developing the information that we will need to commence the design process at Stage 2. A comprehensive set of site information needs to be sourced, including site and property surveys. Depending on how complex/size of the property a third party could be required to undertake a building measured survey using accurate laser equipment.

### Other Costs (Costs depend on the location and size of property.)

- Land Registry Title Deed/Plan Cost **£6 Incl. VAT**
- Local Water Authority Asset Search Cost between **£50 to £100+VAT**
- Building Measured Surveys Cost Between: **£1,000 to £2,500+VAT**
- Drainage CCTV Survey Cost Between **£300 to £600+VAT**

# Stage 2 - Concept Design

## Typical Duration - 4 to 8 Weeks

(Depending on Project Size and Complexity)

### Stage Tasks:

1. Produce 2D Plan Layout Options for Client Review
2. Establish Wall, Floor & Roof Build-ups
3. Present Precedent Images of Completed Projects
4. 1st Meeting with Client/Family to fix Plan/Layout and Approach
5. Model Plan into 3D Model - External/Internal Design and Materials
6. 2nd Meeting with Client/Family to fix Plan and External Design
7. Pre-application Meetings with Local Authority
8. Undertake CDM Health & Safety Designer Risk Assessment
9. Update Project Programme & Budget where required
10. Finalise Project Brief - Client Aspirations & Requirements
11. Stage 2 Report Confirmation of Preferred Design

## RIBA Stage 2 - Concept Design

Stage 2 sets the architectural concept for a project. Proposals that align with the site information and the project brief, including the spatial requirements, are prepared. Regular design reviews are used to seek comments from the client and the design is iterated in response.

Externally, the building must meet the vision of the client, as well as the demands of the local context and environment. The client may seek pre-application planning advice on the suitability of the initial proposal from the relevant planning department. The architectural concept must also be reviewed against the quality aspirations, and the route to building regulations compliance needs to be clarified and agreed.

### Other Costs (Costs vary between councils, figures from Royal Borough of Greenwich Council)

Pre-application Meeting Cost:

- Extension: **£195 Incl. VAT**
- New build home **£650 Incl. VAT**

# Stage 3 - Spatial Coordination

## Typical Duration - 8 to 18 Weeks

(Depending on the size of the project and local authority determination period)

### Stage Tasks:

1. Commission Specialist consultants such as Ecology & Transport
2. Submit Drawings to Freeholder for in-principle approval if required
3. Submit Drawings and other Documentation to Local Authority
4. Manage Planning Process with Local Authority
5. Gain Planning Permission
6. Interior Design Concept Mood Boards (During Planning Process)
7. Update CDM Health & Safety Designer Risk Assessment
8. Agree CDM Health & Safety file contents
9. Update Project Programme & Budget where required
10. Stage 3 Report (Once Planning Permission has been Granted)

# RIBA Stage 3 - Spatial Coordination

## Route to Planning Permission



Stage 3 is about testing and validating the architectural concept and submitting documentation to your local authority to gain planning permission. If you are leaseholder, we advise getting an in-principle approval of your design with the freeholder.

Planning permission typically takes between 8-12 Weeks, depending on the size and complexity of the project. New build projects could require specialist consultant surveys or reports to support the application.

### Other Costs (Costs vary between councils, figures below Royal Borough of Greenwich Council)

- House Holder Application (Extensions) Cost: **£300 Incl. VAT**
- Full Planning (New Build House) Cost: **£500 Incl. VAT**
- Specialist consultant reports: Budget at least **£5,000** (New Build House) (Specialist reports could be required including Transport, Ecology, Tree, Daylight/Sunlight & Flooding)
- Licence to Alter Application Cost: **£1,000 to £1,500+VAT**

