

Woods design

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WOODS DESIGN TERMS AND CONDITIONS

INTRODUCTION:

Woods Design Services are dedicated to giving full value for money, but at the same time providing an expert, professional and innovative approach to each project. Our initial visit is free and we will discuss your particular project and provide a fee assessment based on your needs. Every project is a new and exciting prototype and will need an individually tailored service.

PROFESSIONAL SERVICE:

We provide a quality service in design and professional expertise to bring added value to your project.

- **Design:**
We are skilled building designers who can contribute flair and imagination when investigating the feasibility of your requirements and in developing innovative design solutions. For example, we can find extra light and space, suggest a form of construction and materials well-suited to your project, and provide a stylish as well as practical response to your needs.
- **Professional Expertise:**
We are construction professionals with knowledge of the industry and its organisation, working methods and standards. We can advise and guide you through the complex web of rules, regulations and contractual obligations connected with planning and building.
- **Value:**
Value comes, in part, from keeping costs within the budget and seeing that a project runs efficiently to completion. It is also about how well the building will function in use, its running costs, life expectancy and resale value. We can make a positive and often considerable contribution to a project in terms of its cost-effectiveness and ultimate overall value.
- **Full Service Cover:**
This begins with investigating the feasibility of your requirements, developing design proposals and applying for statutory approvals. It includes the handling of tenders for the building work, administering the building contract, and assisting you when the building is handed over by the contractor.
- **Part Service Cover:**
Although the Full Service Cover has benefits in continuity and consistent quality, the agreement can be **as flexible as you wish**. For example you may wish to engage us up to and including a Planning Application, a Building Regulations Application, or simply to design and provide feasibility studies and assessments – **the choice is yours**. We will apportion our fee according to the work stage reached - **we do not charge for any work which has not been carried out**.
- **Other Services:**
We have a broad palette of skills and can provide, or arrange, other services connected with your project, such as measured surveys, interior design, lighting design, Kitchen and Bathroom design, space planning, landscaping, etc. Additional fees will usually be chargeable (although we do not usually

charge for design work which is an integrated part of the overall service, such as advice on paint colours or external hard landscaping) and would be agreed in advance.

- **Space Planning:**
We have a considerable knowledge of space planning and design within the commercial sector and have carried out major design projects for large Insurance Companies, Banks, Solicitors, Investment Companies, Commercial Estate Agency practices, and many more.

FULL SERVICE LIST:

- **Work Stage A - Inception**
Develop the brief in consultation with the client (yourself) • Report upon the feasibility of the project taking into consideration any budgetary and other constraints imposed • Give best advice on how to proceed • Visit the site and give initial appraisal • Advise on the need for other consultants or professionals required and to explain the scope of their services • Advise on the need for any specialist work
- **Work Stage B - Feasibility**
Carry out a full measured survey and digitise onto computer • Carry out any studies which may be needed to establish feasibility • Review alternative design and construction approaches and cost implications
- **Work Stage C - Scheme Design**
Develop a scheme design following discussions • Liaise with any other consultants and advise where their work affects programme & budget • Make a cost estimate • Enable agreements over spatial arrangement, materials and appearance • Prepare and submit a Planning Application (if applicable). For the first amendment to the plans following submission to the Client for approval. Note: No guarantees are given that Planning can be obtained. • Prepare and submit a Building Control Application • Obtain quotation from Structural Engineer (if required)
- **Work Stage D - Detail Design**
Finalise detail design including co-ordination with other consultants and suppliers and integration of materials & sub-contracted work. • Cost checks where appropriate • Advise where appropriate on the CDM Regulations • Prepare and submit Building Regulations Application and any other statutory requirements • Negotiate as necessary on the latter • For the second amendment to the plans following submission to the Client for approval. Other information as may be required by Building Control is charged separately. Advise on statutory approvals needed, including health & safety and CDM Regulations
- **Work Stage E - Prepare production information & bills of quantities**
Drawings, schedules & specification information to the Quantity Surveyor (if used or required) for bills of quantities. • Complete information to enable contractors to tender.
- **Work Stage F - Tender Action & Project Planning:**
Advise on a list of tenderers • Issue tender documents to agreed list of contractors • Receive tenders (with client presence if required), advise on results and contractor appointment • OR, Arrange a price to be negotiated with one contractor. • Prepare the building contract and arrange signatures.
- **Work Stage G - Operations on site:**
Administer the terms of the building contract during work on site • Visit the site at intervals to inspect the progress and quality of the work • Make periodic financial reports to the client including any cost variations.

