

john wood architect

living spaces /
homeowner client guide

pre-release / december 2021

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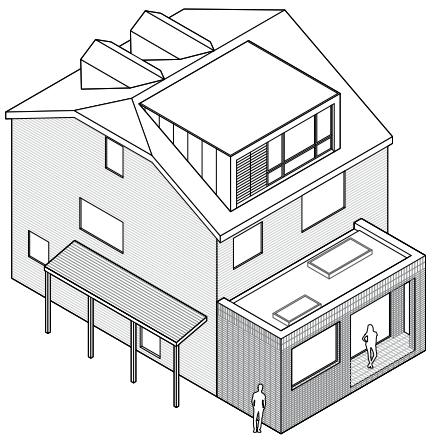
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mission statement

We seek to make high quality, thoughtful buildings and spaces to enrich and bring joy to those who occupy them. Our designs are centred on the needs of our clients, based in simplicity and an understanding of their context.

There are numerous frustrations that a client has when beginning a project. Especially questions like how much can I get for my money? What am I allowed to build? What are the statutory requirements? And what is the process and how long does it take? This lack of clarity at the beginning can be very frustrating and worrying. You may never have done this before and you don't even know how to begin, let alone deal with all the nuances and stress that self building can bring.

We can help with all of this. In particular to field any initial questions and alleviate any pressing concerns. We like to be open and honest up front and will provide you with a clear road map of our fees and the process you most likely will have to navigate to deliver your scheme. Not least we will be as clear as possible about how best to approach your particular situation with the budget you have and the restrictions or opportunities your spaces provide.



We are a small team and so very personable and approachable. We like to, as much as possible, manage the process through from inception to the tender process to completion. We firmly believe this yields the best outcomes and makes the most of your budget. But we also believe in good design being available to all, regardless of budget, and so have developed a more accessible service for more modest schemes, but where you wish for a more bespoke and tailored approach than a draftsman will provide.

This guide outlines who we are, what our process is, the sort of outcomes you can expect and how we add value to your project.

We have taken one of our previous projects and used it to describe each step as clearly as possible so you understand what is required for anything from a new build house to an extension to be delivered.

who we are

**we are a small team of three,
but this helps us be precise
and personable.**



john wood
director

With a background in award-winning commercial practices John established John Wood Architect with an ambition to broaden access to a higher quality built environment, promoting access to a wider range of building end users and provide a flexible service model enhancing the customer experience for our clients.

John has a passion for heritage conservation and sensitive redevelopment of brownfield land in both urban and rural settings, for both domestic and commercial clients. As such John has an impressive and detailed knowledge of planning and conservation legislation. He enjoys the challenge an awkward site or complicated brief can bring.

Alongside the projects and managing the practice he teaches on the undergraduate and postgraduate architecture courses at the Manchester School of Architecture.

Beyond the office John likes white water kayaking and travelling with his wife and children.



tim marjot
senior architect

Tim joined John Wood Architect in 2020 following time working for award-winning practices OMI Architects, John McAslan + Partners, Ollier Smurthwaite Architects and Rural Design. Within them he has gathered experience on international museums, offices and even a cashmere factory. Generally, however, he has mainly worked on both developer and homeowner residential projects at various scales.

With a background in more urban projects, in recent years Tim has developed a keen interest in more rural architecture, finding the blend of construction within the natural environment an interesting opportunity to explore robust and sustainable architecture.

Tim also combines practice with teaching, tutoring first year at the Manchester School of Architecture.

Outside of practice work Tim spends his time either climbing, mountain biking or skiing and occasionally dabbling in pottery.

rebecca heslop
technical design assistant

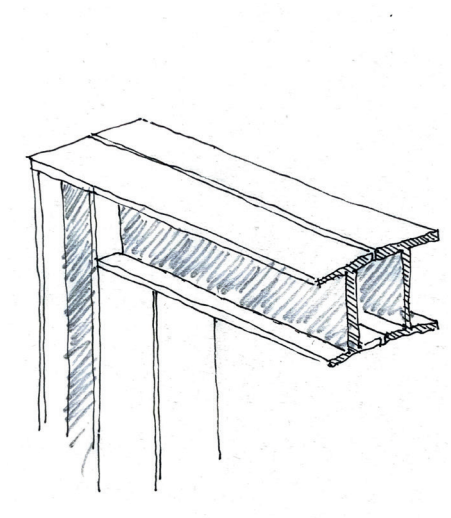
Rebecca joined John Wood Architect in 2018 and works part time alongside studying Architectural Design and Technology at University of Salford. She is passionate about reducing the carbon emissions arising from construction and creating buildings that enhance their end users' lifestyle and quality of living.

