



## BDK Architects – Householder Services

### Introduction

Whether you are planning to build a new house or flat, to alter or extend your present home, to remodel your living space, to employ a builder or just do it yourself, it makes sense to consult BDK Architects.

We recognise that a building project represents a very important undertaking to the private householder. We attach the same amount of importance to your needs and objectives as you do. A Senior Architect is directly involved during the project's development to give the attention and care that every individual project deserves. We passionately believe that domestic projects benefit from expert design input – and from this creativity your home can become better than you ever expected!

BDK Architects can assist you with –

- Helping to **define your objectives** for your project, identify the risks involved and imaginatively and expertly interpret your ideas.
- Working with you on **developing a design** that imaginatively realises your objectives, optimises your investment, is economic to build and run, and bring you years of comfort, delight and pleasure.
- Helping to **secure the approvals** that will be needed before your project can go ahead, including the preparation of applications for Planning consent (covering the spatial, amenity, design and public interest aspects of a project) and for Building Bye-Laws consent (covering the buildings functional requirements to principally safeguard health and safety with conserving energy and other resources).
- Realise your project through **managing the construction phase** including selecting suitable builders, obtaining competitive construction prices, monitoring progress, standards and safety on-site, arranging the input of other design specialists, and overseeing the co-ordination of the construction through to its successful completion.

### Introductory Consultation

We do not make any charge for an initial site visit, or meeting at our office, to discuss your project or building needs. During this introductory consultation we will generally identify your requirements, suggest possible options, explain the process of developing the project and the approvals required, and give you some new ideas! We would be delighted to arrange an appointment and together embark on a journey of discovery, please call us on 01534 768740 or e-mail our Practice Principal / Director at [paul.harding@bdkarchitects.com](mailto:paul.harding@bdkarchitects.com) to book an appointment for receiving our Introductory Consultation Service.

### Explore your Virtual Environment

Long before construction work starts our Virtual Building Technology can give you a truly three dimensional appreciation of how the completed project will appear and feel. BDK Architects don't just prepare two-dimensional plans, elevations and sections – we actually assemble a virtual building using our state-of-the-art CAD technology from which both a Virtual Building Model or more conventional two dimensional drawings are produced. From this you will really discover the physical appearance of your building.



We can give you full 3D tours of the project and even give you a Virtual Building Explorer CD (VBE) for you to explore on your own computer and tour your project at leisure - in virtual reality! This is a great design aid and also makes it far easier to read the scheme than two-dimensional drawings.

## Interior Architecture

BDK Architects employs staff who have gained Interior design experience, in addition to our core Chartered Architects and Assistants, so we have the expertise and capability to successfully realise an attractive interior design solution as well as addressing the architectural aspects.

## BDK Householder Services

BDK Architects **Full Service** means we look after the whole process from commencement to completion of the construction works and gives you the benefit of our Professional Indemnity Insurance covering our work and the completed building for 10 years following Completion. In addition to preparing the initial and scheme designs / drawings plus preparing and guiding the Planning / Building Bye-Law applications, also include guiding the procurement and construction of your project from preparing construction detail / specifications, arranging tendering / pricing of the building work, administering the construction Contract with the selected Contractor, through to completion of the building work and the Defects Maintenance Period.

Alternatively you can request we undertake a **Partial Service** for your project, restricted to the design /drawing and Planning / Building Bye-Law application stages. Once Consents have been received we then hand over everything for you to arrange the building works. This generally costs 35% - 40% less than our Full Service. The Services we will undertake for you as your project progresses will generally incorporate:-

### **Feasibility Services (Fixed Fee / Time charge)**

1. Retrieve and research Planning's file on building. Undertake further investigations / information gathering (RIBA Workstages A+B).
2. Provide further consultation and advice as required (RIBA Workstages A+B).
3. Develop your Needs & Options review into full Brief detailing your requirements & objectives (RIBA Workstages A+B).
4. Prepare concept design options & sketches, for your approval and selection (RIBA Workstages A+B).
5. From agreed concept design option develop into Outline Design (RIBA Workstages A+B).
6. Prepare and submit Planning pre-application consultation request. Advise you on Planning response (RIBA Workstages A+B).
7. Re-assess preliminary construction budget parameters (RIBA Workstages A+B).
8. Prepare and provide Feasibility Report (when required and included in our scope) (RIBA Workstages A+B).
9. Prepare and provide you with our Appointment Documents comprising Appointment Letter incorporating our Services required, Stages of Work, Approach to project, Consents required, Indicative Timescales, approximate Building Costs, our Fees and Charges with supporting information. Agree next stage.

### **Full Services (Partial Services identified with +P) (Agreed fee method):**

1. Undertake full measured survey of existing property / site and prepare existing building drawings (when required). If existing drawings can be obtained (often in Planning's property file) the cost of a measured survey can be avoided.



