

Advices

Paperworks

3D-MODEL

Visuals
Volumes Space

WHY YOUR DREAM'S HOME

BRIEF
CONCEPT

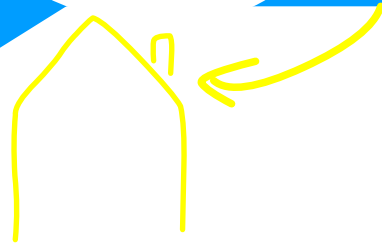
- Planning Application
- Building Regulations

DRAWINGS

Site visit

Tenders

Estimate costs £



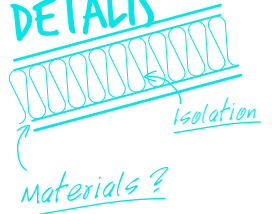
Alternative solutions
Mood Board

storage utility
INTERNAL LAYOUT

- Bedroom x2 xl
- Bathroom
- Kitchen
- Dining
- Living

bellis | architects

DETAILS

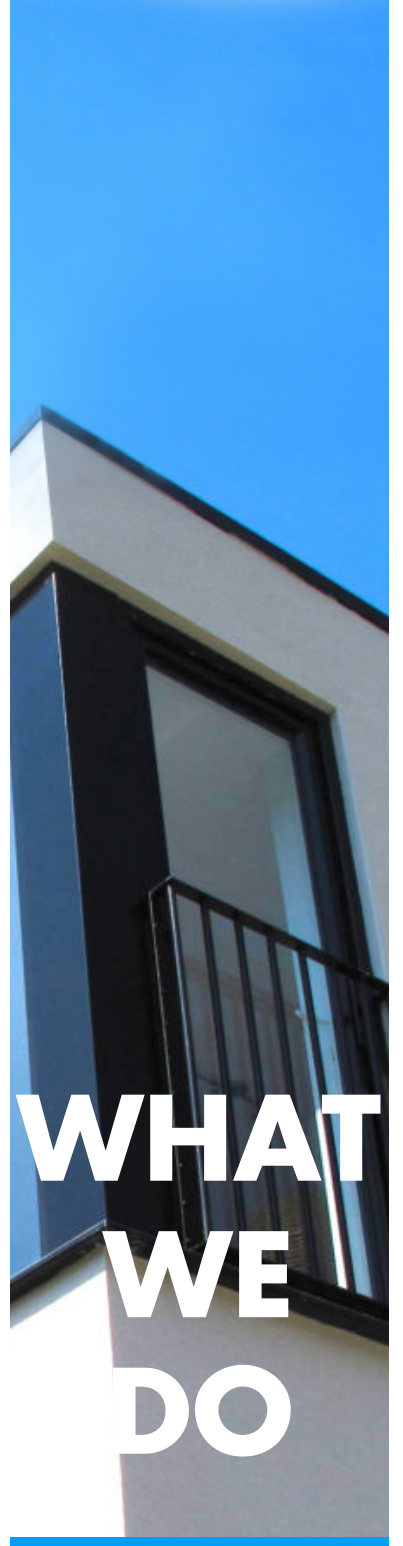




**WHO
WE
ARE**



**WHY
WITH
US**



**WHAT
WE
DO**

.01

.02

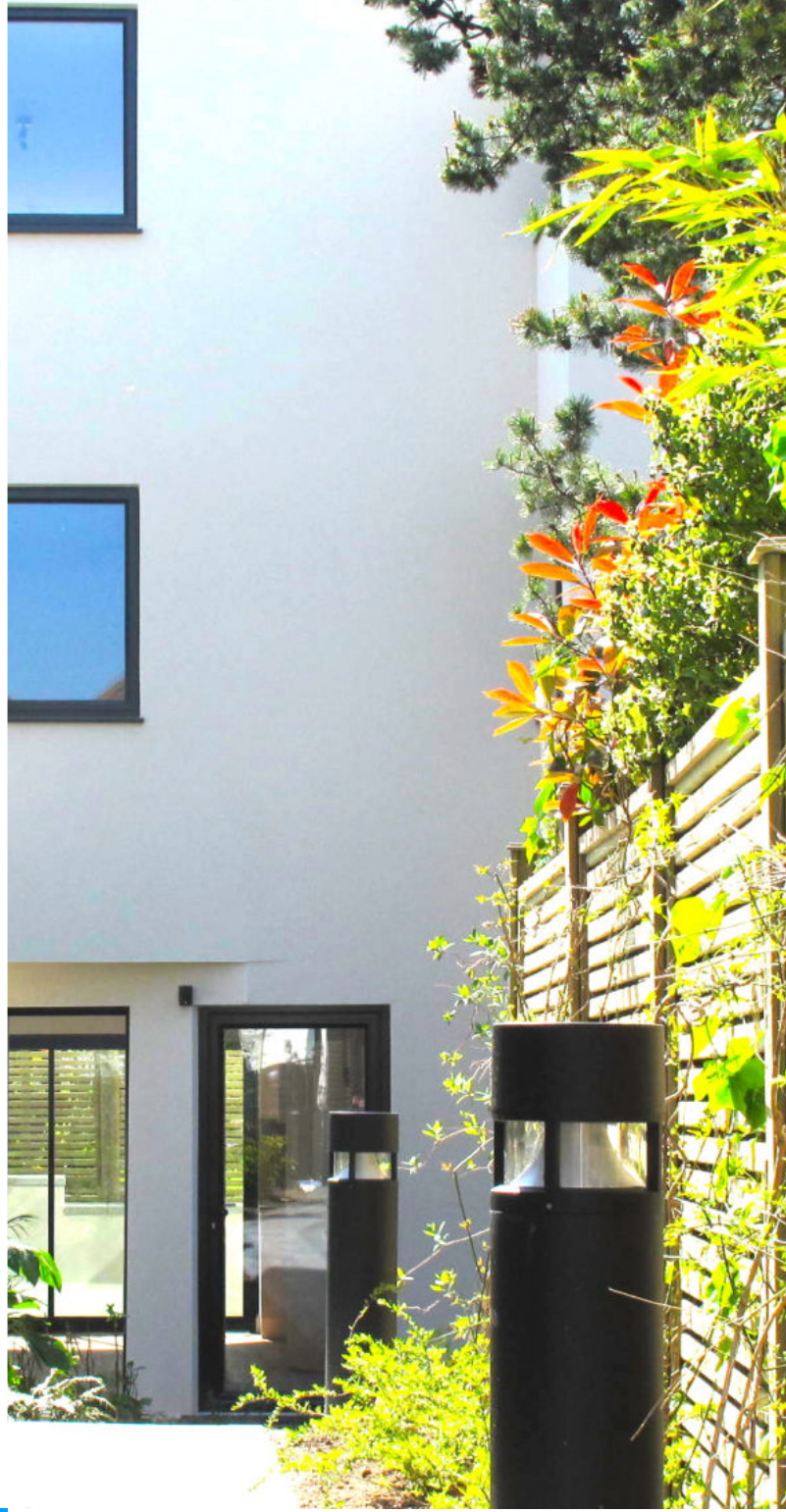
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WH

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WE

ARE



.01

Bellis | Architects is a design-led Royal Institute of British Architects **Chartered Practice (RIBA)** which is gaining a reputation for sensitive, high quality design in urban and rural locations. We are **based in London and Isle of Man** and work throughout the British Isles, and have the adaptability to undertake **projects of any size** from bespoke additions to large mixed-use developments and will consider each project on its merits and whether our expertise will provide the most appropriate solution.

Who we are

A deep-seated interest, commitment and working experience of **sustainable design** runs through our work, which is characterized by a **forward looking ethos** that combines **natural materials** with the **creation of contemporary space**.

Our Concept

Our Interests

Our objective is to design **quality modern buildings** appropriate to the continuing redevelopment of the evolving and regenerating modern city, taking care to **understand its full complexity**.

Currently working on a number of high-profile commissions including the redevelopment of luxury apartments, Co2 neutral through the innovative use of natural power resources.