We may be biased but we believe Rebecca is a rising star in the construction industry. This is supported by her nomination for the Student Women in Property Award, with the results to be confirmed in January, but we're confident.

When she's not either studying or undertaking no end of tasks Rebecca enjoys getting out into the great outdoors for some trail runs and perfecting her baking skills.

our process

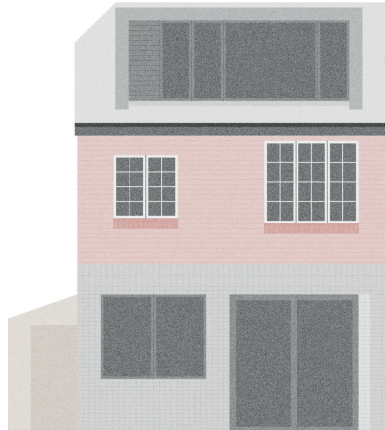
we listen
we test
we explain



A / concept

We begin each with a conversation with you about your project and ideas, followed by a simple feasibility study to clearly identify the brief, project budget and the timescale for your project. This is an important opening process as it identifies a clear route for the project.

We then work closely with you to develop options and ideas to establish the preferred concept and to ensure it meets your living aspirations.



B / finalisation

Once the principals of design concept have been agreed it is then finalised into a formal drawing package giving you a clear image in your minds as to what the final outcome will be before we submit for planning to the local authority.

Prior to construction, we will provide technical design and specification for Building Control approval. Beyond this we can liaise with you on material choices, aid in obtaining quotes for key components and manage the other consultants required on the project.



C / delivery

We will support you in developing a strategy for the delivery of your project and help you undertake any due diligence checks on any contractors to identify the best option for your project, balancing cost and quality.

Throughout the construction process we will stay in close contact with you, the design team and the contractor. This can include administering the contract.

A / concept

brief & feasibility

RIBA stage 1

Before the whole process begins in earnest we will invite you to talk us through your aspirations, we will listen to how you would like your home to function in order to understand the best way for spaces to be arranged. We also like to see any examples of other homes that inspire you.

Understanding your budget and timescales are also important at this stage in order to match the design to these critical parameters and to align the two.

For smaller projects, particularly when a client has a clear sense of what they would like, often this conversation and some quick sketches are enough to move into developing the outline proposals. For larger projects or any with more complicated planning considerations it may take two or three conversations and a feasibility study report to identify a clear route.

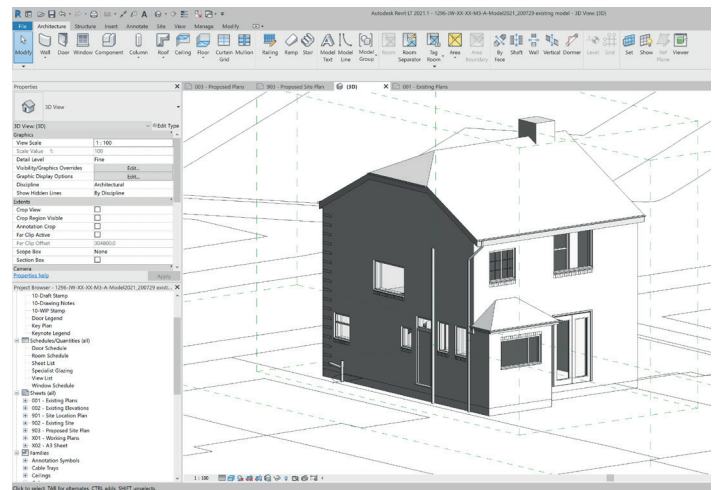
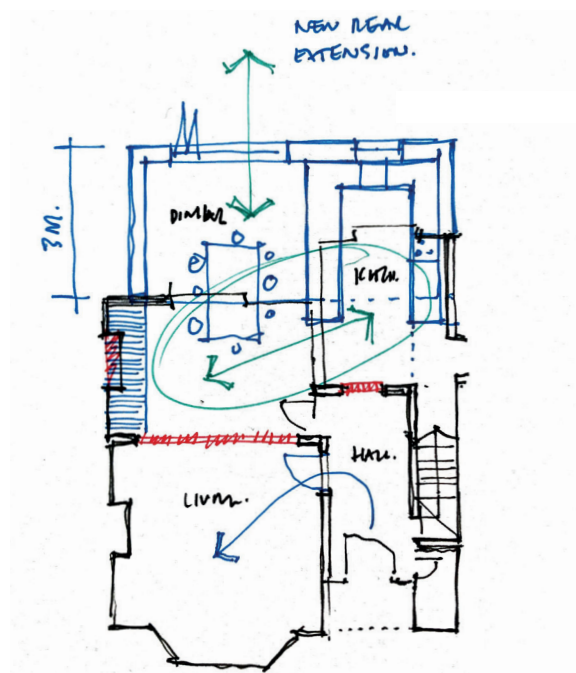
survey & modelling

