BDK Architects – Clients Brief & Blueprint Service

The Problem:

It is not uncommon for people to know they need to undertake a building project, and have thought about it quite a bit – but are uncertain how best to start. Or worse, launch into an expensive design service without establishing a relationship or worse still, not carefully establishing the groundwork for the project.

Our Promise:

"A surgeon wouldn't operate without a proper diagnosis, so…"

BDK Architects Brief & Blueprint Service works in the same way. It will allow you to start an exploration designed to precisely understand your requirements and potential roadblocks, then gives you definite:

- ***A Diagnosis of your Needs***
- ***Options and Recommendations;***
- ***A Plan to move forward;***
- ***A Timeline and Rough Order of Cost.***

The Process:

We developed this process while undertaking numerous briefings with domestic Clients, for their personal home-building or alteration / renovation projects. These briefings typically meant our Client had prepared a 'Hit-List' or 'Wish-List' of what they would like to achieve before we got involved. Too often this prescribed a certain approach to design and construction BEFORE they had fully done their research and homework and BEFORE they had critiqued their ideas.

The consequence of inadequate upfront research of your Brief is like… building a house on bad foundations. The foundations are the most important part of the whole house, because everything is built on top. It's very expensive to change the foundations once you have started to build upwards. But it's very easy to change them if they are simply lines on a plan.

So… we spend a little more time on the research than most other firms who rush their clients into the design phase.

There are five important steps in building:

1. ***Brief & Blueprint Review / Report – which is the first step laying foundation for subsequent stages***
2. ***Design phase***
3. ***Construction Document phase***
4. ***Building and Contract Management phase***
5. ***Completion phase***

*On the next pages we outline the first step explaining what the **Brief & Blueprint Service** comprises.*

> *"I can honestly say we knew out of all the local architects you would be the one that could turn things around for us. A life changing* [planning] *decision for us yesterday so well done you. Excellent work. Thank you again."*
> *BDK Domestic Client commendation*

The Jersey Planning & Building Process:

Diagnosis
BDK Architects Clients Brief & Blueprint Review / Report Service

Consult
- HET Site Visit.
- Highways.
- Archaeology?
- Prepare/Submit Pre-application Advice Request.

Pre-App. Advice
- Planning take 4-6 weeks to give Pre-App. Advice.
- Prepare Gates Planning Applcn.

Full Design
- Develop / Agree Full Design.
- Prepare Reports.
- Prepare 3D Model

Submit Planning Application/s

Planning Application Period
- Planning Applcn/s Registered.
- Applcn. Fee Paid
- Site Notice.
- 3-Week Public Consultation Period
- **Department Decision**
- Decision sent to Planning Committee

Approx. 13 weeks to Decision

Application/s Approved

Planning Committee
- Application decided at public monthly meeting

+ 3-4 Weeks

Application/s Approved

Technical Design
- Prepare full Technical Details
- Prepare Building Bye-Law application/s

Submit Building Application/s

Building Application Period
- Building Applcn/s. Registered / Fee Paid
- Resolve any Building Control queries.

Approx. 4-6 weeks to Approval

Application/s Approved

Building Information
- Prepare Building Details
- Prepare Tender Information
- Obtain Tenders

Appoint Builder
- Prepare Building Contract
- Arrange Insurances
- Agree Start

Building Work Commences

WARNING! Missing out this stage risks success of your project during later stages.

"We used BDK Architects and found them to be quick, reasonably priced, creative, great to work with, approachable and with a complete understanding of all Planning and Building Bye Law aspects. We would recommend them for any construction project!"
BDK Domestic Client commendation

BDK Architects – creating added value for your project
T: +44 (0)1534 768740 / E: enquiry@bdkarchitects.com

When considering extending, altering, renovating your home or even undertaking a new-build house BDK Architects high-level ***Brief & Blueprint Review / Report Service*** is the first step towards providing a firm foundation for your project.

Why… ?

