



How We Work

Stages 1 - 6

By Others

Project Steps

RIBA Stages of Work

As a chartered architecture practice, we deliver our services in line with the RIBA Plan of Work. The plan organises the process of briefing, designing, constructing, maintaining, operating and using building projects into stages.

1 _____

Preparation + Brief

Stage 1 is focused on identifying the guiding principles for the project. The outcome is a defined project brief which captures the project requirements. This will guide the project throughout all further design stages.

2 _____

Concept Design

Stage 2 is the delivery of the architectural concept. This is a design exercise which sets out the spatial requirements, design intent, and architectural language.

3 _____

Spatial Coordination

Stage 3 tests and refines the design intent set out in stage 2. The stage outcome is a planning application. Some site locations may be subject to additional requirements, for example a conservation area.

4 _____

Technical Design

Stage 4 involves the development of all information necessary to construct the building. This includes detailed architectural, structural and services drawings and schedules. The final outcome is the tender process.

5 _____

Construction

Stage 5 is the construction of the building. Our role is to monitor the works and administer the contract between client and contractor.

6 _____

Handover + Closeout

Stage 6 sees the completion of the building contract and handing over of the site to the clients. It incorporates the defects period and final certification.

1

Preparation + Brief

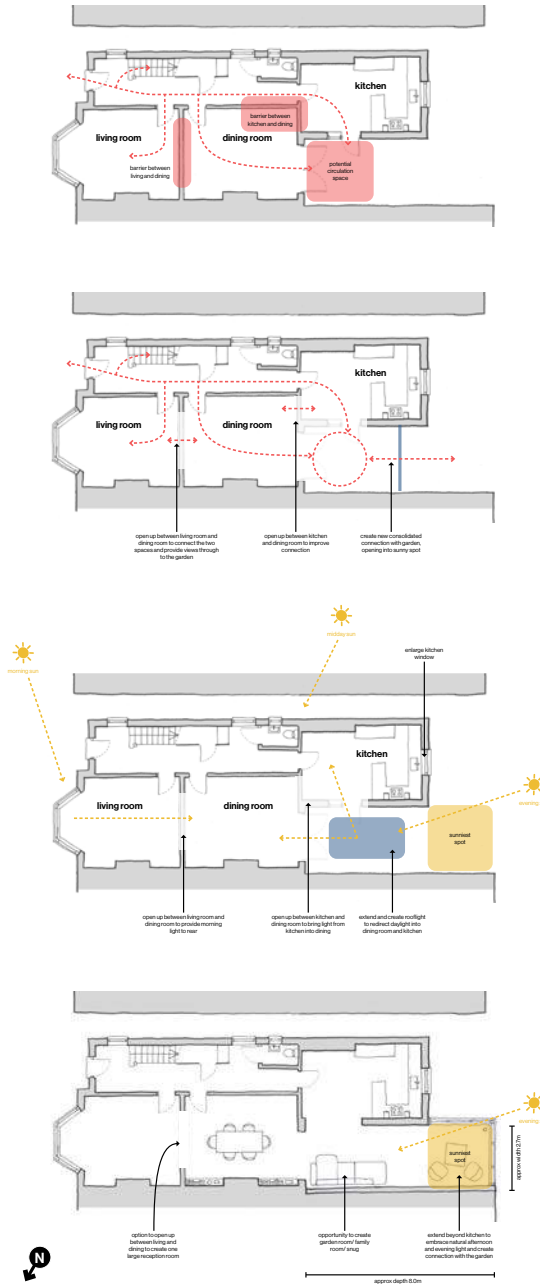
Stage 1 is focused on identifying the guiding principles for the project. The outcome is a defined project brief which captures the project requirements. This will guide the project throughout all further design stages.

Key Tasks

- Carry out an initial appraisal
- Establish and agree an initial project brief
- Establish the target construction budget
- Prepare initial project programme
- Arrange for a measured survey to be carried out if required
- Undertake feasibility study to define the project brief
- Define project brief based on feasibility study outcomes
- Advise on any other client appointments that may be necessary

Deliverables

- Defined project brief



initial analysis



site opportunities & constraints

- garden slopes up gradually towards the existing cabin
- large trees shade southwest light
- existing cherry tree

site strategy

- orient the building to frame views of the landscape north of the site
- position outside activity areas (dining terrace and decking) to receive the morning and evening sunlight

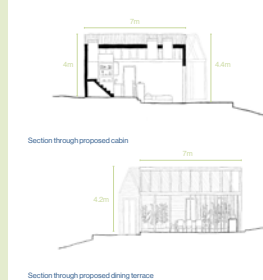
design strategy

- 2 repeated massings keep a consistent language
- single timber construction expressed externally and internally throughout
- positioning and materiality differentiates the two structures and accommodate individual spatial conditions