RIBA stage 1

Following the clarification of the brief the first step is to survey the existing property. This involves taking key dimensions, carrying out a visual inspection and constructing a 3D computer model which will be used to develop the design and produce drawings for the subsequent design stages.

Key architectural features will be identified and critical dimensions noted to ensure that any proposed alterations are appropriate in relation to the character and amenity of the current property.

Larger schemes and more complicated buildings will require a survey from a specialist.



outline proposals

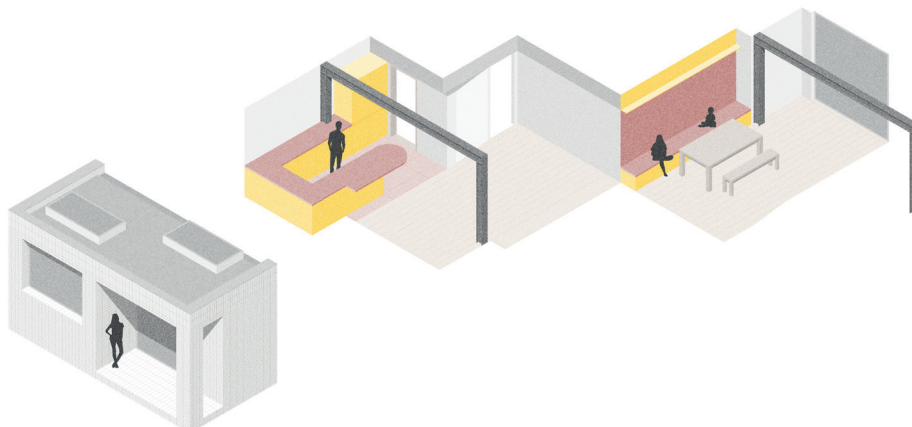
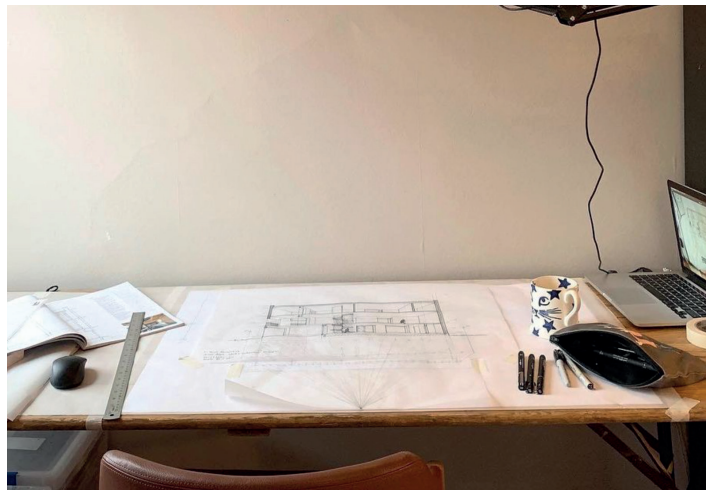
RIBA stage 2

This is perhaps the most enjoyable stage of the design process for you. It is where all your big ideas and concepts you would like to incorporate begin to be combined to form a proposal. As it develops we will hold design review meetings for you to feed back your thoughts and listen carefully to your requirements.

The information produced will be a mix of diagrams, sketches, drawings, material samples or suggestions, but depends on the scale and requirements of each project.

This part of the design is perhaps the most important step as it begins to lock down the critical elements that can be hard or impossible to unpick satisfactorily later.

Each scheme is different but we would recommend you do not try to rush this part of the design and take your time reviewing the information we provide and be as honest with your feedback as possible. This is the portion of the whole process where you, the client, will be the most involved and worked the hardest.



