



Allan Corfield  
ARCHITECTS

# The design process and assembling your project team

*Allan Corfield, RIBA  
Chartered Architect*



- 
- A photograph of a modern wooden building with a stone patio. The building features a mix of horizontal and vertical wood siding, a grey shingled roof, and a large glass window. The patio is made of light-colored stone tiles. The background shows a clear blue sky and a green landscape.
- 1. Getting started**
  - 2. The design process**
  - 3. Getting the right help**
  - 4. Building your dream**



**GETTING STARTED**



## Who do I need to work with?

### Basic –

1. Architect or Architectural Designer
2. Structural Engineer

### Might need –

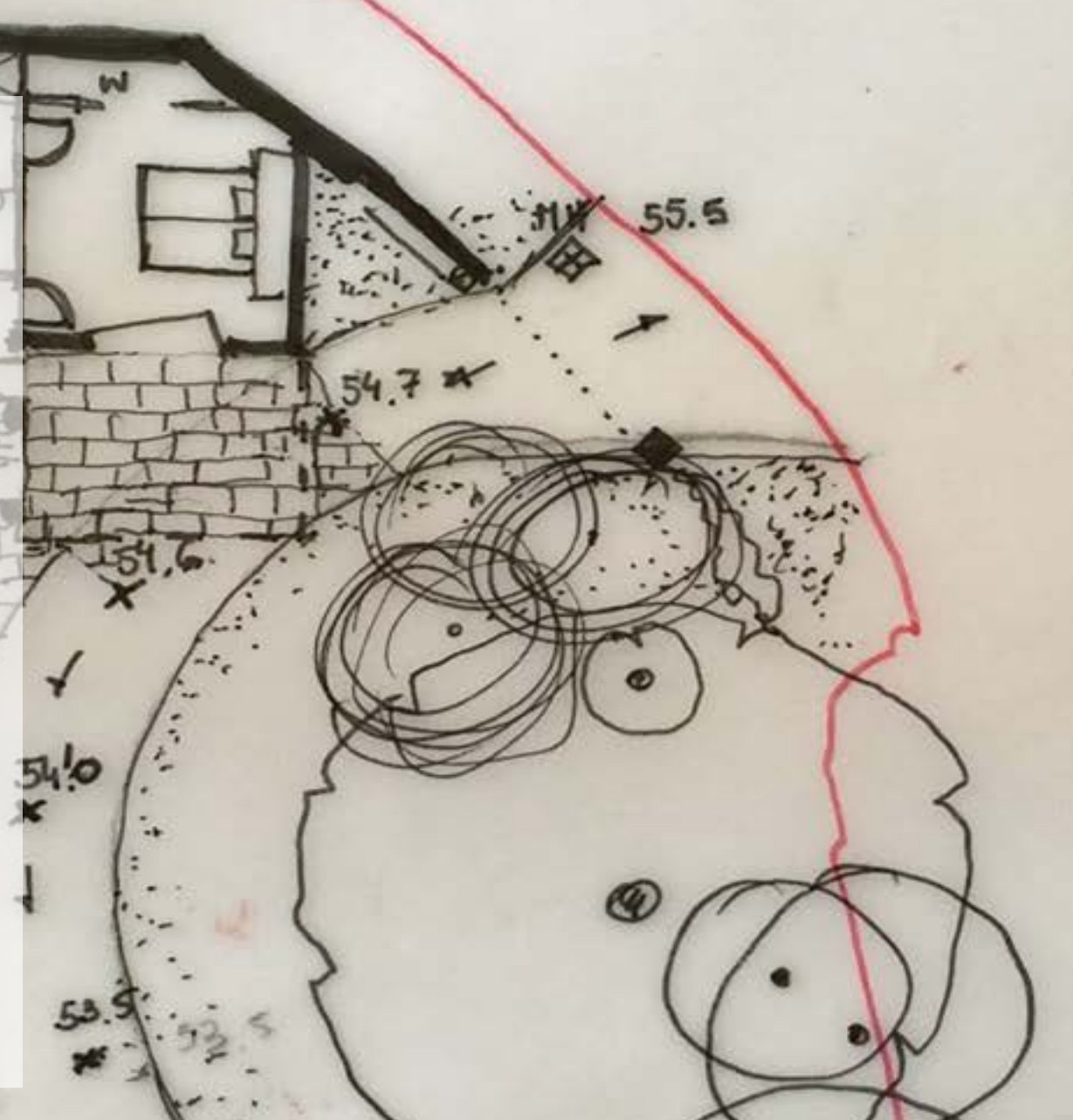
3. Planning Consultant
4. QS
5. Heating Engineer
6. Project Manager
7. Landscape, lighting or interior designers
8. Principle Designer



