



## Quotation & Order Form - **SAMPLE**

Project Number AWA.000	Services for: Mr & Mrs .....
Order Number AWA.000.00	.....
Date 00.00.00	.....

Notes:  
Please read carefully through the quotation & order form which gives full details of the services offered. For most projects a fixed fee quotation is provided based on estimated work hours for each stage. For small projects such as house extensions, an indication of the time & cost of each stage is shown at [awarchitects.co.uk/process](http://awarchitects.co.uk/process)

## Architectural services offered

(Please initial right hand column to select)

Initial consultations	Cost / hrs	Initial
<b>A1: HALF-DAY CONSULTATION WITH SKETCH DRAWINGS &amp; FOLLOW UP</b> <ul style="list-style-type: none"> <li>This service comprises a <b>4 hour visit</b> to your property and includes time for the architect to finalise sketch drawings and notes back at the office. The process is usually as follows:</li> <li>Firstly, the architect will discuss <b>your thoughts and requirements</b> in order to establish a <b>design brief</b></li> <li>A quick and basic <b>measured survey</b> of the property is undertaken to prepare sketch plans of the existing layout.</li> <li>Using these drawings as a base, the architect will sit down with you and sketch out possible designs and layout options. These <b>sketch proposals</b> will be refined through further discussion so that by the end of the meeting, a preferred scheme has been agreed.</li> <li>The architect will discuss the next steps needed to take the project forward ie planning and building regulations applications, obtaining building quotations etc.</li> <li>The <b>sketch drawings</b> will be tidied up after the meeting and then emailed back as pdfs and posted as A3 copies.</li> <li>Accompanying the drawings will be a set of <b>meeting notes</b> covering issues discussed during the visit and applicable to the project, such as planning issues, permitted development rights, build costs, party wall issues, building regulations etc.</li> <li>The sketch drawings produced can be used as the basis for preliminary discussions with the local planning authority regarding the likelihood of planning or permitted development consent being granted, and for preliminary discussions with builders.</li> <li>This service can also be used by potential <b>home buyers</b> to assess whether a property will be able to meet their needs.</li> <li>Please see the <b>pdf samples</b> attached, which are typical examples of the drawings and notes produced.</li> </ul>	£400 +VAT	
<b>A2: SHORT CONSULTATION</b> <ul style="list-style-type: none"> <li>A 1-2 hour visit to discuss your proposed project which can be followed up with a set meeting notes regarding the proposed design, planning and permitted development rights, build costs, party wall issues, construction and building regulations etc</li> </ul>	1-4hrs + VAT	

Drawings	Cost / hrs	Initial
<b>B1: MEASURED CAD SURVEY</b> <ul style="list-style-type: none"> <li>Measure building &amp; site using laser measure (typically 4-6hrs)</li> <li>Prepare CAD plans and elevation drawings of the house 'As Existing'.</li> </ul> <p>An accurate measured survey of the building 'As Existing', which is then drawn-up on computer using CAD software, <b>IS ESSENTIAL</b> at the outset of any project. A comprehensive set of drawings of the building and site 'As Existing' is required for both Planning and Lawful/Permitted Development Applications. The CAD survey drawings produced will then be altered and augmented in order to create the 'As Proposed' set of planning drawings described below. Cost excludes travel to the site.</p>	TBA hrs + VAT	
<b>B2: PLANNING/PERMITTED DEVELOPMENT DRAWINGS</b> <ul style="list-style-type: none"> <li>Using the CAD survey drawings as a template, prepare plans and elevations of the building and site to support a Planning Application or Lawful/Permitted Development Application (the same set of drawings is required for either application)</li> <li>The design &amp; drawings will be developed over a period through close collaboration with the client, until a design scheme is finalised and approved.</li> <li>Site location plan and site context plans are also required – see item B7 below</li> <li>Please note that the time/charge for this item is within a range to allow eg for client revisions to the design if required</li> </ul> <p>Scope of service: Planning/permitted development drawings will show a level of detail required for consideration of the scheme by the planning authority – ie the drawings will show the position, size and form of the proposals, and the proposed external materials. These drawings can be used for obtaining preliminary quotes from builders, but they do not include full structural and constructional detail, or detailed design (see items B4 &amp; B5 below) and cannot be used without further development to make a Building Regulations Application.</p>	TBA hrs + VAT	
<b>B3: VISUALISATIONS</b> <ul style="list-style-type: none"> <li>To help visualise the proposals, freehand perspective illustrations can be produced. A 3D computer model can also be created which allows the design to be viewed from multiple angles, and enables 'walk through' animations to be generated.</li> </ul>	TBA hrs + VAT	
<b>B4: BUILDING REGULATIONS DRAWINGS</b> <ul style="list-style-type: none"> <li>Using the planning drawings already prepared as a template, prepare detailed constructional plans, sections and elevations of the building to show compliance with Building Regulations, accompanied by construction specification notes</li> <li>Scope of service: The purpose of these drawings and notes is to show that the proposed design complies with current building regulations and to gain 'Building Regulations Approval'. The client or builder may require further information - eg lighting and electrical layouts or schedules which would be at extra cost. A structural engineer will also need to be appointed (as a separate additional cost) to provide structural advice, design any structural elements and prepare calculations which the building control body will require to grant approval.</li> </ul>	TBA hrs + VAT	
<b>B5: DETAILED DESIGN DRAWINGS &amp; SCHEDULES</b> <ul style="list-style-type: none"> <li>Details such as lighting positions are often agreed verbally during construction with the builder, but sometimes, detailed drawings are needed. Detailed design can include lighting layout, electrical/power layout, floor finishes, internal elevations showing wall finishes, switches and sockets, detailed kitchen and bathroom design, schedules of doors and windows, external works etc</li> </ul>	TBA hrs + VAT	
<b>B6: AMENDMENTS TO DRAWINGS</b> <ul style="list-style-type: none"> <li>If changes to the design are required due to planning issues, budget or clients change of mind, this item is to cover time required to amend drawings</li> </ul>	TBA hrs + VAT	
<b>B7: LOCATION PLAN &amp; BLOCK PLAN</b> <ul style="list-style-type: none"> <li>Purchase Ordnance Survey plan in digital/CAD format.</li> </ul> <p>This is used to generate both the A4 Site Location Plan @ 1:1250 scale, &amp; Block Plan @ 1:200 scale - drawings required for both Planning and Lawful Development Applications.</p>	£40 + VAT	