B / finalisation

planning

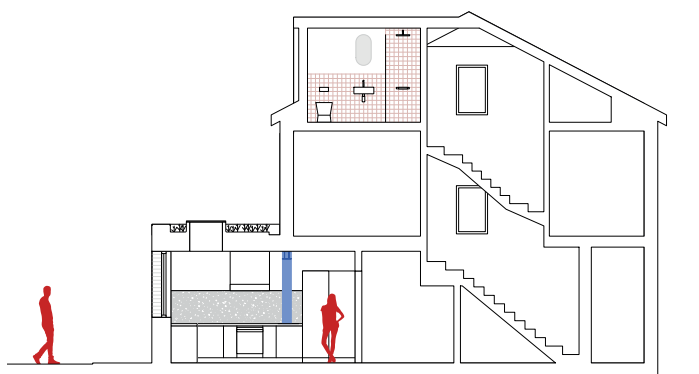
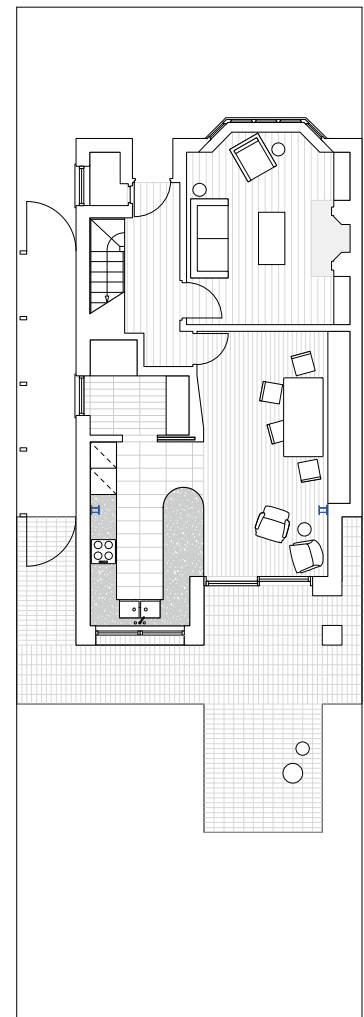
RIBA stage 3

Whilst the outline proposals stage is the most enjoyable this is possibly the most satisfying step of the design process as you get to see the design progressed into a formalised drawing set in preparation for submission to the Local Planning Authority (LPA).

Once you have confirmed that you're happy with the scheme we will submit it to the Local Planning Authority on your behalf. We will also advise you on any additional reports or requirements needed to validate the proposal and can coordinate these.

For smaller schemes this submission could also be for a Lawful Development Certificate to clarify it meets the permitted development criteria.

Submission for planning is a line in the sand in regards to the external visual appearance of the design and so we strive to be very clear with you what your scheme looks like. Whilst any changes you wish to make can be accommodated after this it usually slows down the process and can increase costs.



technical & building regulations

RIBA stage 4.1

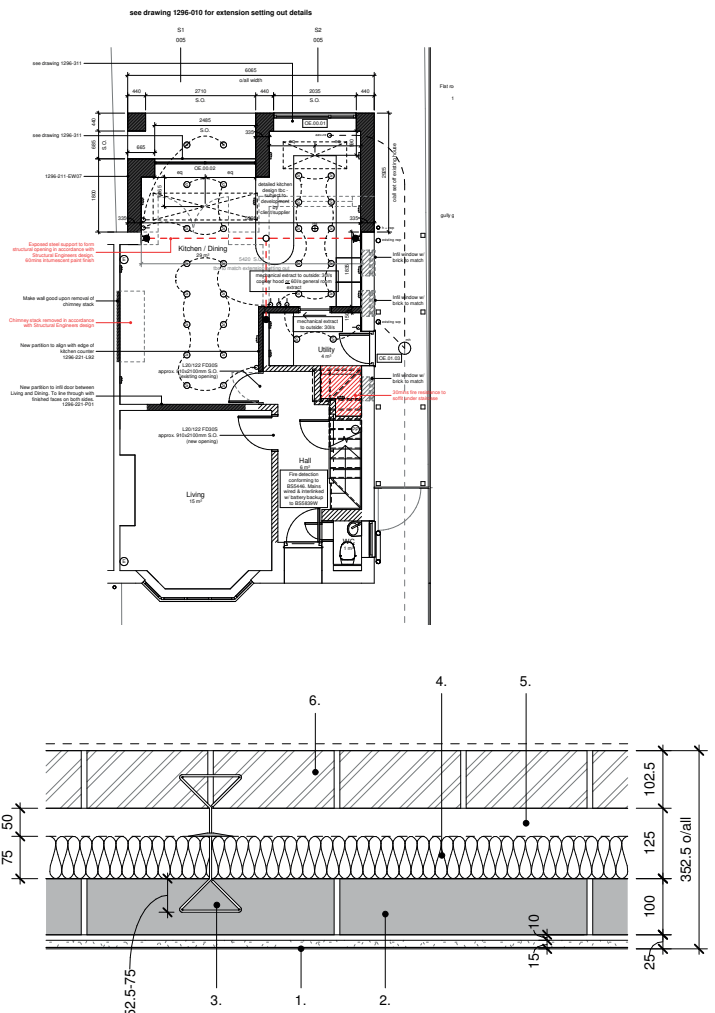
Prior to construction a technical package will need to be developed. Principally this will be used for submission to building control to check it meets the Building Regulations.