- Obtain a very experienced Senior Architect's opinion on the feasibility of the project – one who is knowledgeable about the type of project you are intending to undertake.
- Producing an outline ***Brief*** providing the "foundation" for future work - detailing rooms, connections, orientation etc…
- Considering potential solutions at a high-level that encourages on-going testing of ideas – ***"Design Thinking"***.
- Exploring the 'look and feel' of a potential scheme.
- Investigating the functional viability of the project and your ideas.
- Ascertaining Mains Services provision and requirements.
- Preparing sketches of possible layout options
- Providing preliminary rough order of cost estimate of construction for budget usage.
- Providing a preliminary programme or timeline.
- ***Production of report including the above.***
- All travel within Jersey included in price (outside Jersey priced at 'cost')
- Report includes schedule of services and fee proposal for next project stages.
- Obtaining Pre-Application advice from Planning Department on likelihood of project being approved (Optional to separate cost).

A surgeon wouldn't operate without a proper diagnosis… our ***Brief & Blueprint Review / Report*** works in the same way. It develops and defines a strategy designed to precisely understand your requirements, and then gives you findings and recommendations, with a plan to move forward giving a timeline and rough order of cost to inform your budget.

What do you receive?

Phase I: Initial Scoping & Discussion – *An outline brief for your project:*

- *Meeting at your property to discuss the project and your aspirations.*
- *Reviewing current function & design.*
- *Clarifying issues, discuss options and current thinking.*
- *Identifying project aims & vision, themes & drivers.*
- *Researching Planning history online.*
- *Obtaining any records / drawings of your property held by Planning.*
- *Checking compliance with Planning Policy and Supplementary Planning Guidance.*
- *Obtaining details of mains services (where required).*
- *You provide: Existing site & background information with any available plans, etc.*

Phase II: Options Sketches – *Options development and analysis*:

- *Exploring potential spatial relationships, connections & future-proofing options.*
- *Preparing freehand concept option sketches.*
- *Preparing preliminary straight-line programme.*
- *Preparing your Brief & Blueprint Report.*
- *Meeting at our office to present, discuss and review the Brief & Blueprint Report.*

Great Value for a fixed fee of £950*, plus any Planning charges, plus GST.

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Order for Clients Brief & Blueprint Review / Report Service

CLIENT ACCEPTANCE AND CONFIRMATION OF DETAILS

I would like to book my Brief & Blueprint Review / Report with BDK Architects as described above:

I agree to BDK Architects undertaking and providing me with their Brief & Blueprint Review / Report Service as described herein for the amount of £950.00* plus any Planning charges incurred (eg: providing scans of any drawings on their file and copying) plus GST, with 50% payable in advance, balance payable before delivery of Phase II. I have completed the below Agreement comprising my/our client details, plus will provide any drawings I have of my property, to get the work underway.

Please complete, sign & date the below Agreement, copy it for your own records and return a scanned signed copy to us for our records, or post original signed copy back to us.

.....Date.....
Signed by the Client in confirmation of their Agreement

.....
Name (please print in block capitals)

Please confirm your correspondence address and contact details:

Business Name / Authorised Position: .....
(if applicable)

Postal Address: .....

Email Address: .....

Telephone no: ..... Mobile no: .....

Please scan and email to: enquiry@bdkarchitects.com. Or post to: BDK Architects, White Lodge, Wellington Road, St Saviour, Jersey JE2 7TE

Please remit 50% deposit of £475 plus 5% GST, total £498.75 to our Bank account at NatWest International Jersey: Sort Code: 60-12-03 / Account No. 27512118 / Account Name: BDK Architects

"BDK Architects have worked with us recently to design a small extension for our property and throughout the process we have found them to be approachable, enthusiastic and knowledgeable. Overall we have been delighted with the service offered and would not hesitate to recommend them to other potential clients."
BDK Domestic Client commendation

** Please note this price covers extension / alteration works to one house, or new build, up to maximum 1,900 ft² gross internal floor area. For any larger project please ask us to provide specific quote for a bespoke Clients Brief & Blueprint Review / Report.*