

counterbalance

# Work Stages Guide

RIBA Plan of Work 2020

July 2024

# Your Personal Architect & Project Manager

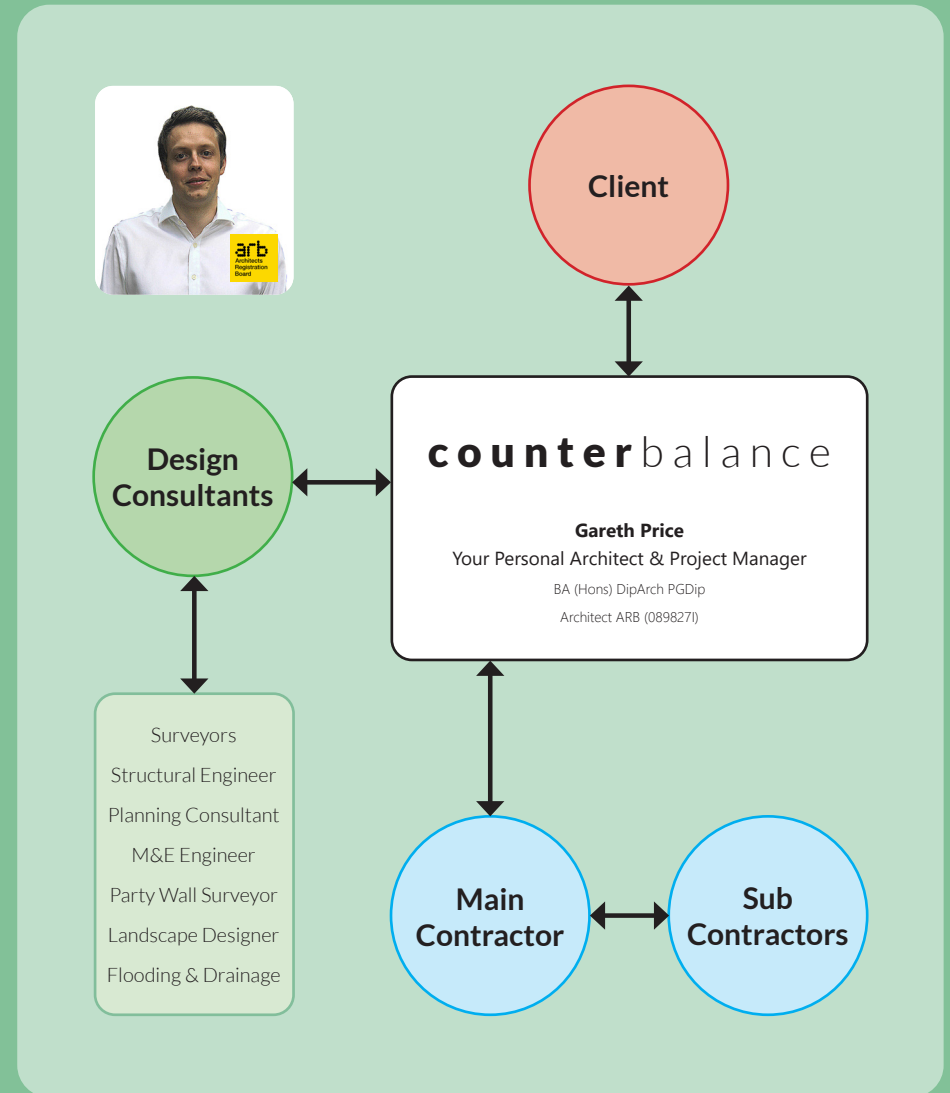
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## Counterbalance

Counterbalance is an architectural studio based in Greenwich, founded by architect Gareth Price in 2021 focusing on residential architecture. The name of the studio represents the belief that successful projects are achieved when all parties involved equally benefit from the process: balancing all interests to an optimal point of equilibrium, where homes are built sustainable, quickly, to a high quality and tailored to the lifestyles of our clients.