concept



proposal



2

Concept Design

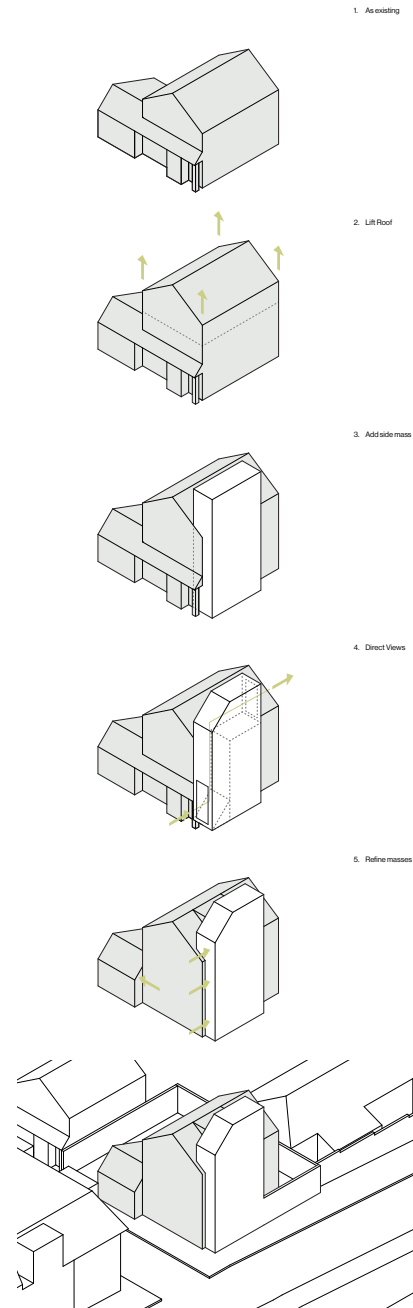
Stage 2 is the delivery of the architectural concept. This is a design exercise which sets out the spatial requirements, design intent, and architectural language.

Key Tasks

- Prepare a concept design package exploring concepts for the house. This would include design option studies and ideas on materials etc.
- Discuss possible construction methods.
- Prepare and agree the Final Project Brief, which will form the basis for the design of the project.

Deliverables

- Concept design report



3

Spatial Coordination

Stage 3 tests and refines the design intent set out in stage 2. The stage outcome is a planning application. Some site locations may be subject to additional requirements, for example a conservation area.

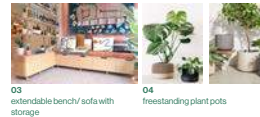
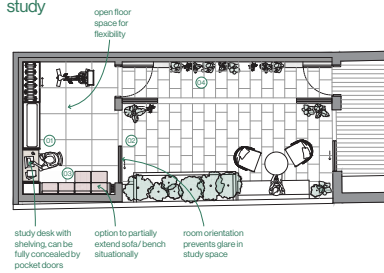
Key Tasks

- Sign off project layouts and spatial arrangements
- Confirm material palette.
- Prepare developed architectural design
- Prepare supporting documents for planning
- Prepare and submit permitted development application
- Procure RICS cost assessment
- Advise on the appointment of other consultants e.g. Structural Engineer, Party Wall Surveyor

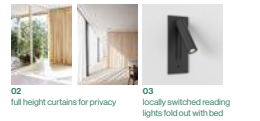
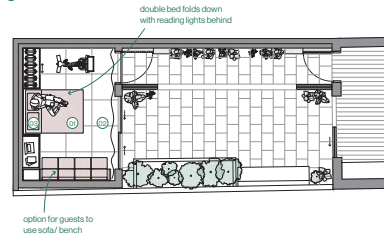
Deliverables

- Planning drawing set and supporting architectural documents
- Submission of planning application

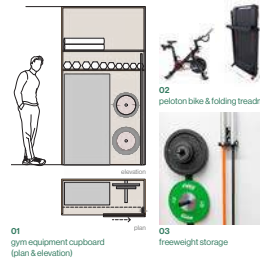
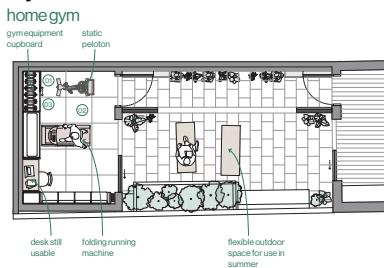
layout: study