# Stage 4a&b - Technical Design

## Typical Duration - 6 to 8 Weeks

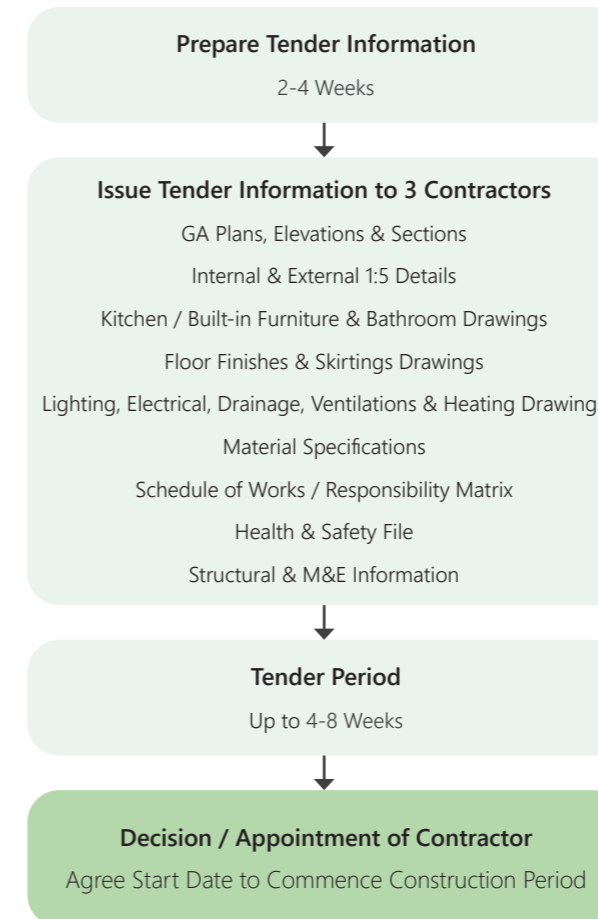
(Depending on the size of the project and availability of builders)

### Stage Tasks:

1. Appoint Structural Engineer (By others)
2. Appoint Quantity Surveyor (New Build House/High Value Project)
3. Appoint Mechanical Engineer (New Build House/High Value Project)
4. Trial Pit to Confirm Ground Conditions & Foundations (By others)
5. Prepare Architectural Technical Tender Pack
6. Invite Builders to Tender for Project
7. Appraise & Report on Tenders / Arrange Building Contract
8. Submit Pre-commencement Planning Conditions
9. Update CDM Health & Safety Designer Risk Assessment
10. Update Project Programme & Budget where required
11. Stage 4 Report (Once Builder has been selected)

# RIBA Stage 4a&b - Technical Design

## Tender Process & Time Frame



Stage 4 involves the preparation of all information required to manufacture and construct a building in sufficient detail to enable tenders to be obtained from main contractors.

This period includes coordinating relevant information received from other client appointments such as structural, civil or mechanical engineers. We would recommend getting a quantity surveyor for new build or high value projects.

### Other Costs (Costs can vary between locations and size of project)

- Trial Pit of Existing Ground Conditions/Foundations Cost: **£500 Incl. VAT**
- Structural Engineer (Extensions) Cost: **£1,500 to £3,000+VAT**
- Structural Engineer (New Build House) Cost: **£3,500 to £5,000+VAT**
- Quantity Surveyor (New Build House) Cost: **£1,500+VAT**
- Mechanical Engineer (New Build House) Cost: **£1500 to £5,000+VAT**



# Stage 5a

## Construction Mobilisation

### Typical Mobilisation Duration - 4 to 12 Weeks

(Depending on the size of the project and availability of builders)

#### Mobilisation Tasks:

1. Issue Construction Drawings & Review with Builder
2. Submit Full Plans or Building Notice Building Control Application
3. Arrange Local Water Authority Build-over Agreement if required
4. Issue Party Wall Notice to Neighbours
5. If Disputes arises Arrange a Party Wall Award (By others)
6. Arrange a Licence to Alter Agreement if required (By others)
7. Submit Pre-commencement Planning Conditions if required
8. Agree Construction Programme / Start Date with Builder

## RIBA Stage 5a - Construction Mobilisation

Before construction works can begin there are a number of statutory requirements which need to be completed in the mobilisation period. Typically, this period is between 2-3 months which gives sufficient time to receive all the necessary approvals before works start on site. By completing these tasks after selecting a contractor it allows them to input on the technical details before drawings are approved by building control, local water authority or attached to a party wall / licence to alter agreements.

#### Other Costs (Costs can vary between local authorities, locations and size of project)

- Party Wall Agreement: **£750 to £1,500 +VAT** per neighbour
- Local Water Authority Build-Over Agreement: **£300 Incl. VAT**
- Pre-commencement Planning Conditions Householder: **£50 Incl. VAT**
- Pre-commencement Planning Conditions Full Planning: **£150 Incl. VAT**
- Building Control Fee Extensions: **£950-£1,500+VAT**
- Building Control Fee New Build House: **£1,500 to £2,000+VAT**

# Stage 5b - Construction

## Typical Construction Duration - 2 to 18 Months

(Depending on the size of the project and availability of builders)

### Construction Period Tasks:

1. Respond to Site Queries
2. Contract Administration Procedures
3. Visual Site Inspections - Review Progress against programme
4. Certify Payments to Builders
5. Manage Variations or Client Changes
6. Issue instructions to Builders
7. Certify Practical Completion
8. Prepare & Submit Applications to Discharge any Construction Stage or Pre-occupancy Planning Conditions

# RIBA Stage 5b - Construction

## Construction Period

Stage 5b comprises the manufacturing and construction of the building or refurbishment in accordance with the construction programme agreed in the building contract. At this point all drawings should be fixed, statutory approvals in place, costs confirmed and building contract signed.