## Our Process

The cost of architectural services can vary based on a range of factors, and while it may be tempting to go with the cheapest option, it is important to consider the long-term value of your property and the importance of investing in quality design and construction. A poorly designed and executed project can be a source of frustration, disappointment and a lost opportunity to maximise the full value of your property. Our process, experience and knowledge will far outweigh our cost as we are able to identify issues and find solutions, saving time and money. Your construction project will become complex with many stakeholders and decisions. We minimise what could be a stressful and overwhelming experience by acting as your personal architect and project manager, guiding you through the process and ensuring the end product reflects your needs and personality, while meeting your financial and time frame goals.



# Your Project Brief & Fee Proposal

## Your Project Brief

Following our meeting, please find a summary of your project brief and scope of work below. If we have misunderstood any aspect of your project or if you would like to add or remove any points, please let us know.

- Type of Project / Location of works / Extensions?
- Any internal re-configurations required?
- Time Frame: Start in July -Ideal Completion in 12 months
- Budget: £150k - Excluding Fees
- All Stages Required - Services can be cancelled between stages



Digital contract  
(Included in our fee)

## RIBA Work Stages & Appointment

For our appointment, we use the RIBA Domestic Professional Services Contract 2020, specifically designed for architectural services on domestic projects. This comprehensive digital contract ensures clarity and protection for both parties, detailing costs, duties, and responsibilities.

It offers flexibility to pause or cancel services, as well as expand or reduce the scope of work as needed. Our packages are aligned with the work stages outlined in this document, ensuring a seamless and efficient project experience.

## Fee Proposal Summary

### RIBA STAGES 1-3 - PLANNING PACKAGE

- Stage 1 - Preparation & Brief
- Stage 2 - Concept Design
- Stage 3 - Spatial Co-ordination



### RIBA STAGES 4A - TECHNICAL PACKAGE

Stages 4A - Technical Design Package (Building Control)

Stages 4B - Tender Package



### RIBA STAGES 5&6 - CONSTRUCTION PACKAGE

- Stage 5A - Mobilisation Period
- Stage 5B - Construction Period
- Stage 6 - Handover

### RIBA STAGES 1-6 - ALL PACKAGES



# Stages 1-3 - Planning Package

## Stage 3 - Concept Design

### Typical Duration 12 Weeks

This stage is about testing and validating the architectural concept and submitting documentation to your local authority to gain planning permission. If you are a leaseholder, we advise getting an in-principle approval of your design with the freeholder. New build projects will require specialist consultant surveys or reports to support the application.

### Stage Tasks:

- Commission Specialist consultants such as Ecology & Transport  
*(Allow for a Provisional Amount of £5,000+VAT (New Build Only)*
- Submit Drawings to Freeholder for in-principle approval, if required
- Submit Drawings and other Documentation to Local Authority  
*(Householder Application £350+VAT / Full Planning Application £500+VAT)*
- Manage Planning Process with Local Authority
- Gain Planning Permission
- Interior Design Concept Mood Boards (During Planning Process)
- Update CDM Health & Safety Designer Risk Assessment
- Agree CDM Health & Safety file contents
- Update Project Programme & Budget where required
- Stage 3 Report (Once Planning Permission has been Granted)

## RIBA STAGES 1-3 - PLANNING PACKAGE

### Stage 1 - Preparation & Brief

### Stage 2 - Concept Design (Pre-application - If Required)

### Stage 3 - Spatial Co-ordination (Planning Application)

All Stages Includes CDM - Principal Designer Role

# Stages 4A&B - Technical Design Package

## Stage 4 - Technical Design

### Typical Duration - 8-12 Weeks

Stage 4 involves the preparation of all information required to manufacture and construct a building in sufficient detail to enable tenders to be obtained from main contractors. This period includes coordinating relevant information received from other client appointments such as structural, civil or mechanical engineers. We would recommend getting a quantity surveyor for new build or high value projects.