FEES - INVOICING:

For simplicity, there is one scale of fees for work to existing buildings and new work.

There are three usual methods of invoicing for fees:

SMALL HOUSE EXTENSIONS A fixed Fee is agreed prior to work starting - **The minimum level of Fee is a) £900.00 for Design and Planning Application and b) £500 for Building Control Application.**

LARGER HOUSE EXTENSIONS An agreed fee shall be negotiated prior to starting work.

LARGER JOBS The total fee shall be split on an equitable basis. **£25.60 per sq. m. for Work Stages A – C Planning; £12.80 per sq. m. for Work Stage D Building Control; £6.40 per sq. m. for Work Stage E Prepare specification; £9.60 per sq. m. for Work Stage F Tendering; £9.60 per sq. m. for Work Stage G Supervision**

CONVERSIONS to existing properties an hourly fee of £60 per hour is applicable. For most projects it is more sensible to invoice when each stage is reached, as the work will not progress smoothly or predictably, unless it is a very large job taking up our whole time where fees will inevitably need to be charged on a monthly basis.

NEW BUILD Small houses £900 per Dwelling; Larger houses and Commercial £1,200 per Dwelling or property

Note: There are inevitable pauses, e.g. while awaiting Statutory Approvals or between tender acceptance and start on site.

A 50% deposit is required with all jobs.

ADDITIONAL COSTS AND INFORMATION:

It is essential that you are made fully aware of additional costs that may be associated with this proposal.

- VAT is not applied to our fees.
- The minimum charge for work is £900 for Planning Applications and £500 for Building Control Applications.
- We pass on our out of pocket expenses at cost price, covering for example: printing, photocopying, postage, travel, photography etc.
- Payment is required within 5 working days. **Payment cannot be conditional upon planning approval being granted.**
- Further amendments, site visits and correspondence following the Second amendments shall be charged at £60.00 per hour.
- Alteration design work to existing buildings is charged at £60.00 per hour.
- Additional A1 copies of the plans may be provided at a cost of £6.30 per copy.
- Ordnance Survey Location Plans to accompany the Planning Application or Building Regulations Applications are charged at £36.00.
- Planning Application Fee (in accordance with LA scale of charges), payable to the Local Authority Planning Department with application. (VAT not applicable).
- Building Regulations Application Plan Fee (in accordance with LA scale of charges and payable with the application to the jhai Approved Building Control Surveyors scale of fees). (VAT applicable).
- Building Regulations Inspection fee (in accordance with LA scale of charges and payable following the first inspection visit by the Building Control Surveyor, or direct to the Local Authority Building Control Department). (VAT applicable).
- SWWA charges in respect of assessment and other charges in relation to building over or close to sewers. Together with any relevant works associated with assessment review/ consent to build over/ close to public drainage, Sewer location surveys, Sewer condition CCTV) surveys. *Further information may be obtained on www.southwestwater.co.uk/buildover or devplan@southwestwater.co.uk or 01392 443616.*
- Services of a Structural Engineer or Quantity Surveyor (If required). To be charged at cost price. Exact fee to be confirmed by Structural Engineer prior to proceeding with any work.
- Services of a SAP Engineer to calculate the amount of heat loss (This will be a requirement of Building Control). To be charged at cost price. Exact fee to be confirmed by Engineer prior to proceeding with any work.
- We guarantee to provide an honest and professional service at all times.
- All plans are subject to Copyright and remain the property of R S Woods and Woods Design Services. The plans may not be copied or reproduced without written authority.
- The fee proposal will be held firm for a maximum of 2 months.
- All other costs outside the control of Woods Design Service Limited (e.g. Structural Engineer, Quantity Surveyor, Planning and Building Control Fees) may increase and prices cannot be guaranteed.
- We are unable to guarantee that Planning Approval will be granted.