We can guide and support you through this process and conduct site inspections to review quality, progress against the programme and certify payments to contractors. We can manage variations and client changes along with issuing instructions to the contractor on your behalf.



### Building Contract Costs (Incl. VAT)

RIBA Domestic Building Contract 2018: **£60**

JCT Standard Building Contract 2016: **£200**

## Stage 6 - Handover

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### Typical Duration - 1 to 12 Months

(Depending on the size of the project and availability of builders)

#### Stage Tasks:

1. Carry out Visual Site Inspection for Defects
2. Issue a Schedule of Outstanding Defective Works
3. Liaise with Builder in relation to the Making Good of Defects
4. Inspect Remedial Works
5. Certify when Defective Works have been rectified
6. Assist the Client with the Final Account and Issue Final Certificate
7. Handover the Finished Project to the Client

## RIBA Stage 6 - Handover

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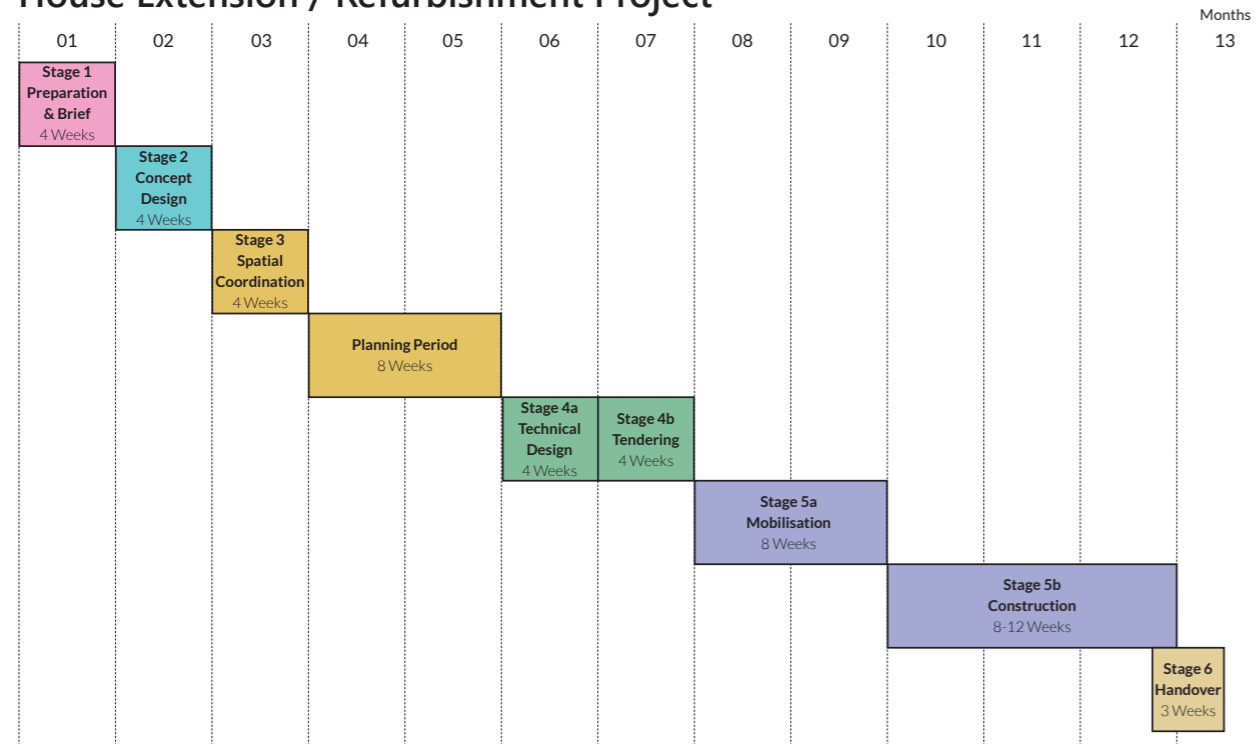
Stage 6 starts with the building being handed over to the client, aftercare initiated and the building contract concluded. We carry out a visual inspection on your behalf to schedule all defective works and liaise with the contractor to make good the defects, certifying when they have been rectified and payments should be released.