This package identifies the main elements of the building fabric and other aspects of the project for the building inspector to review. Included is a performance specification which sets out important standards of the products to be used. It is also when a structural engineer is required to provide a design and calculations.

For simple house extensions which are of a standard construction this may be sufficient information for the project to be handed over to a builder or main contractor to deliver.

Whilst it is possible for a good builder to construct your project from this information it requires them to undertake a level of coordination and it would require you, the client, to make more decisions during construction that you may not be willing or able to make. It can also lead to delays on site and occasionally aborted work leading to more expense and disruption.

NB: Lighting and Power shown indicatively.
Positions/quantity to be agreed with client prior to installation



21-EW07 External Wall / Brick_1-10

scale 1 : 10

External Wall / Black Brick Plinth
to achieve maximum U-Value: 0.21 W/m²K

1. 12.5mm thk. plasterboard K10/111 w/ plaster skim on dabs;
2. 100mm thk. concrete block suitable for use below DPC F10/122;
3. Wall ties @ 450mm vertical & 90mm staggered horizontal centres F30/111;
4. 75mm thk. PIR insulation P10/123;
5. 50mm cavity;
6. Metric black brick suitable for use below DPC F10/112.

visualisations & models

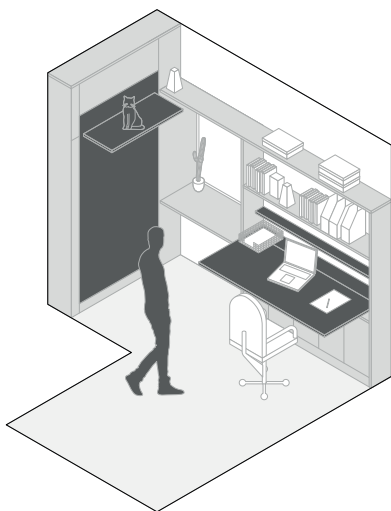
additional to all stages

Depending on the scale of your project generally we exclude any additional visualisations or models in order to keep our fees competitive.

However, we offer various outputs to visualise your scheme in various ways as an additional service. These can be very helpful for you to understand what it is that is being designed, to test colour schemes and layout options but also to visualise the scale of the proposals.

Furthermore, you can include these within the employers requirements as part of the construction package for the contractor. This not only helps them price the scheme more accurately but also gives you a visual aid to review during the construction.

This page shows some examples, but you are not limited to these.



procurement

RIBA stage 4.3

The relationship and a sense of understanding between all parties involved, but in particular client, contractor and architect, is critical to the successful delivery of any project.

We can help with the procurement of contractors and we also have a small network of builders whom we can recommend depending on your scope and requirements.

Equally there is a huge number of very capable and talented contractors out there whom we have not worked with before. We can undertake a due diligence check and help identify the most appropriate choice for you.

This will include a tender submission where we invite a small number of selected contractors to submit their price. We will then review this and hold a meeting to talk through the scheme to ensure they have fully understood the work involved and the desired outcome.

Following the procurement step and selection of the contractor the construction stage can begin. The builder will coordinate all the trades, deliveries of materials and be in charge of the site. As the architect we can still be involved during the construction if you wish in the following capacities:

- Site Presence
- Contract Administration
- Principal Designer

construction

RIBA stage 5

Site Presence /

RIBA stage 5.1

As architects we are the Lead Designer and we can continue our support throughout the construction stage as well. We would recommend this on all but the simplest of schemes. This will include visits to site to monitor progress and resolve any site queries. We will also provide further information reasonably required for construction that may become apparent during the build and also review the designs and information submitted by any sub-contractors to help coordinate their scope of works.