- We are unable to accept responsibility for any difficulties incurred by any existing covenants, restrictions or existing planning conditions that may have been imposed on the building. Advice regarding existing covenants or restrictions should be obtained from your Solicitor.

TIMESCALE:

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| • Production of First Draft plans from date of instructions | 1 - 2 weeks |
| • Client approval and First Amendment of plans (if required) | 1 week approx |
| • Planning Approval by Local Authority | 5 – 8 weeks |
| • Second Amendment (if required) and Building Control Application | 1 - 2 weeks approx |

Note: By depositing a 'Full Plans' Building Regulations application, it may be possible, at your own risk, for you to start the works. However you must notify the Building Control Surveyor with 2 clear day's notice, prior to commencing work on site. This procedure does not apply to Planning.

NOTES:

- The Principal Contractor shall prepare a Construction Phase Health & Safety Plan (CPP) as soon as practicable prior to setting up the construction site and updated, reviewed and revised so it continues to be sufficient. The CPP shall include a section for all persons working on the site to sign and date signifying that they have read the CPP and associated method statements, have understood them and will comply with them.
- Where working adjacent or in close proximity to a road/footpath etc. the Principal Contractor to establish and include in the CPP the requirements of the local Highway Authority and/or owners of the road/footpath.
- The Principal Contractor shall be entirely responsible for the security, strength and stability of the building during the course of the works. Provide suitable fencing etc. to the perimeter of the works with gated or otherwise controlled access. Display suitable warning notices. Limit access to areas where falling objects may cause injuries. Provide suitable sheeting/debris netting to all scaffolds to prevent objects falling.
- The Principal Contractor shall ensure that his representative on the site has the experience to identify potentially hazardous materials (asbestos, lead in paint, arsenic in wood preservative, horse-hair in plaster, combustion by-products in chimney flues, asbestos in artex etc.) which may be uncovered by the works and has the authority and ability to take appropriate emergency action.
- If latent defects are uncovered during the course of the works the Principal Contractor shall take appropriate emergency action and if necessary obtain professional advice before undertaking repairs.
- Some areas of the works may become Confined Spaces (due to access limitations etc.) at certain times of the project. The Principal Contractor shall identify all such areas and take special precautions for operatives working in those areas.
- The Principal Contractor shall ensure that all persons employed on the works are adequately trained, supervised, equipped, fit, capable and in sufficient numbers to carry out all their allotted tasks in a workmanlike manner and in safety.
- All operatives shall be registered under the Construction Skills Certification Scheme and shall be conversant with all relevant Health & Safety legislation pertinent to their trade.
- The Principal Contractor shall ensure that all persons employed on the works understand the drawings, calculations, specifications, risk assessments, method statements and CPP and shall include for providing same translated into the operatives' native language in writing.
- Working methods, workmanship, materials and components to comply with all relevant British Standards, Codes of Practice, Manufacturers / Agreement Board recommendations, COSHH data sheets, the EU Directive on Construction Products (CPD 89/106/EEC) and generally accepted good construction practice.
- The Principal Contractor shall undertake the works in such a manner as to minimise noise, dust, vibration and all other hazards to health of persons who may be affected by the works. The Principal Contractor shall comply with all Health & Safety legislation and all guidance notes, ACoP's etc. published by the HSE and relevant trade associations. Use a cutter with a vacuum attachment to

catch dust. Dampen the surfaces being cut to keep the dust down and sheet off the area in the vicinity to prevent the spread of dust.