Collaborations With

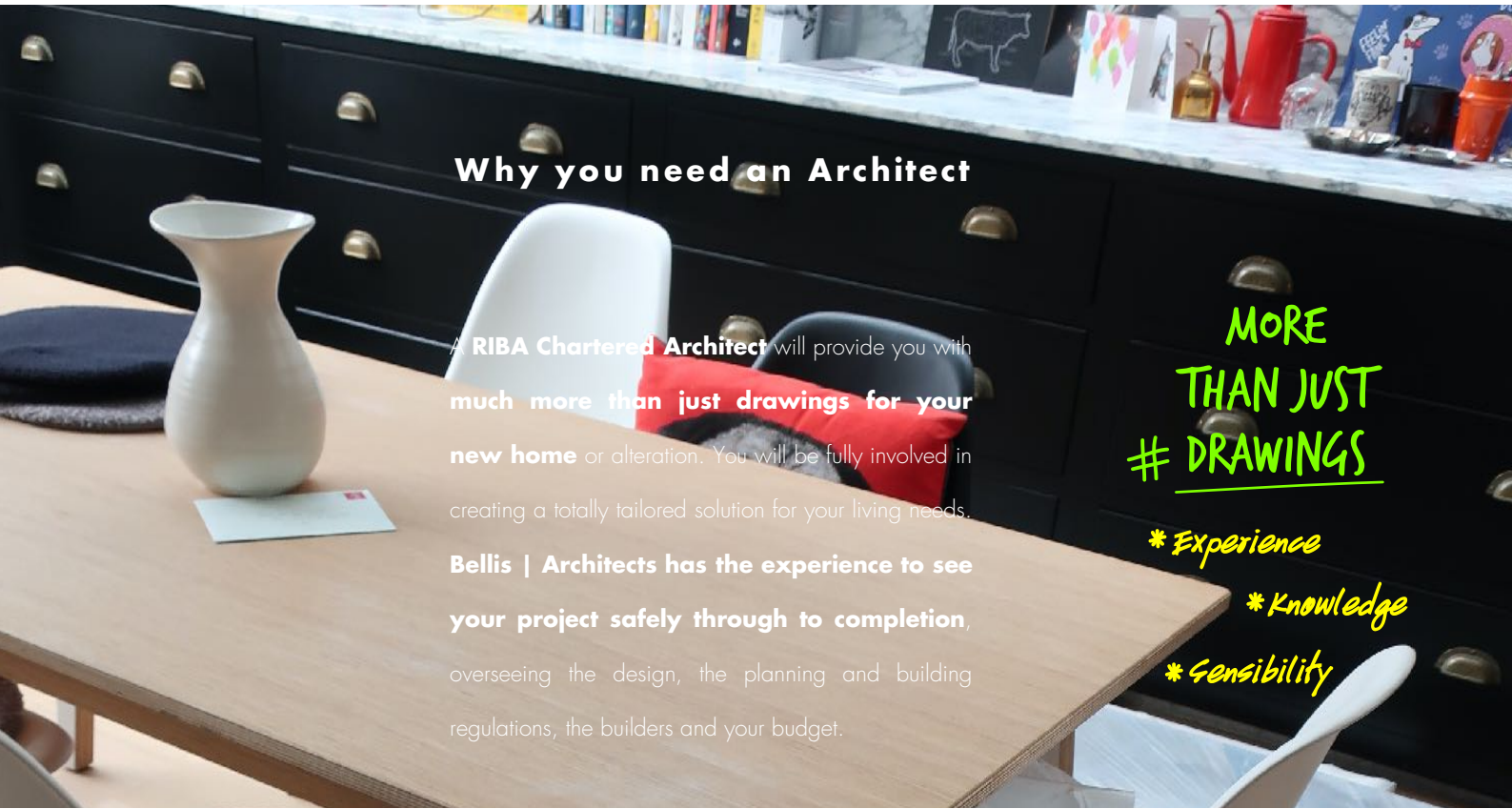
Bellis | Architects works **collaboratively with clients, consultants and developers** to restore and recreate the qualities that make our towns and neighbourhoods enjoyable and enlivening places to visit and inhabit.