If a building contract has been used and an agreed defects liability period established (usually 12 months) a final certificate will be issued, which concludes the contractual involvement of the design and construction teams. This in effect releases all remaining money due to the contractor including any remaining retention.

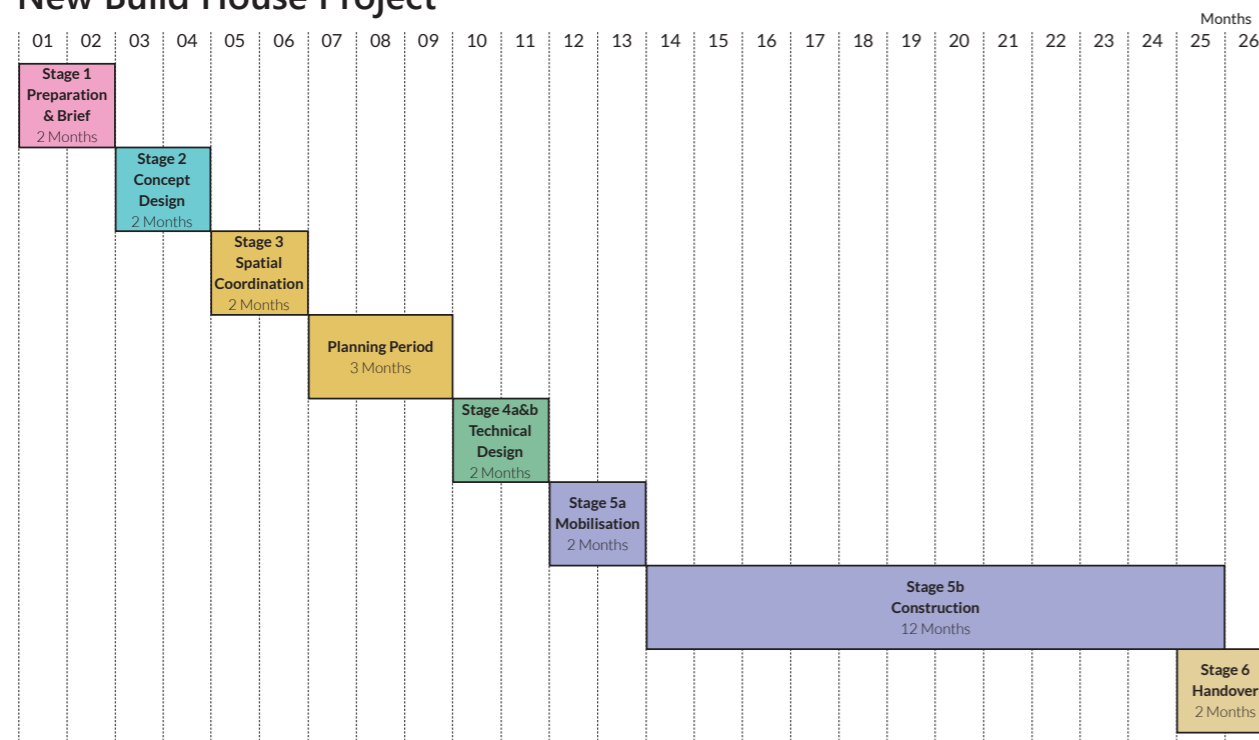
It is best practice to have a project performance meeting with all parties, so that the project team can share their experiences for the benefit of future projects.

# Typical Programmes

## House Extension / Refurbishment Project



## New Build House Project



**Notes:**  
From previous project experience the above programmes are possible. Counterbalance will endeavour to meet our typical programme; however, we cannot guarantee the time frame can be achieved. External factors such as consultant and builder availability along with local authority and other statutory bodies can cause unforeseen delays. Where a delay is likely to occur Counterbalance will inform the client as soon as possible.

# Other Costs Summary Example

## Typical House Extension

(Not all items will be required on all projects but have been included to demonstrate costs)

### Stage 1

- Land Registry Title Deed Cost - £6 incl. VAT
- Water Asset Search - £50-£100 incl. VAT
- Building Measured Surveys - £1,500+VAT
- Drainage CCTV Survey - £500+VAT

### Stage 2

- 1x Pre-application Meeting: £195 incl. VAT

### Stage 3

- House Holder Application: £300 incl. VAT
- Licence to Alter Application: £1,000+VAT