Contract Administration /

RIBA stage 5.2

It is imperative that all building work is undertaken under a recognised contract between yourself, the Client, and the Principal Contractor. Even if the parties “trust” each other, a written contract provides a clear road map from the onset of the project of how the parties will proceed to carry out the work. This helps to ensure that the project will run smoothly and diminishes the risk of potentially fatal problems. For many small projects a lot of contracts do not require an administrator but for those that do we can perform this administrative function. This is something which can be discussed during the procurement stage if required.

Principal Designer /

RIBA stage 5.3

This is a different role to Lead Designer and all schemes must consider CDM2015 which requires a Principal Designer.

Principal Designers have an important role in influencing how risks to health and safety are managed throughout a project, but it does not need to be the architect.

Design decisions made during the pre-construction phase have a significant influence in ensuring the project is delivered in a way that secures the health and safety of everyone affected by the construction, use and ultimately demolition of the building.

Therefore the role of Principal Designer is key to the successful management of Health & Safety within a construction project. This is a role which we can undertake, although it can be delivered by the Principal Contractor as well.

We can discuss this further during the procurement stage.

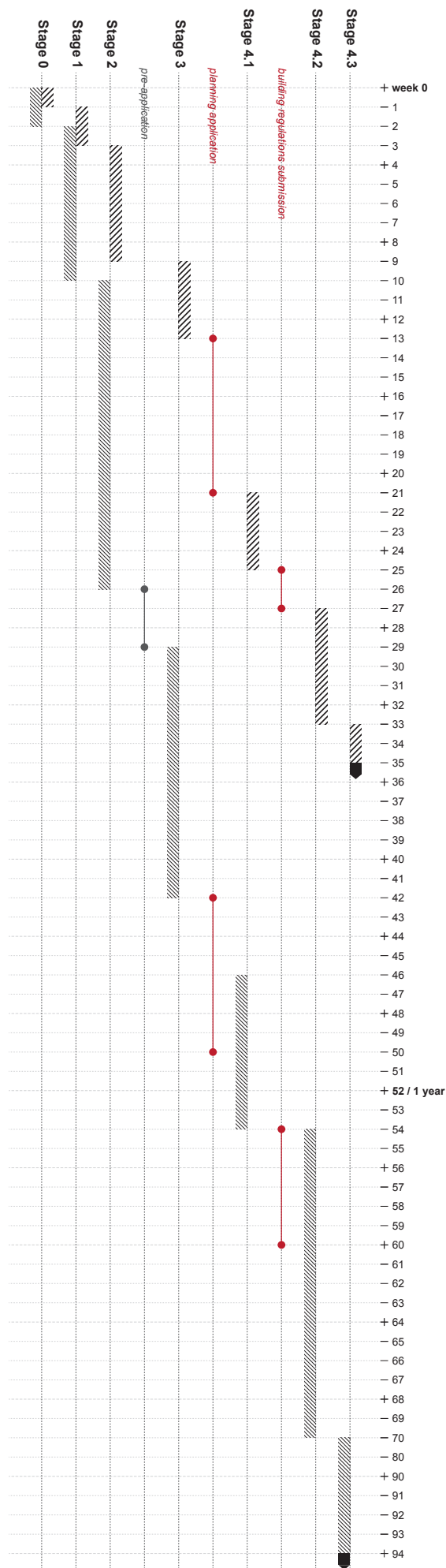
timescales

As with the design and your needs the timescale of your project will vary compared to others.

This graph outlines the design route that has been explained in the preceding pages. It gives an approximate idea of the timescales involved showing two ends of the project spectrum before beginning on site.

Once a contractor has been appointed there can be a wait before they are available to begin on site depending on their availability.

- 
Typical Domestic Alterations
 approx. 60sqm - £100k
 approx. construction time: 10-15weeks
- 
Bespoke New Build Scheme
 approx. 300sqm - £1M+
 approx. construction time: 36-72weeks



our fees

bespoke fees

All projects are different and all clients aspirations vary. As architects we understand that not only are we helping to design you a new home but we are entrusted with delivering what may well be one of the most expensive outlays of your life.