WH
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WIT
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US

.02



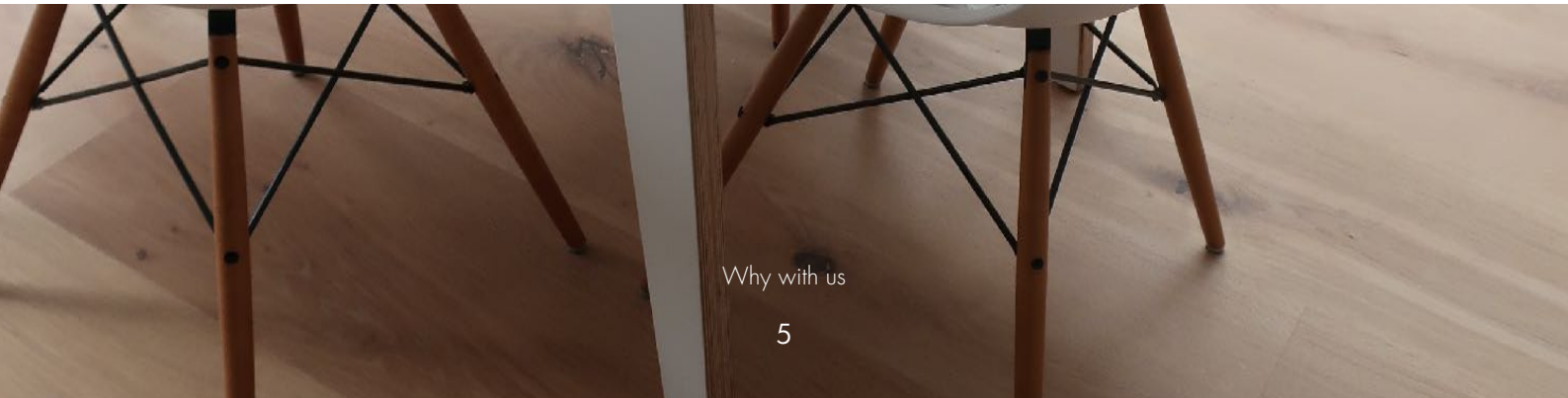
Why you need an Architect

A **RIBA Chartered Architect** will provide you with **much more than just drawings for your new home** or alteration. You will be fully involved in creating a totally tailored solution for your living needs. **Bellis | Architects** has the experience to see **your project safely through to completion**, overseeing the design, the planning and building regulations, the builders and your budget.

**MORE
THAN JUST
DRAWINGS**

- * Experience*
- * Knowledge*
- * Sensibility*

RIBA 
Chartered Practice



Why with us

You can **hire Bellis | Architects** to manage **any or all of the design and construction process.**

Qualification
+
Quality

We are trained to:

- Help you to **define your objectives** for the project, **identify the risks** involved and **interpret your ideas** imaginatively and expertly.

BRIEF

- Work with you to **develop a design** that will interpret your ideas imaginatively, **maximise your investment**, be economical to build and run, and, of course, bring you years of comfort and pleasure.

DESIGN

- Help to **secure the approvals** that will be needed before your project can go ahead, including the preparation of applications to the local authority for planning consent (which certifies that the project meets rules for governing the use and form of buildings) and for **Building Regulations certification** (which covers the functional requirements of buildings to safeguard the health and safety of the people using them)

TECHNICAL
DRAWINGS

PLANNING

- **Manage the construction phase** by helping you to **select suitable builders**, obtaining **competitive prices** for construction, monitoring progress, standards and safety on-site, arranging the input of other design specialists, and **overseeing the co-ordination of the construction through to its successful completion.**

SITE
MANAGING

We offer a friendly personal professional service to meet our clients needs.

Why with us

You are likely to be making a large financial and emotional commitment to your project, which makes standards and performance from others all the more important. Using a **Chartered Architect provides you with extra safeguards** to ensure that your designer acts with integrity and gives independent advice in support of your interests. **Only qualified architects registered with the Architects Registration Board (ARB) are entitled to call themselves 'architects' in the UK and only registered architects who are members of the Royal Institute of British Architects (RIBA) and adhere to the RIBA Code of Professional Conduct can be called 'Chartered Architects'.**

If you are uncertain about the credentials of anyone claiming to be Chartered Architects do ask them for their RIBA membership number or check with the RIBA.

