

WHAT ARCHITECTS DO: List of typical services for a project

For most of our projects we are involved in initiating, monitoring and completing the following processes:

- Brief development
- Feasibility studies
- Briefing a quantity surveyor for preparation of cost plans
- Design development and final design drawings including interior elevations, working models or simple 3D images where appropriate
- For commercial, education, residential and community projects: visual materials for community/staff/public consultation
- Pre Applications to Planning or Change of use applications
- Planning application preparation and submission
- Listed building and conservation area consent applications
- Co-ordinating other consultants' design and technical input into the final design
- Advise on CDM regulations & asbestos surveys
- Building regulations applications
- Detailed construction drawings
- Proposing and specifying internal and external materials, fittings and colour schemes
- Designing with energy saving and ease of use in mind
- Designing for full disability access and specific needs as appropriate
- Designing robust, easily maintained construction
- Interior design (excluding soft furnishings)
- Construction detailing of built in fittings including cupboards, desks etc
- Designing and detailing bathrooms
- Designing kitchens for construction by a specialist sub contractor, or detailing for the main contractor to build
- Design of hard landscaped external areas, gardens and play spaces
- Managing the tender process
- Advice on appointing a contractor and the appropriate type of construction contract
- Administering the contract during and after construction including regular site visits, monitoring expenditure and applications for payment (we act as the intermediary between the contractor and client, handling disputes and queries)

Additional services we can offer include:

- Assessment of potential, buildings, houses or sites at purchase stage
- Assessment of urban location: transportation links, parking, private vs public space, trees, pedestrian routes
- Analysis reports on existing premises (useful for commercial clients relocating)
- Space planning offices and flat/house types
- Brief writing (where client has a need but would like assistance defining the requirements)
- Advice on multi-use spaces - we can help identify the key possible uses and advise how these can dovetail together
- Assistance preparing information for grant applications
- Party Wall drawings
- Consultations/presentations to user groups and key stakeholders such as trustees - formal presentations or workshops
- Suggesting items for omission when value engineering is required post tender, and amending drawings, phasing or construction to specific timetables - such as the client staying in the building while the works are carried out or staged financing requirements
- Advice on building in occupied premises and maintaining public safety
- Work with clients' interior, kitchen or other designers or specialist installers where required
- Collaborative works: for example bring in artists, working with user groups completing elements of the work themselves
- Advice on furniture, signage and graphics
- Detail and co-ordinate client supplied fittings or finishes
- Drawings for freeholder or landlord's consent

Private homes clients please note: we do not supply fittings and finishes in the same way as interior designers and therefore our fees are not linked to commission on the supply of these items. Our fees are for the services above only.

The scope of services required will be agreed with the clients at the commencement of a project and confirmed with an Architects Appointment