## Design process overview -

### Stages

1. Initial Design
2. Planning Application
3. Building Regulations or Warrant
4. Production Drawings
5. On site
6. CDM



## What is critical throughout these stages?

1. Your involvement, **its your home not your design teams**
2. Checking that you can afford it!
3. You must love the design before you proceed through the stages
4. Engage with your neighbors and the planners as soon as you can
5. Communication with your consultants





# THE DESIGN PROCESS





Allan Corfield Architects  
The Self Build Experts

## The design process starts with YOU.

### What is a Brief and what is it used for?

PROJECT BRIEF – from client meeting Friday 18 September 2015

1. Your brief sets out all of the important requirements for your project

2. It is created by you prior to engaging with your design team

3. You should use it to obtain accurate fee proposals from your design team

4. It is an evolving document, throughout the life of project

Ground Floor Accommodation -  
Linked double garage, with work space  
Large utility room, with laundry shoot  
Plant room for all of the heating & controls  
Large entrance atrium with feature stairs  
Sunken living room with fireplace



#### First Floor Accommodation -

Master suite room, with en-suite bathroom, large his & hers walk-in wardrobe (approx. 3-5m storage each all hangers)  
Balcony from master suite  
Second living room from master suite  
2 additional double bedrooms, sharing 1 en-suite  
Family bathroom  
Home Office (could be on GF)  
Views into walled garden are important  
Window seats  
Double height volumes (potential down to GF)

#### Landscaping -

Mixture of hard & soft landscaping  
Focused around the existing walled garden  
New formal entrance through trees on private access track  
Courtyard is key

#### Systems -

Mains or bottled gas supply  
Heating UFH on all of Ground Floor and wet rooms on First Floor  
MVHR system  
Central Vac system  
Whole house control system (through IOS)  
Aga in kitchen, if required?

#### Budget -

Client to confirm?

#### Timeframe -

Start immediately on designs, start on site 2016. Approx 12-16 month build schedule

#### Wishes -

Sunken wine cellar  
Trash shoot and laundry shoot





## What is included in your Brief?

1. Basic room information & room sizes
2. How the building flows
3. Architectural Style
4. Is a certain view or orientation important?
5. Energy Performance & Heating Strategy
6. What is your role (be the best self builder you can)
7. Budget & Timescales
8. Why



**Provide additional information**

- 1. Sketches**
- 2. Sketch-up models**
- 3. Lego or physical models**
- 4. Pinterest Boards**



# GETTING THE RIGHT HELP





Portfolio of works





Experience





Ability to listen





Chemistry and trust



**Allan Corfield ARCHITECTS**

### Initial Consultations

Getting through the initial stages of development can be a daunting task. Our initial consultation is a free service, designed to help you understand the process and what to expect. We will discuss your requirements, provide a rough cost estimate and answer any questions you may have.

**Allan Corfield ARCHITECTS**

### AC Structures

Our AC Structures service is designed to provide you with a complete structural design and specification for your building. We will work closely with you to ensure that the design meets your requirements and is compliant with all relevant regulations.

**Allan Corfield ARCHITECTS**

### AC Interiors

Our AC Interiors service is designed to provide you with a complete interior design and specification for your building. We will work closely with you to ensure that the design meets your requirements and is compliant with all relevant regulations.



**Allan Corfield ARCHITECTS**

### Custom & Self Build Experts

**At ACA we take your ideas and aspirations and turn them into a stunning, energy efficient home which you can afford to live in.**

- Initial concept design, presented in our 3D design package
- Planning & Building Reg applications
- Technical drawings, schedules and specifications
- Contract Administration
- On site assistance
- Building Works Change (BWC) & S&B (S)
- Structural Engineering, design and certification
- Cost consultancy and Management (M) services with O&M

Once we have completed an initial consultation with you, we will create a bespoke fee and fee proposal, which outlines the recommended scope, services & costs.