Architects are required by UK law to be registered with the ARB and to comply with the Board's standards of Conduct and Practice. The **ARB also has an obligation to represent consumers' interests** and in the final resort architects are subject to the disciplinary sanction of the Board in respect of 'unacceptable professional conduct or serious professional incompetence'.

The requirements of the RIBA and ARB codes of Professional Conduct include:

- Maintenance of professional indemnity insurance cover appropriate to the scale and type of work undertaken.
- Provision of adequate competence and resources.
- A written record of the agreement with the client.

PROTECT YOUR INTERESTS *

SETTING YOUR BRIEF

Your **brief should be clear and unambiguous** and it should enshrine a common understanding between you and our practice.

We are here to help in formulating the brief.

The process may involve a number of discussions and help to establish the dialogue between you that the project needs.

Above all the project **brief should describe** the following:

- The functions of the finished product.
Who will use it and for what? Have you visualised how the activities will be accommodated and provided for in the new space/s?
- Your motivations and expectations.
What do you hope to achieve by this project, in short and long term, for yourself and others?
- A design direction.
Contrasting or in keeping with existing buildings? Contemporary or traditional? Are there certain materials, fixtures or finishes you favour? Is sustainability and issue for you?
- Authority for decision making.
Who will sign off decisions about design, about costs and about day-to-day matters on-site?
- Timetables and budgets.
When should key stages be completed, how much should they cost, and how will they be financed?

A good, through brief will be the basis of the professional agreement you sign with Bellis | Architects.

THE CLIENT ↔ ARCHITECT AGREEMENT

When you have work done on your home, you are acting in your private capacity ie as a 'consumer', which is where the Unfair Terms of Consumer Contracts Regulations 1994 come into play. Bellis | Architects will discuss these issues with you so the terms of your agreement are fully understood and 'individually negotiated in good faith'.

The agreement will record:

- Details of your project and the services to be provided by Bellis | Architects.
- The calculation of fees and expenses.
- The appointment of any other consultant/s.
- The amount of our insurance cover and period of liability.
- Dispute resolution procedures.

We would advise the RIBA Conditions and Schedule for a Domestic Project will be suitable for this purpose.

This states, in plain, simple terms, the **basic responsibilities of Bellis | Architects**, which include:

- To perform the services required using reasonable skill and care.
- To act as your representative.
- To advise you on compliance with statutory requirements.
- To keep you updated on progress and on issues affecting time, cost or quality.
- Not to make any material changes to the services or the agreed design except in an emergency.
- Not to sub-contract any obligation under the agreement.

When we have discussed and agreed all the details, we will draft a **Letter of Agreement** which both sign to complete the contract.

Why with us



LEGISLATION % "FEES AND EXPENSES"

It is **important before you start** your project that **you are aware of the approvals** that will be needed from the local authority **for planning and building regulations**, as well as legislation that might affect your plans, such as party wall regulations.

Bellis | Architects can guide you through all of these matters as we develop the design. We will also be able to make the necessary submissions for approvals and handle negotiations with the statutory bodies.

The building contract

This is a vital document – the legally binding **commitment between your builder and you** as the client to deliver your project.

Bellis | Architects can administer this contract on your behalf.

As we all know, it's not uncommon for building projects to contain hidden surprises – structural quirks or unexpected ground conditions, for example – that can impact on the design and possibly on the building cost. The best way of preparing yourself is an adequate written contract, designed to manage such events fairly from each party's point of view.

There is a range of standard forms of contract tailored to different sizes of projects, and Bellis | Architects will be able to advise you on the best suited to your needs. We can also explain your rights under the Unfair Terms in Consumer Contracts Regulations 1994, and how these might influence your decisions about certain terms in the building contract, particularly payment procedures and dispute resolution.

