



**VOID :**  
**ARCHITECT**



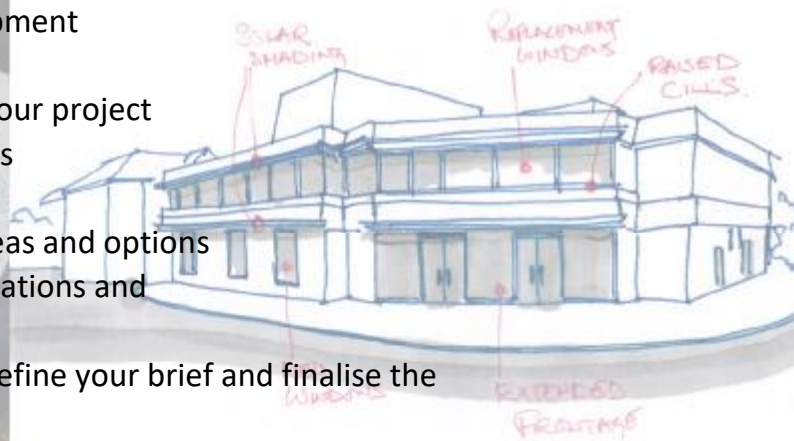
An Overview of a  
'Typical' Building Project

# A simple guide to the process....

There are probably lots of ways you can break this down – the RIBA (Royal Institute of British Architects) has a 3 page flow chart in 14 sections – but for most applications we have found that 5 steps usually covers it.

## A – Initial Design and Development

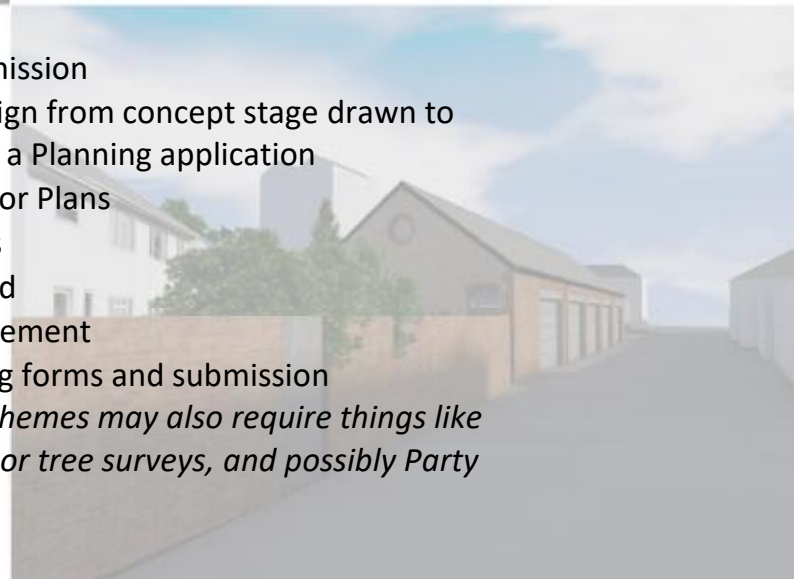
- Typically will involve
- Research relevant to your project
- Report back on findings
- Survey drawings
- Sketched floor plan ideas and options
- Sketched relevant elevations and
- 3D sketches
- Further discussion to refine your brief and finalise the overall concept.



## B – Planning Design and Submission

- Agreed layout and design from concept stage drawn to scale and prepared for a Planning application
- Location, Block and floor Plans
- **All** Relevant elevations
- 3D sketches as required
- Design and Access statement
- Preparation of planning forms and submission

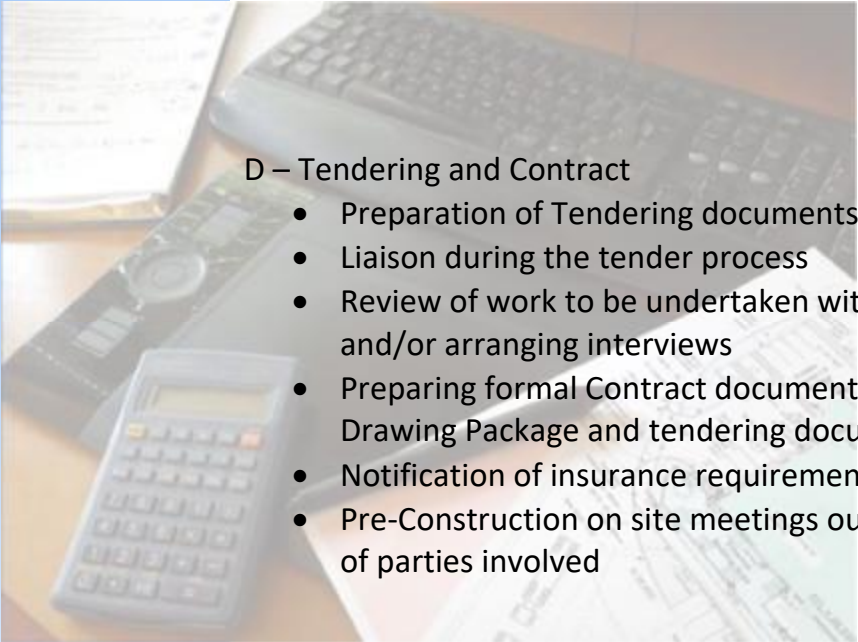
*Planning for more complex schemes may also require things like sunlight and shading studies, or tree surveys, and possibly Party Wall or Planning consultants.*



## C – Construction Drawing Package

- Detailed Design drawings developed from the agreed planning scheme, dimensioned and at a suitable scale
- Building works specification
- Possibly Electrical and plumbing layouts and schedules
- Submission of details for Building Regulation approval

*This stage may also need input from Structural or Services engineers.*



#### D – Tendering and Contract

- Preparation of Tendering documents and cover letters
- Liaison during the tender process
- Review of work to be undertaken with selected contractors and/or arranging interviews
- Preparing formal Contract document incorporating Design Drawing Package and tendering documents
- Notification of insurance requirements of parties involved
- Pre-Construction on site meetings outlining responsibilities of parties involved



#### E – Construction works

- Preparation and facilitation of site meetings (fortnightly/monthly)
- Site visits
- Certification of payment claims from the contractor
- Advice and assistance with selection of colours/ finishes
- Practical completion check
- Agreeing final account, certifying completion of defects

*NB: The project administration and observation site visits are to assess the work in progress and to check each stage at completion for certification of payment by the client. Issues arising during construction work will be discussed and work approved or rejected, however the role of the Architect should not be confused with site supervision or the role of foreman.*

There's a good deal of flexibility in this – all projects are different and they all have different needs. Your architect should be able to help you with as many stages as you need, and advise on what may be appropriate.

***You might have spotted a big gap in this. Crucially there is another first stage you need to consider before any of this, so if you've not looked at it already you should download our Briefing Guide.***

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