### Stage Tasks:

- Appoint Structural Engineer (*£1,000-£3500+VAT - Depending on Size of Project*)
- Appoint Quantity Surveyor (*For New Build House/High Value Project*)
- Appoint Mechanical Engineer (*For New Build House/High Value Project*)
- Trial Pit to Confirm Ground Conditions & Foundations (*By others £350-£500*)
- Prepare Architectural Technical Tender Pack - See scope to right >
- Invite Builders to Tender for Project
- Appraise & Report on Tenders
- Submit Pre-commencement Planning Conditions
- Update CDM Health & Safety Designer Risk Assessment
- Maintain & Update Project Programme & Budget
- Stage 4 Report (Once Main Contractor has been selected)

### RIBA STAGES 4A - TECHNICAL PACKAGE

#### Stages 4A - Technical Design Package (Building Control)

- General Assembly (Plans, Sections & Elevations)
- 1:5 Construction Details (Plans & Sections)
- Kitchen, Furniture & Bathroom Design & Drawings
- Lighting & Electrical Design & Drawings
- Drainage, Ventilation & Heating Drawings
- Finishes - Floors, Skirting & Painting Drawings
- Plastering Drawings (Ceiling & Walls)
- Window & Door Schedule
- Schedule of Works
- Specification
- CDM - Principal Designer - H&S File

### RIBA STAGES 4B - TENDERING PACKAGE

#### Stages 4B - Tender Package

Tendering/Negotiating with builders/contractors on your behalf, managing the process and advising on the quotes.

# Stages 5A - Construction Package

## Stage 5A - Mobilisation

### Typical Duration - 8-12 Weeks

Before construction works can begin there are a number of statutory requirements which need to be completed in the mobilisation period. Typically, this period is between 2-3 months which gives sufficient time to receive all the necessary approvals before works start on site.

### Stage Tasks:

- Issue Construction Drawings & Review with Builder
- Submit Full Plans or Building Notice Building Control Application  
*(Building Control Fee £1,000-£2,000 - Depending on Scope of Works)*
- Arrange Local Water Authority Build-over Agreement if required  
*(Water Build-Over Agreement £150)*
- Issue Party Wall Notice to Neighbours
- If Disputes arises Arrange a Party Wall Award (By others)  
*(Party Wall Agreements £2,000-£2,500 per neighbour)*
- Arrange a Licence to Alter Agreement if required (By others)  
*Licence to Alter Application: (£1,500+VAT (Depends on the Freeholder)*
- Submit Pre-commencement Planning Conditions if required  
*(Planning Condition £50-£150 per condition)*
- Agree Construction Programme / Start Date with Builder
- Arrange Building Contract - *(£100)*

## RIBA STAGES 5A - CONSTRUCTION PACKAGE

### Stage 5A - Managing Mobilisation Period Items

- Licence to Alter (By Others - Manage Process)
- Party Wall Awards (By Others - Manage Process)
- Water Build Over Agreement (Submit Application)
- Trial Pits (By Others)
- Issue Construction Information to Builder
- Manage Cost Information / Bill of Quantities
- Building Contract
- Construction Programme
- Pre-Commencement Planning Conditions
- Building Control Submission

# Stages 5B&6 - Construction Packages

## Stage 5B - Construction

### Typical Duration - 4-5 Months

Stage 5B comprises the manufacturing and construction of the building or refurbishment in accordance with the construction programme agreed in the building contract. At this point all drawings should be fixed, statutory approvals in place, costs confirmed and building contract signed.

We can guide and support you through this process and conduct site inspections to review quality, progress against the programme and certify payments. We can manage variations and client changes along with issuing instructions to the main contractor.

### Stage 5B Tasks:

- Contract Administration Procedures - Respond to Site Queries / Manage Variations or Client Changes / Issue instructions to Builders
- Manage/Advise on Procurement of Materials
- Weekly Visual Site Inspections - Review Progress against programme
- Financial Management and Reporting
- Certify Payments to Main Contractors & Sub-contractors
- Certify Practical Completion
- Submit Applications to Discharge any Construction Stage or Pre-occupancy Planning Conditions

## Stage 6 - Handover

### Typical Duration - 1-12 Months

Stage 6 starts with the building being handed over to the client, aftercare initiated and the building contract concluded. We carry out a visual inspection on your behalf to schedule all defective works and liaise with the contractor to make good the defects, certifying when they have been rectified and payments should be released.