There is no standard or recommended basis for this calculation and the fee is usually a matter for negotiation. The fee **will reflect the degree of personal service and bespoke design that your project involves.**

An independent survey recorded the general level of architect's fees for providing a full service for mostly new private houses to be between 8% and 12% of the construction cost. Of projects to refurbish or extend existing houses, or repair and conservation work on historic buildings, the fee can be a larger percentage of the building cost.

Fees for preparing the design and submitting the planning application are generally between 3% and 5% of the construction cost.

Fee options

Bellis | Architects will usually quote a fee depending on the level of services required for any given project, and **would be agreed prior to agreement** being made.

Expenses

These will **generally be added to the fee** and will be charged for items such as the costs of travel, copying drawings and documents, and for making planning or building regulation applications.

Payment

Invoices are **issued monthly.**

Why with us



WH AT WE DO

.03



STAGES

Bellis | Architects will perform the services in accordance with the RIBA schedule in Stages.

- 0
- 1
- 2
- 3
- 4
- 5
- 6
- 7

Strategic definition

Preparation & Brief

Concept Design

Spatial coordination

Technical design

Manufacturing & Construction

Handover

Use

Projects span from Stage 1 to Stage 6;
the outcome of Stage 0 may be the decision to initiate a project
and Stage 7 covers the ongoing use of the building.

0 Strategic definition

- **Visit** the property.
- Initial **appraisal**.

1 Preparation & Brief

- **Assist** the Client in developing the **Client's requirements**.
- Discuss **alternative solutions** for the project.
- **Advise** on the need for services by consultants or specialists.
- **Arrange** Survey of site and/or buildings.

2 Concept Design

- Prepare **preliminary design options** and discuss with the Client.
- Conduct **preliminary enquiries** with planning authority if appropriate.

3 Spatial coordination

- Develop the **final design**.
- **Provide information** for an approximate **estimate of cost**.
- **Submit the final design** proposals and approximate cost for client approval.
- **Make an application** for detailed planning permission.

Please note that application fees for the Planning Applications are not included above and would need to be paid direct by the client to the local authority when application are submitted. Bellis | Architects cannot guarantee the approval of a planning application - This is solely determined by the local authority.

4 Technical design

- a)
- **Co-ordinate** and indicate any designs provided by others.
 - **Prepare drawings** and other **information** in sufficient detail to **enable tenders** to be obtained.
 - Make an **application for Building Regulations** approval.

Please note that application fees for the Planning Applications are not included above and would need to be paid direct by the client to the local authority when application are submitted. During this stage you will need the services of a Structural Engineer and we would be in a better position to advise on this post stage 2.

Party Wall matters would need to be agreed with adjacent owners at this stage. We would be able to advise you on the procedure that needs to be followed and if necessary recommend a suitable Party Wall Surveyor to act for you if matters can't be agreed directly with your neighbors.

- b)
- Prepare a specification or **schedule of works**.
 - **Advise** on an appropriate form of building contract, its conditions and the responsibilities of the Client, the consultants and the builder.
 - **Prepare documents** required for tendering purposes.
 - **Advise** on potential builders to be invited to tender for the work.
 - **Invite, appraise and report** on tenders.

5 Manufacturing & Construction

- **Advise** on the appointment of a builder.
- **Prepare the building contract** and arrange for it to be signed.
- **Provide the builder with information** required for construction.
- **Visit the site** (up to 10 visits) to see that the works is proceeding generally in accordance with contract.
- Give **general advice** on maintenance.

6 Handover

- **Make final inspections and advise** on a resolution of any defects.
- **Agree final account** and **issue a final certificate**.

7 Use

- Client can start **living in**.

Planning Advice

Planning Application

Building Regulations

Construction Phase

Finalize the Process



Strategic Definition

0



Develop Brief

1

1
2

Site survey

Sketch options

2

2
3
3
4

Consider sketch options

Final design & Submit Planning Application

3

5

6
13

Planning Application considered by council (8weeks statutory period)

Technical Design

4

12
15

15
18

Building Regulations consideration - Party Wall matters

Contractor gearing up

5

19
22

23
42

Construction works on site

Handover

6

Final inspection

42
43

Use

7

In use

42...>

WEEKS

What we do

Residential projects
Introduction Flyer

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