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**Allan Corfield ARCHITECTS**

### Virtual Reality with ACA

**3D Modelling**

We appreciate that not everyone is used to reading Architectural plans, nor are they the best way to really appreciate a "new" space. That's why all of our clients get to walk around their future home in a 3D model, all from the comfort of their own iPad or computer.

From the initial design stage, all projects are shown in 3D. This allows ACA to design stunning spaces for you and your family to enjoy. The added 3D model marks the end through your project to help you visualise your home (or to contrast) and be more highly accurate construction drawings.

**Fully Immersive Virtual Reality**

Now, thanks to our investment in the latest VR systems and software, we can make you feel your home, to walk around and fully appreciate the external design and internal spaces in collaborative 3D clarity.

The software is so advanced we can let you walk through your future home, whilst changing materials, furniture, fixtures and more. The added VR model together we will be able to compare, find issues and make you more confident in your home.

Experiencing your future home in VR with ACA, is an add on service, available to all our clients, and we would love you to experience it. The more services, your investment, the less you spend, with additional costs, which can all be done here or our stand on at our Southport office.

<b>INITIAL SERVICE</b>	£800 +VAT
<b>ADD ON SERVICE</b>	£200 +VAT

**VR & 3D Modelling**

**Custom & Self Build Experts**

Ability to visualise





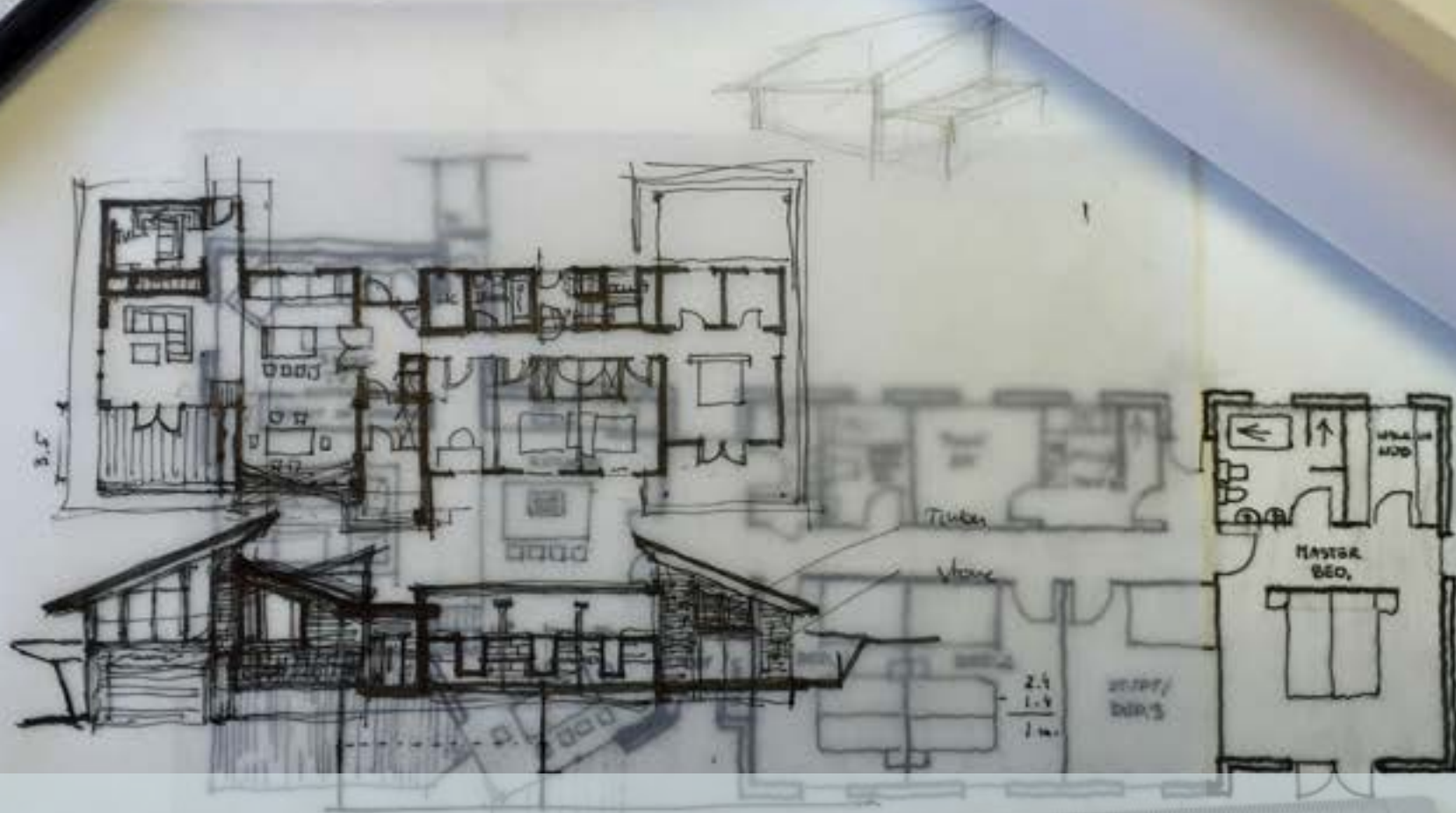
## Top tips on appointing your design team

1. Interview each profession required, **ask for references** and look into previous work.
2. Provide your **detailed brief** to anyone you require a quote from.
3. Obtain **written quotes** & ensure they are **fixed fees** – don't go for % of construction cost quotes!
5. Speak to professionals who regularly handle your type of project – **Self Build specialists** can give you the best advice! These professionals will be part of your life for at least 18 months, so **you need a good relationship too!**
6. Don't fight costs down **too much**; you want a good service – they are a business after all!
7. If the relationship turns sour, **be aware of your options for parting ways!**



**DESIGNING YOUR DREAM**





# 1. Initial Design

## Step by step guide -

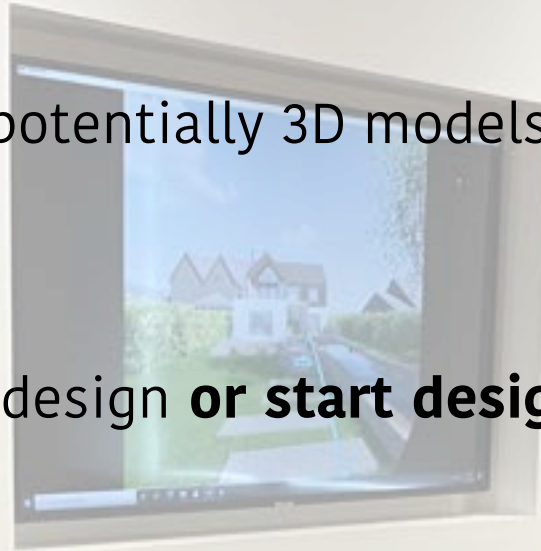
1. Review Project Brief
2. Complete an initial project program / timeline
3. Complete topographical survey
4. Complete Sketch Designs
5. Client Review

## Step by step guide -

6. Work up 2D drawings and potentially 3D models
7. Client Review
8. Final revisions to suitable design **or start design process again**
9. Potential for initial PHPP calculation on frozen design
10. Initial Cost check with QS or contractor
11. Pre-application enquiry with Planning team

**OUTCOMES – YOU MUST LOVE THE DESIGN**

**TIMESCALES – 4 to 8 WEEKS**





## 2. Planning Application



# DESIGN AND ACCESS STATEMENT

REPLACEMENT DWELLING –

FAIRWAYS, CRANMORE DROVE, STOWGATE

DEERVALE

## Step by step guide -

1. Review any relevant Planning Policies including Greenbelt, Plot Lands, P80 etc
2. Update drawings with the required planning information, materials etc
3. Appoint any other consultants required for special planning policies
4. Complete Design & Access Statement
5. Client Review



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Custom & SelfBuild Experts



## Step by step guide -

6. Complete rendered images and photomontages
7. Client Review
8. Finalise submission via online portal
9. Update client on application progress; receipt / neighbor notification / consultee response / planner review
10. Potential for Planning Committee
11. Decision

**OUTCOMES – OBTAIN PLANNING  
TIMESCALES – 4 & 12+ WEEKS**







### 3. Building Regulations



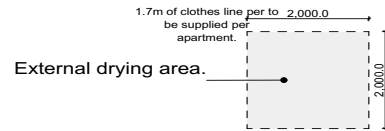
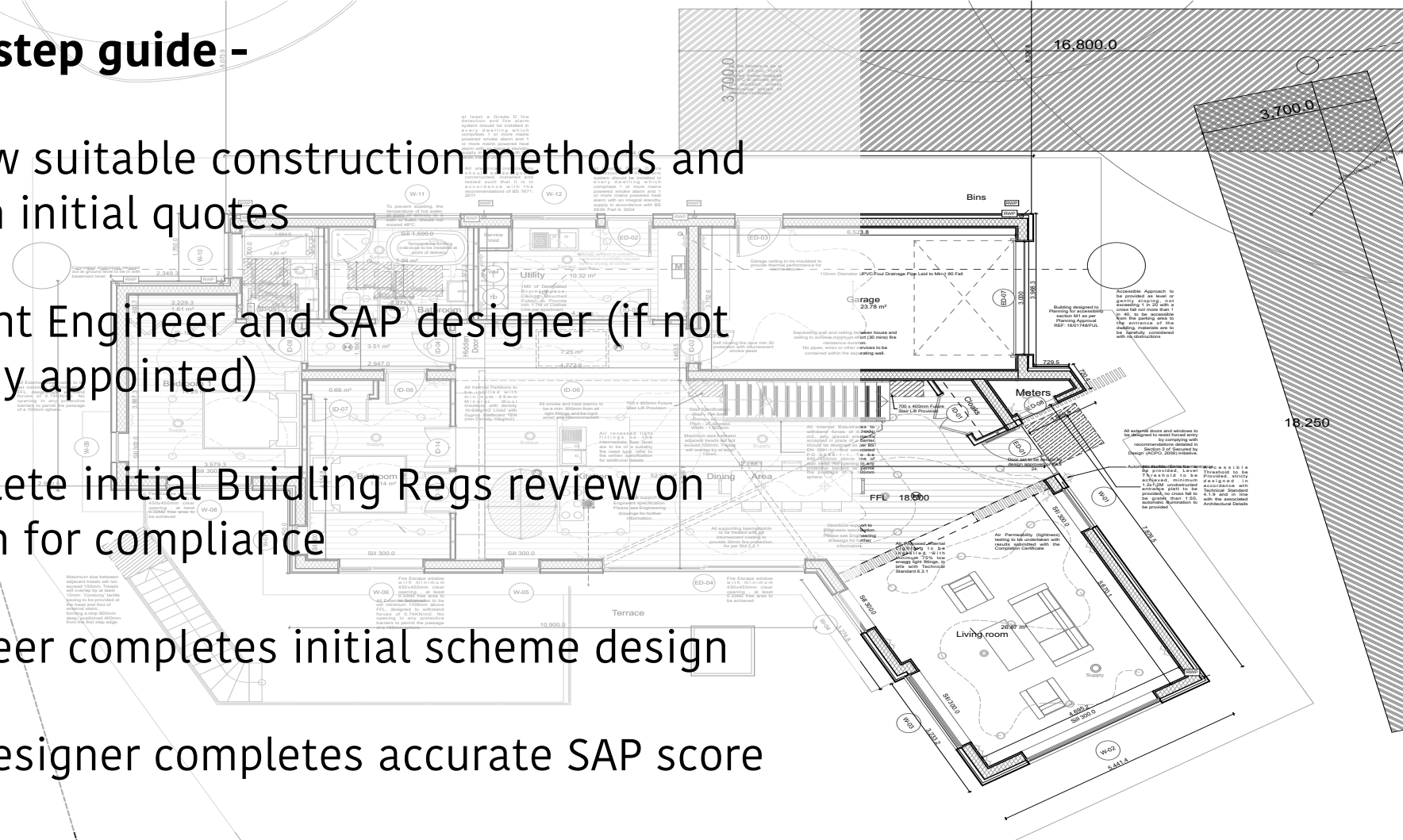


# Step by step guide -

1. Review suitable construction methods and obtain initial quotes
2. Appoint Engineer and SAP designer (if not already appointed)
3. Complete initial Building Regs review on design for compliance
4. Engineer completes initial scheme design
5. SAP designer completes accurate SAP score

**ELECTRICAL KEY**

- Pendant light
- Recessed light
- Ceiling Speaker
- Wall fixed light
- Light Switch
- Mechanical override switch above door
- 2 gang 13A socket
- Single 13A socket
- BT Telephone socket
- TV Aerial socket
- 2 gang 13A socket 150mm over worktop
- Smoke detector
- Switched Fused Spur
- Hard Wired Electrical Outlet
- Single Scart
- Electrical Heating Element
- Single 13A Socket Outlet
- Ceiling Mounted Air Vent
- Temperature sensor
- Wireless Access Point
- Data Connection Socket Outlet
- Under floor heating manifold
- Thermostat for under floor heating
- Electrical consumer unit 100mm (1130mm) above floor
- Four core cable
- Surface Water drain
- Interlinked, mains powered (with battery backup), ceiling mounted carbon monoxide detector
- Mechanical Extract Fan
- Heat Detector
- Monoxide Detector
- Fluorescent Light



ALL DIMENSIONS TO BE CONFIRMED ON SITE PRIOR TO CONSTRUCTION

All new works, products and processes are to be in accordance with the relevant British Standards and manufacturers' guidance.

A smoke alarm in the principal habitable room should be sited such that no point in the room is more than 7.5M from the nearest smoke alarm.

In the case of circulation areas, no point within the circulation space should be sited more than 7.5M from the nearest smoke alarm.

No point in the kitchen should be more than 5.3M from the nearest heat detector. Smoke Alarms should be sited no more than 7M from the door to a living room or kitchen and no more than 3M from every bedroom door.

Confirmation of completion and validation of any environmental remedial measures are to be submitted in a timely manner to allow for reviewing, prior to the submission of completion certificate, if applicable.

All fixed heating systems shall be capable of maintaining a temperature of at least 21°C in at least 1 apartment and 18°C elsewhere when the outside temperature is minus 1°C.

Electrical installation should be designed, constructed, installed and tested in accordance with the recommendations of BS 7671:2008, as amended and certified only by a person or company having membership to S.E.L.E.C.T or N.I.C.E.I.C or similar Electrical schemes recognised by The Local Authority.

Air Permeability (tightness) testing to be undertaken and results submitted with completion submission.

Contact Local Authority Water Board to confirm the drainage connection to the existing system is granted prior to installation.

01.08.19	JCS	Tree report added	E
05.07.19	SRB	Notes Added	D
26.06.19	SRB	Amendments	C
07.05.19	SRB	Client Comment Amendments	B
05.05.19	SRB	Client Comment Amendments	A



CLIENT: Mr & Mrs A Bullivant

PROJECT: 60 Prickwillow Road



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# Step by step guide

6. Client and design team review

7. Cost review with Contractor or QS

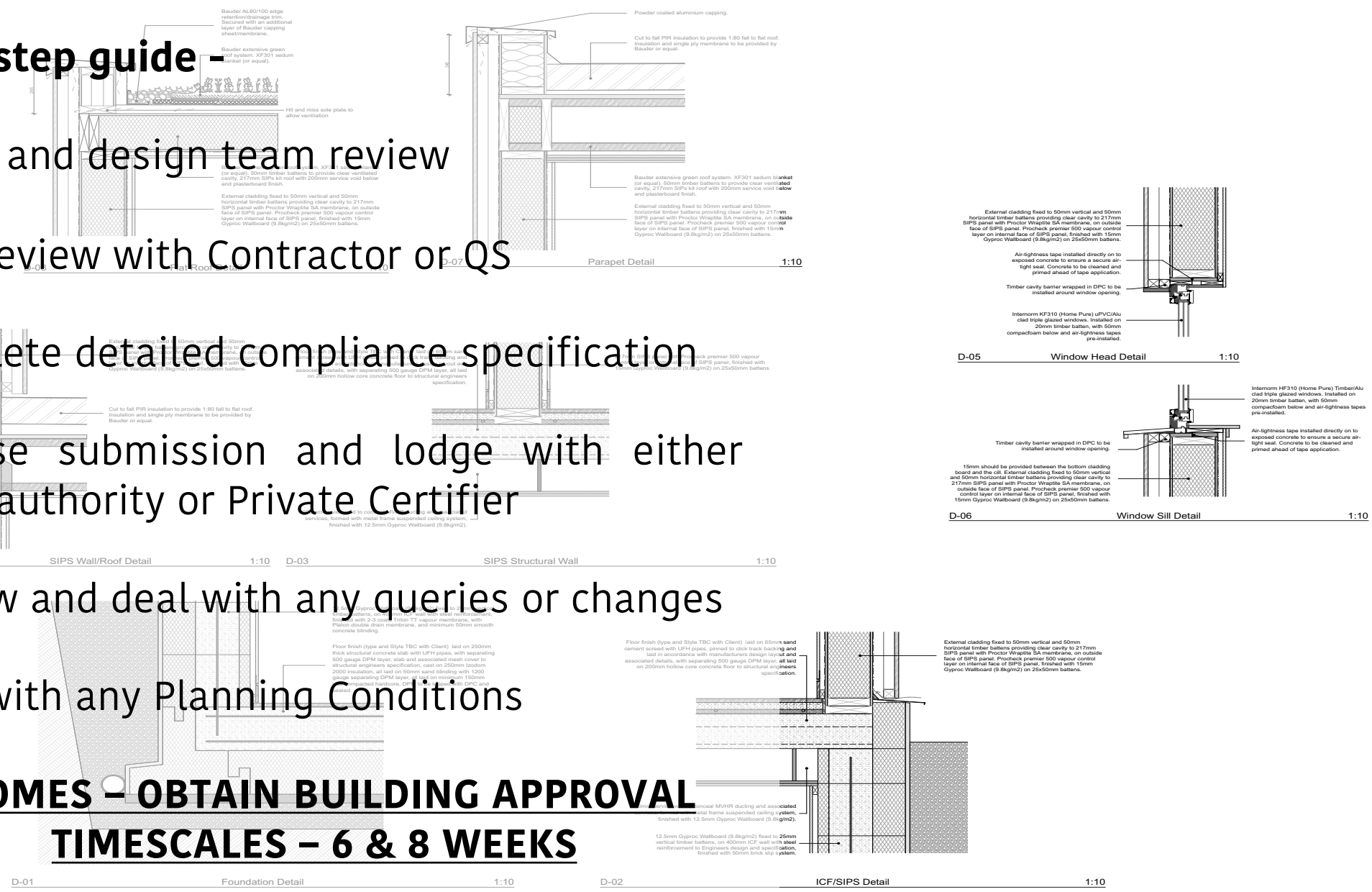
8. Complete detailed compliance specification

9. Finalise submission and lodge with either Local authority or Private Certifier

10. Review and deal with any queries or changes

11. Deal with any Planning Conditions

## OUTCOMES – OBTAIN BUILDING APPROVAL TIMESCALES – 6 & 8 WEEKS



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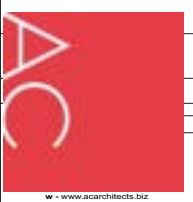
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21.08.19	SRB	Details 08/07 Amended	B
01.08.19	JCS	Green roof parapet design changed	A
01.08.19	SRB	Green roof parapet design changed	A



CLIENT: Mr & Mrs A Bullivant  
 PROJECT: 60 Prickwillow Road



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# 4. Production Information



## Step by step guide –

1. Review procurement route; Self build / Project Managed / Main Contractor
2. Review your CDM roles as a client - Appoint a Principle Designer & Contractor
3. Prepare individual packages of drawings & information depending on the route
4. If Self build provide the following –
  1. Groundworks package
  2. Kit package
  3. Window & Door schedules
  4. External Cladding
  5. Roof
  6. Heating & Plumbing
  7. Joiner etc

### Stage 1 Concept Design

Review previous planning apps and new Appraisal

Prepare initial option 1 - 2D floor plans

Client review

Allocations to preferred option - 2D floor plans

Prepare 3D model of site topography

Work up preferred option in 3D, plans, sections & elevations

Finalised option

Cost Review by QS

Stage 2 Planning Submission

Add in planning information to Concept drawings

SAP Calculations & Renewable Statement

Work up draft Design & Access Statement (DAS)

Completion of Rendered images for planning application

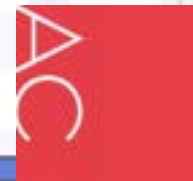
Planning Consultant to complete draft statement

Client review

Final amendments & Completion of planning drawings & DAS

Planning Consultant to lodge Planning Application

Planning Application process



## Step by step guide –

6. Work through all major construction details
7. If you are creating an airtight energy efficient house then suitable details need to be worked out to limit cold bridging and repeated cold bridging
8. Potentially NBS and Bills of Quantities
9. Tender the packages, review and appoint
10. Obtain all required insurance
11. STOP and make sure you have everything in-place before you start on site.

**OUTCOMES – HAVE ALL INFORMATION**  
**TIMESCALES – 6 WEEKS**



## On site -

1. Before you start make sure you discharge any planning or regs conditions. Also put in place any warranty or insurance policies
2. What procedures do you have agreed for managing quality on site
3. Every trade that comes on site needs to know about airtightness
4. If you are using inexperienced trades then consider Passive House Toolbox talks, at key stages –
  1. Kit sign off
  2. Window fitting
  3. Airtightness layer (VCL)
  4. Pre airtest
5. **Tape everything**
6. Any onsite changes to be run passed the design team

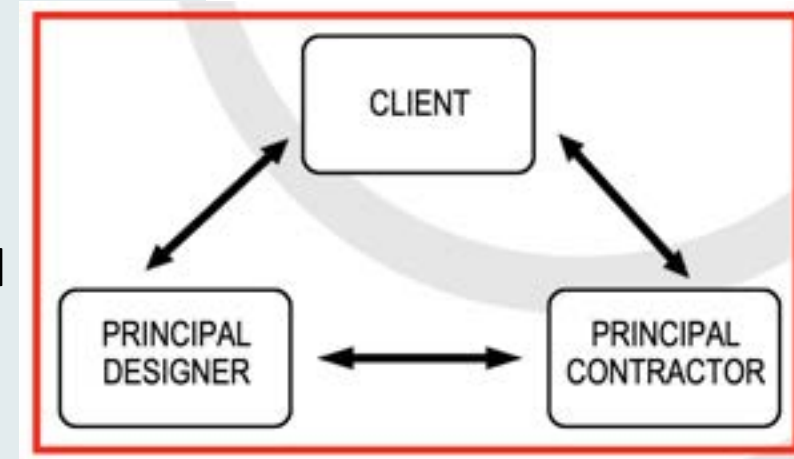


## CDM 2015-

The **Client** has overall responsibility for the successful management of the project and is supported by the **Principal Designer** and **Principal Contractor** in different phases of the project.

The Principle Designer will:-

1. Provide pre-construction information to appointed designers and Principal Contractor
2. Assist the client in provision of pre-construction information
3. Gather information for the Health and Safety File
4. Liaise with the Principal Contractor
5. Update to CDM Matrix where design work is carried out after the construction phase has commenced







# Costs



## Typical costs –

Based on an average self-build, on a serviced site –

1. You should budget for approx 10-12% of the actual project costs going on the basic professional fees
2. Chartered Architects costs 7-9% of total costs
3. Structural Engineers costs 1.5-2% of total costs
4. Planning Application fee of £600
5. Full plans Building Regs fee £1,200 – £4,000
6. SAP & EPC costs of approx £250 – £500
7. Topographical survey £400 – £1,200

## **Additional costs –**

These are regularly required -

1. Soil Investigation £1,000 - £2,500
2. Arborist report £600 - £800
3. Ecological report £400 - £800
4. Floor risk assessment £800 - £1,600
5. Planning Consultant £600 - £2,000
6. M & E consultant £500 - £1,000
7. Landscape, interior or lighting designer £600 - £2,000