### Stage 6 Tasks:

- Carry out Visual Site Inspection for Defects / Issue a Schedule of Defective Works
- Liaise with Builder in relation to the Making Good of Defects
- Inspect Remedial Works / Certify when Defective Works have been rectified
- Assist the Client with the Final Account and Issue Final Certificate
- Handover the Finished Project to the Client

## RIBA STAGES 5B&6 - CONSTRUCTION PACKAGE

### Stage 5b - Construction - Project Management

- Contract Administrator Role (Building Contract)

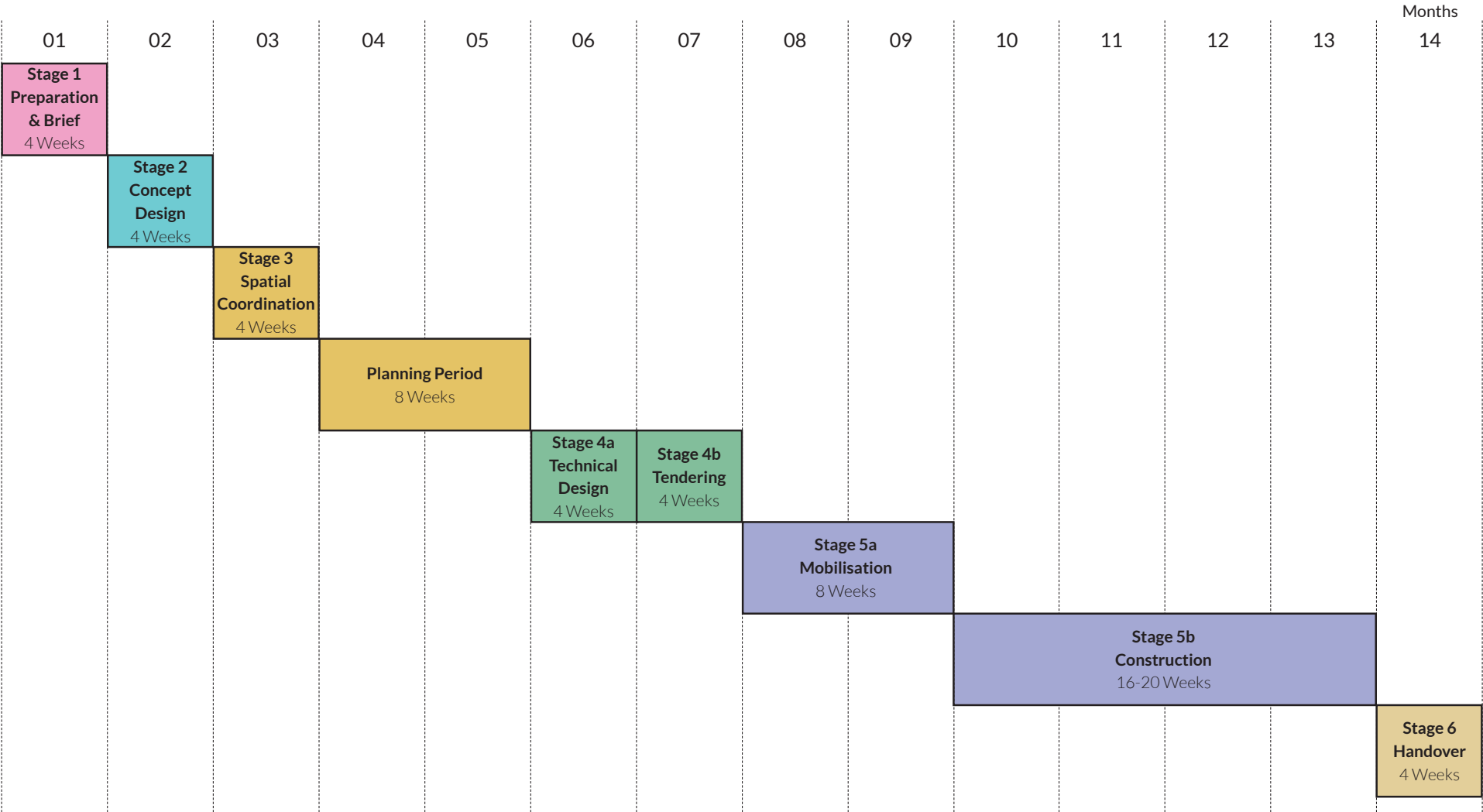
### Stage 6 - Handover

- Manage Defective works Process & Final Account
- Issue Operation Manuals to Client