- The Principal Contractor shall obtain the manufacturers technical data & COSH sheets for all proprietary products and comply with all recommendations contained therein. The Principal Contractor shall ensure that all operatives are trained in the use of the products and are able to recognise the symptoms of any medical reactions and take appropriate action.
- The Principal Contractor shall comply with the requirements of the HSE publication "Health and Safety on Small Construction Sites" and the guide to "Fire Prevention on Construction Sites" published by the Loss Prevention Council and the Building Clients Federation.
- The Principal Contractor shall identify all existing fire escape routes and ensure that they remain clear and operational at all times. Instruct operatives to sound fire alarm in first instance of fire. Provide adequately signed and illuminated emergency fire escape routes and ensure that all operatives understand the procedures.
- The Principal Contractor shall ensure that work requiring the use of equipment which during the course of normal operation involves the production of heat, sparks or has a naked flame then the Principal Contractor shall undertake a full risk assessment and issue a Hot Work Permit containing a written work method statement to those undertaking the work.
- Temporary works (scaffolding, propping, concrete formwork, earthwork supports, needles & shoring etc.) shall be designed to suit the prevailing conditions in accordance with the relevant British/European Standards and HSE Guidelines etc., constructed, maintained and removed on completion by the Principal Contractor.
- Scaffold shall be inspected weekly by a competent person and tagged with the date of the last inspection and appropriate records kept in the CPP
- All tools and equipment used shall be inspected and maintained in good working order in accordance with the manufacturers/suppliers recommendations and appropriate records kept in the CPP. All defective tools and equipment shall be clearly labelled as such, recorded in the CPP and put beyond use until repaired/replaced.
- Needles and shoring etc. shall be continued down the building to solid ground or equivalent.
- Earthwork supports shall be used on all excavations which cannot be battered back to a safe angle. Where the excavations will not remain unsupported sufficiently long to allow the necessary support to be inserted then the Principal Contractor shall take appropriate emergency action and obtain further instructions before proceeding.
- Heavy vehicles and material storage shall not be positioned near open excavations. Provide suitable barriers to open excavations to prevent falls.
- Excavated material to be removed from site as soon as possible and not stored close to open excavations.
- Provide suitable barriers to all areas where falls may occur (stairwells, lift shafts, skylights, roof edges etc.)
- Demolition and underpinning shall be undertaken by suitably experienced operatives taking into consideration all relevant factors (building condition, access, safety etc.)
- Do not allow construction materials/demolition debris to accumulate on house floors which will generally only sustain 150 kg/m² uniformly distributed. Ceiling/roof joists are usually not adequate for storage of construction materials/demolition debris unless adequately propped.
- Asbestos shall only be removed by licensed contractors who shall issue a Clearance Certificate for re-occupation.
- The Principal Contractor shall advise precast concrete floor or beam & block floor suppliers of any abnormal loads (scaffolding, steelwork lifting, material storage etc.) to be carried by the floor during construction for incorporation into their design.
- The Steelwork Contractor shall provide all necessary lifting shackles, temporary-landing cleats temporary erection bracing, lanyard attachment points etc. and shall mark each steel member indelibly with its weight, size, grade of steel, and centre of gravity.
- The steelwork Contractor shall provide the Principal Contractor / Steelwork Erector with the estimated weights of all steel members to enable the erection method to be developed and incorporated into the CPP prior to delivery of the steelwork. Use suitable lifting and manoeuvring equipment (cranes, hoists, block & tackles, trolleys, rollers, ramps, Etramo lifters etc.) to minimise manual handling of steelwork.
- Spliced steel beam sections shall be adequately supported on suitable temporary supports taken down to solid ground or equivalent until all sections are in position and all bolts tightened.
- Building blocks shall have a maximum weight per block not exceeding 20kg. Block walls 215mm thick can be built using 100mm or 140mm laid flat bedded on mortar full width.
- Cavity wall ties to be Vista EN1 or other similar stainless steel safety ties.

- All structural and foundation concrete shall be placed with a suitable pump wherever practical to avoid barrowing and/or discharge from ready mix lorry chutes in close proximity to excavations.
- All reinforcing bars projecting from concrete to be suitably marked to aid visibility, barriers provided to prevent unauthorised access and rebar safety caps fitted to prevent injury.