

ARCHITECTS APPOINTMENT: SERVICES AND TERMS

MINOR DOMESTIC/COMMERCIAL PROJECTS

PLANNING AND /OR BUILDING WARRANT SERVICES ONLY

Where a Client wishes for Planning Consent and / or Building Warrant approval only.

The architect will meet with the Client to discuss the project's aspirations.

1. Impartial and professional advice will be given on how to best achieve the client's aspirations within physical, environmental and statutory constraints and obligations.
2. The client may give the architect an indication of the budget he/she has in mind and the Architect will advise whether their aspiration is likely to be achieved within the given budget.
3. The architect will offer to carry out all the necessary architects' drawings and statutory services (excluding CDM Regulations) for a fixed fee.
4. If the fee and terms explained are acceptable to the Client, the Architect will confirm the appointment in writing, as it is a requirement of the ARB Professional Conduct, including fees and terms. The client may then accept the appointment by return of correspondence, including e-mail.
5. Following the Confirmation of the appointment the Architect will carry out a detailed measured survey where required, and will ask the Client of any information which may be of help for the Statutory undertakings.
6. The architect will undertake design sketches, including 3D representation to mirror his understanding of the Clients requirements. It expected that the design will be tweaked a further couple of times to ensure the Client's aspirations are being met.
7. Once the design approval is accepted, the Architect will prepare Statutory Planning and Building Warrant drawings. The drawings will be e-mailed to the client for his/her final approval before formally submitting these on-line.
**Part of the services is to carry out structural calculations and submit these with the application for approval. However, clients are advised that Building Control may ask for a SER Certificate, which are issued by a Chartered Structural engineer. This will generally speed up the time taken for a building warrant to be granted. If a client wishes to opt for the SER Certificate he /she is will require to pay the additional fee for the SER directly to the Engineer appointed.*
(A request for an SER certificate is usually made by a local authority which does not employ a structural engineer. The local authority, is required by statute to assess the structural calculations. As a result, they sent out tenders to Three Engineers. Hence, the time taken to access the application may be longer).
8. The architect will proceed with the statutory applications respectively and will advice the client on how to make statutory payment to the Local Authority. (Statutory Payments are **not** part of the architect's fees).
9. To safeguard cash flow, the Client will be invoiced for each of the work stage completed, as outlined in the quotation and confirmed in the Architect's Appointment letter. Further Design work will only proceed after each stage completed has been paid for. The client may terminate the agreement for any further design stage, with adequate notice to the Architect, but only after the previous design stage has been paid for. There are no additional architect's charges, for altering the drawings at the request of Planning and/or Building Control.
10. Office hours: Monday to Friday: 9:00am to 5:00pm
Consultations, out with office hours, may be arranged as when circumstances may require.
Please note: no telephone calls will be taken out with office hours.

Sincerely, Eraldo Murphy