### Stage 4

- Trial Pit - £500 incl. VAT
- Structural Engineer - £2,000+VAT

### Stage 5

- 2x Party Wall Agreements: £3,000+VAT
- Water Build-Over Agreement: £300 incl. VAT
- Planning Conditions: £50 incl. VAT
- Building Control Fee: £1,500+VAT
- Building Contract 2018: £200 incl. VAT

## Typical New Build House

(Not all items will be required on all projects but have been included to demonstrate costs)

### Stage 1

- Land Registry Title Deed Cost - £6 incl. VAT
- Water Asset Search - £50-£100 incl. VAT
- Building Measured Surveys - £2,500+VAT
- Drainage CCTV Survey - £500+VAT

### Stage 2

- 1x Pre-application Meeting: £650 incl. VAT

### Stage 3

- Full Planning Application: £495 incl. VAT
- Specialist consultant reports: £5,000 incl. VAT

### Stage 4

- Trial Pit - £500 incl. VAT
- Structural Engineer - £5,000+VAT
- Quantity Surveyor - £1,500+VAT
- Mechanical Engineer £3,000+VAT

### Stage 5

- 2x Party Wall Agreements: £3,000+VAT
- Water Build-Over Agreement: £300 incl. VAT
- Planning Condition: £150 incl. VAT
- Building Control Fee: £1,500+VAT
- Building Contract 2018: £200 incl. VAT

# Terms & Conditions

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## Architectural Services

### RIBA Stages - Architectural Services

Counterbalance XYZ Ltd will be providing Architect and Lead Designer scope of services only. We will be acting as lead consultant on RIBA Stages 1-6. Fees cover all normal architectural services relevant to the specific project scope. Normal architectural services are defined by the RIBA Plan of Work 2020 / RIBA Domestic Professional Architectural Services Contract 2020.

### Meetings & Site Visits

Fee allows for virtual and physical design team/client meetings and site visits, as necessary.

### Surveys, Reports, Other Costs & Appointments

Please note that Building Measured Survey, Pre-application meeting, Planning Application, Structural Engineer, Party Wall Surveyors and Building Control costs are not included in our fee. We have given estimates of these costs but cannot guarantee the amounts until the relevant point in the project. It is advised that a measured building survey will be required to be undertaken during Stage 1 for work to commence and a structural engineer is appointed at Stage 4. Depending on the project location with neighbouring properties, a party wall award may be required.

### Fee Quotation

Additional work, such as that required by changes to the proposed scope of services or by significant revision to the design, will be subject to an additional fee that may be based either on a time charge, at an hourly rate, or an agreed lump sum fee.

### Mobilisation / Programme

Counterbalance has allowed for our service to commence for a programme period of 12 continuous months. The fee offered is based on our work proceeding in accordance with the typical programme attached. Should there be significant departure from this, then the fee may need to be adjusted accordingly. Counterbalance will highlight any additional costs before they occur. Unforeseen gaps between stages such as planning delay due to council decision or builders starting on site will not cause additional fees. Counterbalance services can be paused between stages without additional fees as long as the entire project is restarted within a one-year period.

# Terms & Conditions

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## Information Release

Counterbalance will issue all drawings and other deliverables in a 2D pdf (non-editable) format. No Revit BIM information will be provided.

## Procurement Route

For the purpose of our fee proposal, we understand that the procurement route is "Traditional".

## Invoices, Insurance & VAT

Fees will be invoiced in accordance with RIBA Plan of Work 2020 stage completion payments agreed with the client, and tables above. Full Payment should be received within 14 days of the date of issue of any invoice. Applicable law - England & Wales.

Counterbalance XYZ Ltd maintains its professional indemnity policy in respect of the project at a maximum of £250,000.00 (Two Hundred and Fifty Thousand Pounds).

Counterbalance XYZ Ltd is not VAT registered and therefore does not charge VAT on invoices.

## Health & Safety

### Construction (Design and Management) Regulations 2015 (CDM 2015)

As a client (organisation or individual) requiring design work to be carried out in connection with a construction project you have legal duties and responsibilities under CDM2015 regulations. In appointing consultants to undertake design work on your behalf you must either carry out those duties yourself or otherwise appoint a 'Principal Designer'.

As Lead Consultant/Lead Designer under traditional appointments and contracts, Counterbalance XYZ Ltd can offer Principal Designer services, which have been included in our fee.

### Client Duties under CDM 2015 - Domestic client :

In order to meet the legal requirements of the CDM Regulations 2015 we have understood the client wishes to transfer their duties under the regulations to Counterbalance XYZ Ltd and would like us to plan, manage, monitor and co-ordinate health and safety in the pre-construction phase of the project.



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