2. Develop Outline Design into full 3D Scheme Design, for your approval (RIBA Workstages C+D) (+P).
3. Advise on Planning Application requirements and application fee. Prepare supporting Scheme Design drawings (plus 3D Visuals / Montages when included in our scope), write Planning / Design Statement and assemble / prepare supporting reports. Prepare and submit application for Planning approval under the Planning and Building Law (RIBA Workstages C+D) (+P).
4. Following Planning registering the application advise you on displaying Site Notice (+P). Monitor progress of Planning Application. Report to you on any Public Representations received. If required prepare responses to any Public Representations. If required attend Planning Committee Public Meeting and represent your case for approval. (+P).
5. Undertake Technical Design including developing drawings showing general construction, preparing typical 1/20 and/or 10/10 construction details, undertake Fire Separation, Ventilation and Thermal Insulation compliance calculations / assessments and prepare Building Bye-Law compliance specification. Prepare and submit application for Building approval under the Building Bye-Law's (RIBA Workstage E) (+P).
6. Finalise Technical Design ready for construction including preparing large-scale construction details / schedules and preparing specifications covering materials and workmanship, together with other construction information (RIBA Workstage F).
7. Advise you on appropriate contractors and agree tender list; advise you on appropriate form of building contract and relative responsibilities; issue tender documents and on return advise on the tenders received (RIBA Workstages G+H).
8. Prepare appropriate contract documentation between you and the successful contractor and arrange for signature; provide contractor with information required for construction (RIBA Workstage J).
9. During construction administer the building contract on your behalf through to completion; undertake periodic site visits (normally fortnightly) to inspect works and check for general compliance with the contract; issue Certificates for Interim payment (RIBA Workstage K).
10. Undertake pre-completion inspection, issue snagging list (if any), re-inspect and issue Practical Completion Certificate (RIBA Workstage K).
11. Review and finalise contractor's final account; undertake end of Defects Maintenance Inspection (6-12 months after Practical Completion); issue defects list for Contractor to rectify (if any); re-inspect and issue Making Good Defects Certificate & Final Certificate for payment (RIBA Workstage L).

*This is an abridged shortlist of Services typically supplied by BDK Architects for householders and private domestic Clients. For a full list of BDK Architects Services and Activities please ask for our complete Schedule of Services and Activities.*