layout: guest bedroom



layout: home gym



4

Technical Design

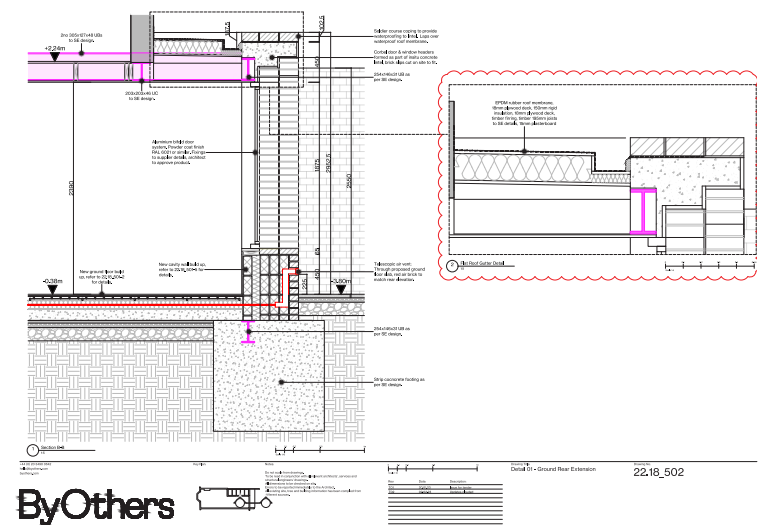
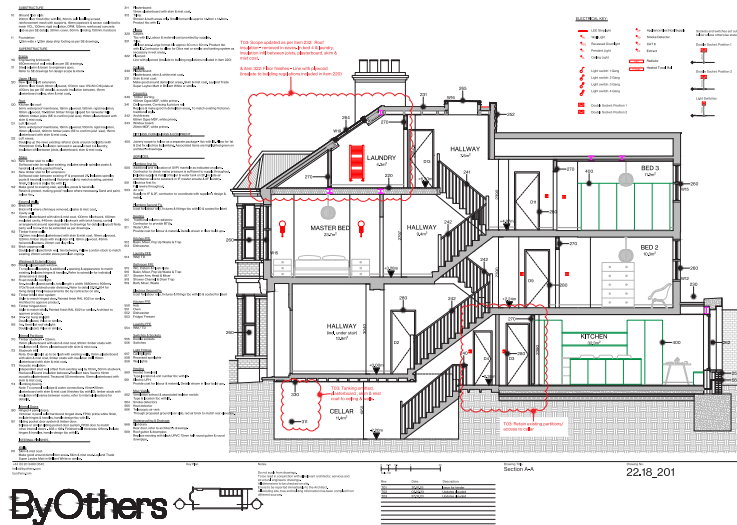
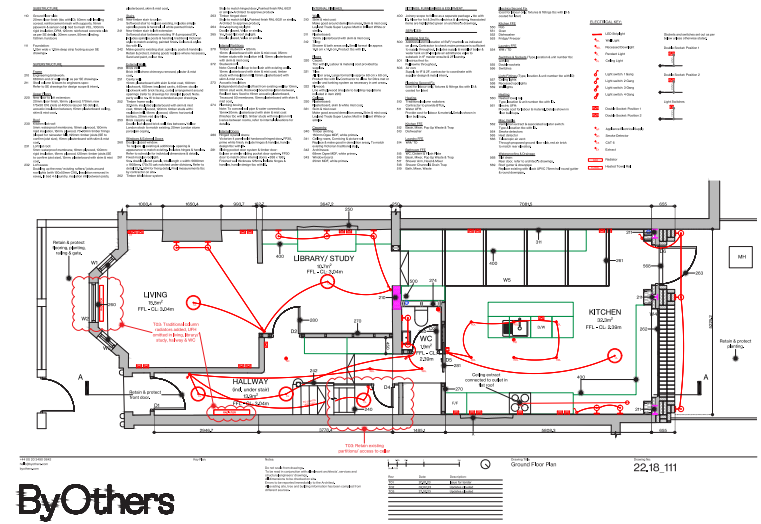
Stage 4 involves the development of all information necessary to construct the building. This includes detailed architectural, structural and services drawings and schedules. The final outcome is the tender process.

Key Tasks

- Prepare all architectural design information required to construct the project, including detail drawings & architectural specification
- Coordinate Building Regulations application
- Coordinate the Party Wall process as required
- Identify and agree technical design information that is to be completed by a contractor or specialist sub-contractor

Deliverables

- Architectural drawings for tender
- Supporting schedules and specifications



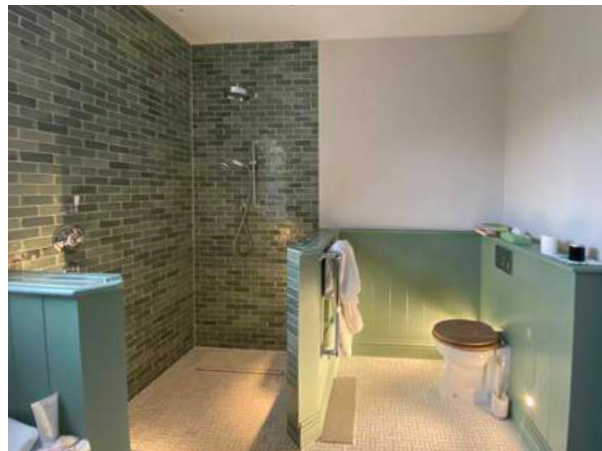
5

Construction

Stage 5 is the construction of the building. Our role is to monitor the works and administer the contract between client and contractor.

Key Tasks

- Visit the site to carry out visual inspections of the works
- Review progress of construction works against the construction programme
- Provide architectural information reasonably required for construction to the contractor
- Respond to site queries as they arise
- Undertake duties of contract administrator including certification of valuations
- Certify Practical Completion when this has been achieved



6

Handover

Stage 6 sees the completion of the building contract and handing over of the site to the clients. It incorporates the defects period and final certification.

Key Tasks

- Carry out visual site inspections and advise on the resolution of defects
- Liaise with the client and contractor and coordinate making good of any defects
- Inspect remedial works and certify the resolution of defects
- Assist in agreeing the final account and issue the final certificate



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