Applications		
<b>C1: PLANNING OR LAWFUL/PERMITTED DEVELOPMENT APPLICATION</b> <ul style="list-style-type: none"> <li>Submit an online Planning or Lawful Development application through the government Planning Portal website. Complete online planning forms and certificates, attach As Existing and As Proposed drawings in pdf format and draft an accompanying letter</li> <li>Send a copy of the completed application to the client</li> <li>If a Design and Access Statement (a short report accompanying and supporting a planning application) is also required eg where the house is in a Conservation Area, there will be an additional cost to be agreed.</li> <li>If Listed Building Consent is required, there will be an additional cost to be agreed.</li> </ul> <p>There is a fee for planning applications payable to the local authority (currently £150 for Householder Applications, £75 for a Lawful/Permitted Development Application)</p>	TBA hrs + VAT	
<b>C2: BUILDING REGULATIONS APPLICATION</b> <ul style="list-style-type: none"> <li>Submit a 'Full Plans' application for Building Regulations Approval (see below).</li> <li>Complete application form, print and collate drawings, draft accompanying letter.</li> </ul> <p>Note: There are two ways of gaining Building Regulations Approval as described below. The overall fee paid to the council is the same in both cases.</p> <p>– 1. '<u>Full Plans</u>' or '<u>Pre-Site</u>' <u>Approval</u> involves submitting drawings for approval before work starts. The application processing time is generally 2-5 weeks, and a 'Notice of Approval' is provided. After periodic inspection of the works, a Completion Certificate is issued by the building officer at the end of the project. The advantage of the Full Plans method is that the project is more fully designed and specified, so that architect, client, builder and local authority all understand what is entailed in the works before it starts. More detailed drawings should also result in more accurate builders quotes and generally better control and management of the project. The disadvantage of the Full Plans route is the further cost entailed in drawing fees, and the application processing time</p> <p>– 2. '<u>Building Notice Approval</u>' or '<u>On site Approval</u>' does not involve the architect preparing and submitting detailed construction drawings for approval in advance of the works – instead, the builder simply submits an application form and site plan to the council. Advantages are that the building can start just 48hrs after submitting the application, and there are no additional drawing fees. Disadvantages are that the project is not fully designed and specified before the work starts - the onus is therefore on the builder to compliance with the regulations. If the work is inspected and found not to comply, work may need to be redone, or additional work may be required.</p>	TBA hrs + VAT	
Meetings etc, travel, printing & postage		
<b>D: MEETINGS, PHONE CALLS, EMAILS, LETTERS</b> <ul style="list-style-type: none"> <li>Meetings, emails, phone conversations and letters as required relating to the project will be charged at £60/hr. This includes client meetings, phone calls, emails etc, and liaison with planners, building control and consultants such as structural engineers and SAP Assessors</li> </ul> <p>Clear and regular communication between architect and client, and with other parties involved in the project is vital to a successful project outcome.</p>	TBA hrs + VAT	
<b>E: TRAVEL TO MEETINGS &amp; SITE</b> <ul style="list-style-type: none"> <li>Travel time @ £30 per visit (to cover time and fuel costs), unless site is local.</li> </ul>	£30 + VAT	
<b>F: PRINTING &amp; POSTAGE</b> <ul style="list-style-type: none"> <li>The first set of drawings is free of charge</li> <li>Printing charge for duplicate copies: A4 50p, A3 £1.00. P&amp;P £2.50</li> </ul>	As req'd + VAT	

To confirm acceptance of the services you would like provided, please initial each item and sign and return the order form as below. Alternatively, email confirmation quoting the item references. Please read carefully through the individual service descriptions and notes which explain what is included in the quote for each item.

Signed	Print name	Date