**New Client Instruction**

**Architectural Design and Project Services**

|  |  |
| --- | --- |
| Office reference |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Site Visit Date | Day: Time : | Due date |  |

|  |  |
| --- | --- |
| **Declaration/Client Signature**  *Please note -We are unable to proceed without this completed declaration.* | Indicate if booking completed by office staff on client’s behalf |
| ☐ |
| “I would like to instruct Navas Associates to carry out defined Architectural Design /Project Services as specified in this document. I confirm that I am happy with the service I have selected and feel I have been given adequate information appropriate to the service required. I have read the full Terms of Business relevant to the service requested and understand the scope and limitations that come with the defined scope of service.”  **(E signature is fine, no need to print and scan)**  **Client Signature | Date|** | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Details of Instructing Client and Property** | | | | | | |
| Your name | MISS  MR ☐ MRS ☐ SIR ☐ DR ☐ MS FIRST |  LAST | | | Home number|  Mobile number|  Email Address | | | | |
| Home address | Post Code| | | | | | Verified |
|  |
| Office use only – we will obtain these details on your behalf | | | | | | |
| **Details about the property** | | | | | | |
| Site /Property to be developed | Post Code | | | | | Verified | |
|  | |
| Please detail briefly your proposed works to the property and if you have any sketches /details – this would be useful: | | | | | | |
| Please detail any particular requirements: | | | | | | |
| Is the property a HMO? | | Yes No | Is this a listed building? | Yes  No | | |
| Detached  semi-detached  bungalow  flat  Site for development Refurbishment/Conversion | | | Condition of the property  Poor  Average  Good | | | |
| Standard construction  non-standard □  Age of property if known: | | | What does the property consist of and what is the total floor area ( m2)  Existing Floor area-  Proposed Extended Floor Area - | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Fees and services** | | | | |
| Please advise your timescale for the works | ASAP  Within 3 days  No rush | | | |
| Please advise whether any planning applications /What type of survey do you require? | Condition  Homebuyer  Building | | | |
| Do require land or measured survey of site /property ? | Yes/No | |  | |
| **Please indicate below the scope of services you require and we will provide a project specific fee for you by return( The figures are a guide and is subject to project detail and scope ):** | | | | |
| Meet client establish brief, carry out measured site survey to enable plans and elevations to be prepared and developed for existing and proposed works for planning submission .  Prepare initial sketch plans for your approval | |  | | *Indicative Fee*  *£350.00 plus VAT* |
| Prepare proposed plans and elevations for submission to the local authority for Planning approval.  Act as your agent for planning application process and submit drawings and plans for planning approval to the local authority.  (Client to pay Planning Application Fee Direct) | |  | | *Indicative Fee*  *£200.00 plus VAT* |
| The following are other services we can provide once planning approval has been obtained and we would be pleased to provide a separate fee for this if required. We would offer a discount against subsequent services should this be of interest. | | | | |
| *Once planning approval obtained – develop plans and elevation to develop building regulations pack (Structural and Extensive Service Alterations will require calculations and survey by Structural /Services Engineer- separate fee* | |  | | Indicative Fee  £750.00 plus VAT |
| *Act as your agent to submit documents and calculations to LA ( or approved inspector) for Building Regulation Approval* | |  | | *Indicative Fee*  *£125.00 plus VAT* |
| *Develop from building regulations and planning drawings – detailed design and drawing information produce a specification of works for issue to tender to Contractors. Includes advise on form of contract subject to value of works.* | |  | | *Indicative Fee*  *£850.00 plus VAT* |
| *Advise on selection of contractors, issue to tender, carry out tender review and advise recommendations on award of contract.* | |  | | *Included* |
| *Development of cost plan on scope of works to assist in budgeting and managing the project.* | |  | | *£250.00 Plus VAT* |
| *Provision of Project Management Services based on scope of services to be agreed which includes but , not limited to :*  *Pre- Start Meeting*  *Progress Meetings*  *Issue of Instructions/Variations*  *Site Visits*  *Final Inspection /Handover*  *Act as Principal Designer – CDM 2015*  *Issue of H&S File*  *Additional time/visits to be charged at hourly rates pluys disbursements on instruction* | | *This will be based on a fee charge per week dependant on the programme and scope of works developed and agreed.*  *Fee per week £350.00/week plus VAT and disbursements.*  *£250.00 Plus VAT* | | |

|  |  |  |
| --- | --- | --- |
| How did you hear about us? | RICS site ☐ Yell.com ☐ A friend ☐ A surveyor referral ☐  Local Survey Direct ☐ Local Building Surveyor ☐ Estate Agent ☐ Other ☐: Please state | |
| Additional Project Development Services | We also carry out a range of services that may be of interest to our residential and commercial clients such as Feasibility Study, Party Wall Surveyor Services, Timber and Damp Surveys, Asbestos Surveys, Design Management Services and Project Management including Health and Safety advice.  If you would like more information on any of these services and how these can benefit your project, please indicate this here. | Yes    No  Ask me later |

|  |
| --- |
| *Useful to know*   * *Once your survey has been booked you may cancel the service up to 24 hours prior to the date of the survey and receive a full refund. If you cancel within 24 hours of the survey, it may be possible to issue a full refund if your surveyor is able to book another survey in your allocated time slot.* * *If the survey is underway or has been completed you cannot cancel the service, nor will you be entitled to a refund. Your payment in respect of the service detailed on this quote is deemed to be acceptance of these terms of engagement.* * *We cannot authorise your attendance during the survey appointment slot for legal reasons. The survey must be carried out independent of the client. We are happy to call you pre and post survey if required to discuss the survey.* * *Survey turnaround times are as follows: RICS Valuation, Condition Reports & Homebuyers Reports are 3-5 working days. Building Survey are 5-7 working days. From the day* ***after*** *the inspection* |