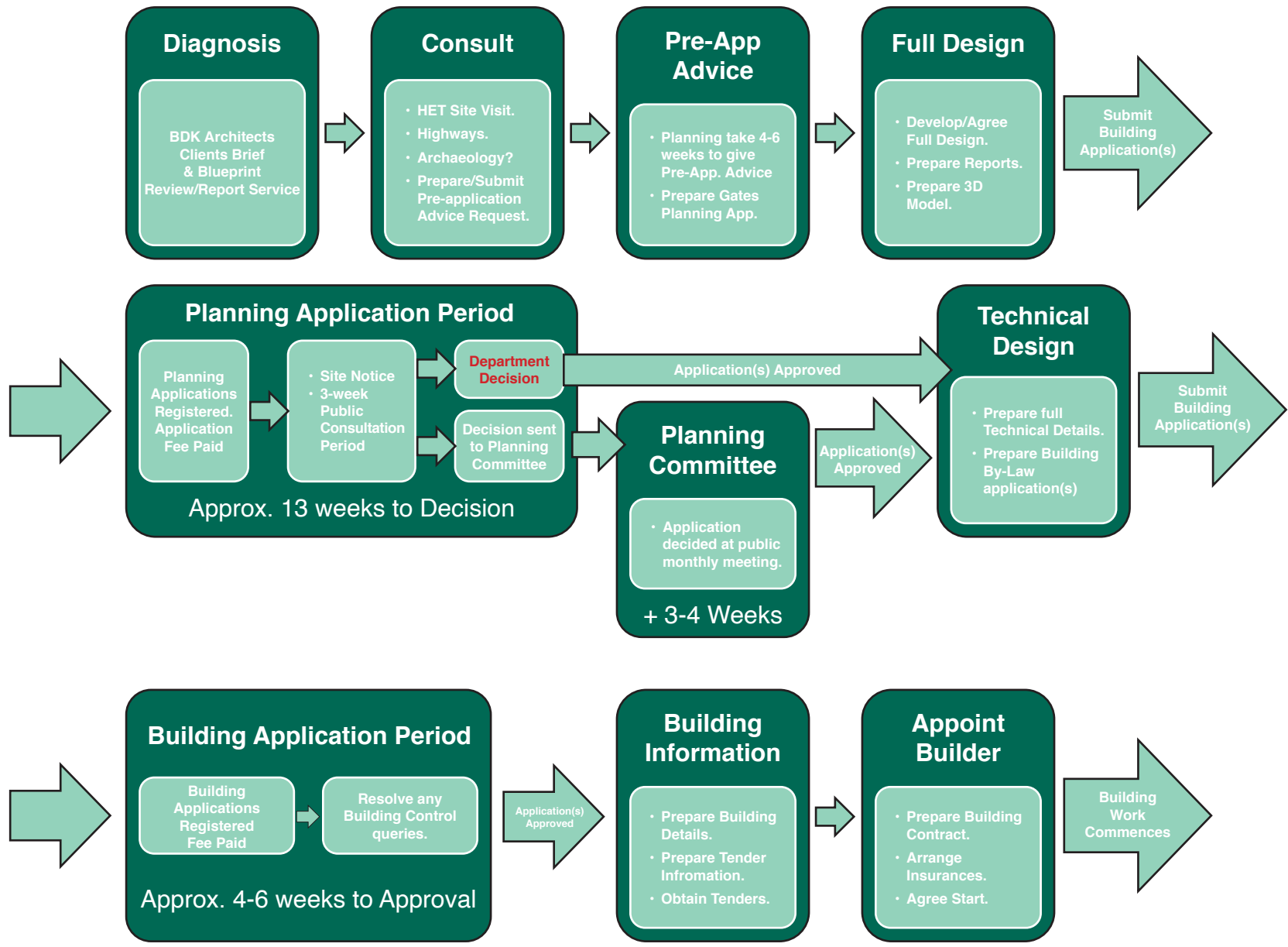
## The Planning Process

*Although the Planning Process can seem complex and daunting BDK Architects experience and expert knowledge of the Planning System and procedures is applied to guide your projects route through the maze. There are minimum standards for Residential Unit Size, Amenity Provision and Car Parking Provision, in particular, which must be achieved. We will provide you with specific advice on these issues relating to your project.*

*There are application fees levied by the Planning & Environment Department payable by you (separate to our fees) to the Treasurer of the States for Planning and Building Byelaw applications. We will advise you on the current application fees applicable to your project.*

*Our **Domestic Works Planning Flowchart** outlining the Planning Process aims to provide a general understanding of the stages involved:-*

# BDK Architects – The Jersey Planning & Building Process Guide



*"We used BDK Architects and found them to be quick, reasonably priced, creative, great to work with, approachable and with a complete understanding of all Planning and Building Bye Law aspects. We would recommend them for any construction project."*  
BDK Domestic Client commendation

**BDK Architects – creating added value for your project**  
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 www.bdkarchitects.com



Planning & Environment Department levy statutory application fees payable by you (separate to our fees) to the Treasurer of the States for Planning and Building Bye-Law applications. We will advise you on the current application fees applicable to your project and confirm these with you when completing your applications.

## Timescales

Because each project varies enormously and the preparation stages can involve specific investigations coupled with a variety of work the below guidance can only be indicative and may substantially vary. We will advise you more specific period required for your project at inception and at each stage:

We generally undertake our Feasibility Services within 2-4 weeks, plus where a Planning pre-application consultation is advisable another 5-6 weeks (within this period Planning take at least 4 weeks for providing pre-application advice), followed by undertaking Scheme Design / Planning Application Services within 3-6 weeks.

From then onwards timescales are subject to how Planning progress following submission of the Planning application. Registering / advertising the application (you will need to display a Site Notice) and the statutory 3-week public consultation period will take 4-5 weeks overall. Planning's 'Customer Charter' aims to decide 85% of all applications within 13 weeks from registering the application, which can reduce to around 8 weeks for 'minor' applications. Complex applications that require further discussion with Planning or involve further re-consultation with other public bodies (for example) may take longer, but we will advise further when Planning confirm. If Planning refer the application to Planning Committee for a decision (or if we apply for Planning Committee to Review the Planning Departments delegated decision) then add another 4-6 weeks.

Once we have a Planning Permit we will need 4-6 weeks to prepare the Building Bye-Law application and Building Control section of Planning normally take 4-6 weeks to process, issue any queries for us to answer and then issue the Building Byelaw permit following which everything will be in place to prepare for construction.

Following this we will need 4-8 weeks to prepare the construction information, specification, details and Tender documentation. It is normal to allow 4 weeks for the tender period by which time we should be in a position to appoint a Contractor and prepare for construction.

In summary even for a modest Major scheme it can take 6-8 months from starting our Services to securing Planning Consent, plus another 3-4 months for preparing and obtaining Building Consent, and 2-3 months preparing construction information. For a Minor scheme (relatively small-scale alterations or developments) the first Planning period can be reduced by around 3 months.

*"I can honestly say we knew out of all the local architects you would be the one that could turn things around for us. A life changing [planning] decision for us yesterday so well done you! Excellent work. Thank you again." BDK Domestic Client, February 2016*

*"BDK Architects have worked with us recently to design a small extension for our property and throughout the process we have found them to be approachable, enthusiastic and knowledgeable. Overall we have been delighted with the service offered and would not hesitate to recommend them to other potential clients." BDK Domestic Client, February 2011*

*"We used BDK Architects and found them to be quick, reasonably priced, creative, great to work with, approachable and with a complete understanding of all Planning and Building Bye Law aspects. We would recommend them for any construction project!" BDK Domestic Client, April 2009*



## Consultation Notes: