



the architectural process

the process of designing and delivering a building project has several different phases, each of which Clear Designs is able to assist with in accordance with RIBA guidelines. The process can seem complicated and it can be confusing as to where your money is being spent. In order to clarify what each stage entails, here we outline the different elements of Clear Designs' service. Not all may be relevant for your project and we will adapt to fit with your requirements.

stage 1

visit the property with the client to discuss the brief	initial enquiry
submit a fee letter based on the brief	fee proposal
client appoints Clear Designs by signing agreement to the fee letter and then a standard RIBA contract - for your peace of mind	appointment
either Clear Designs or an external agency undertake a survey to understand the site constraints and its impact on the design	site survey
to explore and maximise the potential practicalities and viability of your project	feasibility studies
initial design presented for discussion and agreement	outline scheme design
liaison with local planning authorities, management of the planning process and preparation of planning drawings	planning application

stage 2

provide relevant drawings and liaise with building control to ensure compliance of the project	building regulations
completion of full detail design including working drawings and finishes specification, for use by the building contractors	final proposals

stage 3

ask building contractors to submit costings for the works	tender the contract
advise what legal agreements need to be in place, such as party wall agreements	legal agreements
ensure the delivery of the project runs to programme and is to clients and Clear Designs' high standards; full project management can be arranged	site supervision
at each fee stage of the building contractors work, certify the works are completed in accordance with the design, then issue relevant certification	contract administration
on building completion carry out an inspection to ensure works have been completed to the agreed standard, provide practical completion certificate	snagging and practical completion