# House Extension & Refurbishment Programme

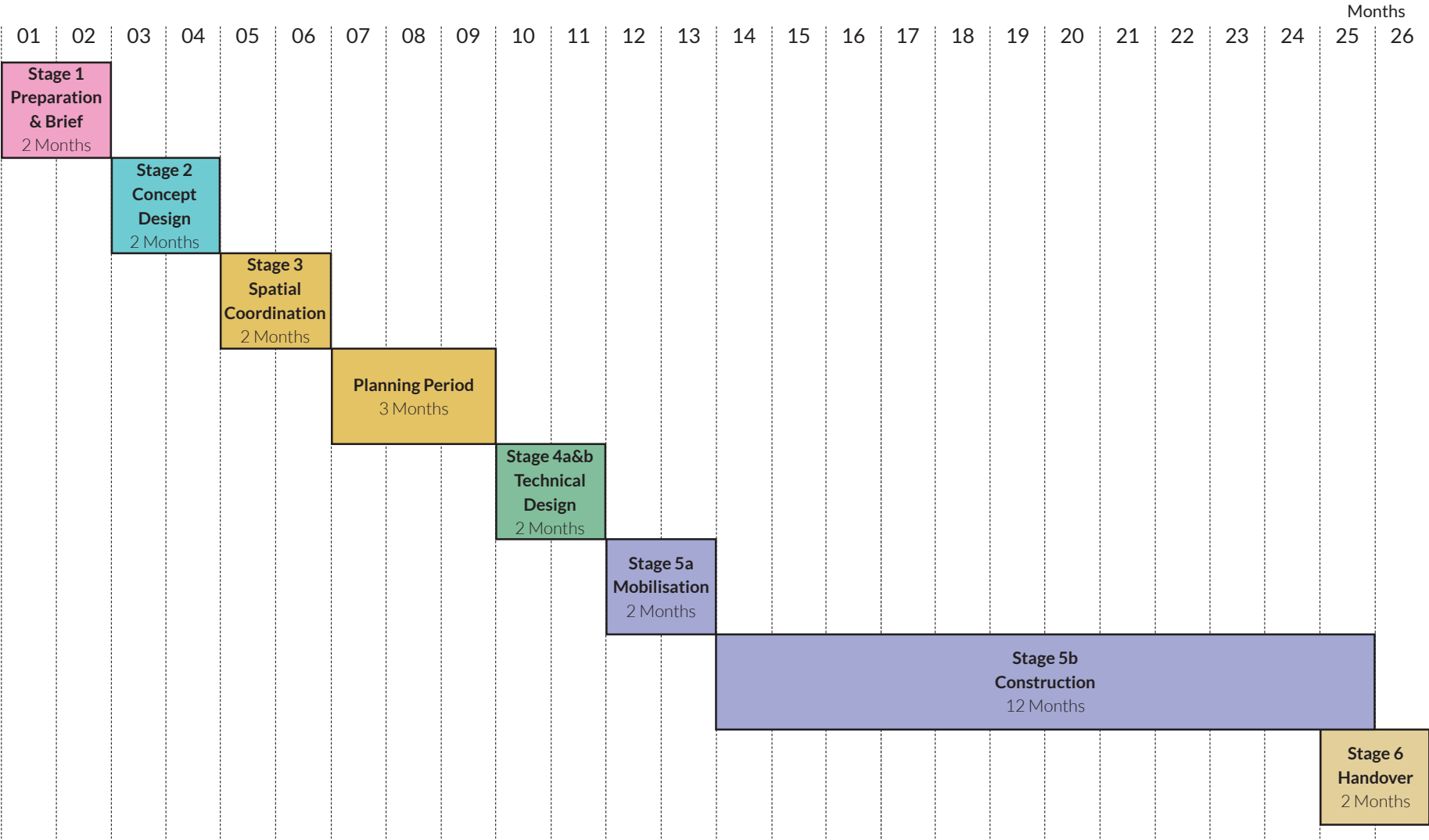
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**Note:** Counterbalance will endeavour to meet our typical programme; however, we cannot guarantee the time frame can be achieved due to external/third party factors impacting the project.

# New Build House/Building Programme

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**Note:** Counterbalance will endeavour to meet our typical programme; however, we cannot guarantee the time frame can be achieved due to external/third party factors impacting the project.



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