The process highlighted above shows the care and attention that we will put in to all of our projects. Good design takes time and requires patience and process. The further we dig into the opportunities the more questions are answered and fewer pitfalls crop up during the build.

Our value comes as the Lead Designer for any project, which goes beyond the designing of the project itself. As architects we pull together the various specialists information, coordinate their work to ensure it works for the scheme and bind the project together.

We pride ourselves on listening to our clients and being an approachable guide through the entire process.

fixed fees

It is a core business belief that high quality professional design and customer service should be available to everyone.

On smaller, more modest domestic projects with a construction budget of up to £100k or a total floor area of up to 80 square metres we offer a standard fixed pricing structure for stages 1 - 4.1 outlined above.

Projects that meet the requirements of the fixed fee service are limited to a simpler service and more standard construction details. We cannot divert from a smaller collection of details and approaches since this is best suited for when we are no longer employed beyond building regulations sign off.

If you wish us to be with you throughout the whole process we will need to provide a bespoke fee quote.

additional services

The majority of our services have been described in the previous pages of this guide and a lot of them are pick and choose options. But hopefully it has emphasised the diversity of design skills we can offer and that they can all be beneficial to you in some way.

Conservation - we enjoy discovering the uniqueness and detail within our older buildings, and the ingenuity and skill of the craftsmen behind them. If you have an older characterful building we can work with you to retain, repair and enhance it.

Interior Design - we enjoy taking our projects further than the building itself. Taking the time to craft a bespoke interior to meet the needs and dreams you have can have a huge impact on the final outcome.

Landscape Design - we are not experts in planting varieties and soil ph, but we can design a layout and an outline solution to compliment the architectural work.

other consultants

You must ensure you take into account planning and building control fees, these are statutory requirements for most projects.

Statutory Fees:

Local Planning Authority fees for Planning: **£200-£500**
Building Inspector fees for Building Regs: **£600-£1200**

The above fees are approximations and more accurate figures can be determined upon enquiry. As part of these applications there may be a number of reports that need to be produced, such as arboricultural, ecological, bat surveys and heritage assessments which all require a specialist and further fees.

Beyond our design services you need to make sure you have room in your budget for some, or all, of the following specialists, forming the Design Team. The fees for these specialists are outside of the architectural design fees and would need to be appointed directly by you, the client. Usually as a minimum you will need a Structural Engineer but others may be critical for your scheme.

Design Team:

- Structural & Civil Engineer
- Cost Consultant
- Mechanical, Electrical & Plumbing Engineer
- Energy Surveyor
- Landscape Architect/Designer
- Interior Designer
- Lighting Designer
- Fire Engineer
- Planning Consultant

Not all the above specialists will be required and their scope and therefore fee will vary according to your scheme. As such further fees beyond our own could be between £600 and £6k. We can advise at the beginning of the process which are most likely to be required in order for you to budget accordingly.

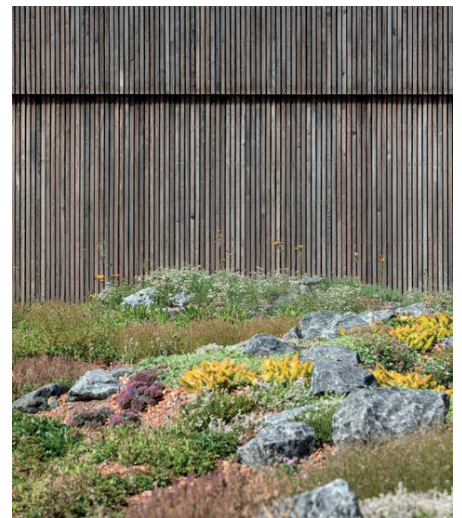
As a rule of thumb you should allow for around 10% of your budget for design team fees on top of construction and any statutory requirements.

our sustainability policy

Buildings and construction plays a major role in climate change and habitat loss. We want to help tackle this crisis and encourage you, our clients, to consider your role, even in a small way.

Whilst the materials of the build are critical, sustainability goes beyond the material choices of the building fabric and low-energy, carbon neutral buildings. It is also economics and context; it must be affordable for you, meet your needs and be respectful to the context in which it sits.

We think being smart with your space and careful consideration of the chosen materials offers a way to help achieve this. We love working with homeowners because you are the end users who take pride and belonging from the spaces we help create, this will hopefully lead to our buildings lasting for many decades to come.



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