

SMG PROJECT OVERVIEW

An overview of how a typical project might take shape:

Preparation

Site visit

- An Architect/Designer will visit the property and carry out a free initial appraisal.
- Requirements will be discussed to determine the appropriate Client Brief and scope of works.
- The Architect/Designer will identify:
 - alternative ideas and solutions and
 - requirement for services by other consultants such as engineers or specialists and advise accordingly.
- Informal consultations will be had with Planning and Highways departments on more complex projects where required.

Survey

- A measured survey will be carried out of the existing building or land where required and plans prepared of the existing site.
- The Architect or Designer will carry out structural or other site appraisals with other consultants as required.

Design

- Preparation of a preliminary/sketch design for client comment and discussion.
- Development of the design with alternative sketch designs and/or computer generated presentations where required to a detailed design with plans and elevations as proposed.
- Cost guidance where required.

Approvals and Permissions

Planning

- Preparation and submission of Planning Applications.
- Monitoring Planning Application progress.
- Discussion and negotiation with Planning Officers as required.

Building Regulations

- Preparation of detailed drawings and specifications covering technical aspects of the building.
- Preparation and submission of a Building Regulation application.

- Provision of additional information and amendments as required by Building Control to obtain approval.
- Co-ordination and integration of any design details by other consultants and professionals.

In 2014 SMG Architects were winners of the Regional Award and National Finalists for “Best Customer LABC Partnership with a Local Authority Building Control Team”.

For smaller projects and self-builders, the above process provides sufficient detail for clients to manage the remainder of the projects themselves, with technical support and guidance as required.

For larger projects and those where the client requires a full service SMG Architects can offer the following:

Pricing and Construction Information

- Preparation of additional construction information, schedules of work and finishes, details such as tiling, landscaping and preliminaries to allow tendering from several contractors, usually three.
- Forwarding details to contractors for pricing, and analysis on return, making recommendations based on factors such as price, timing and previous experience.

Construction

- Advice on appropriate building contracts, Health and Safety requirements and client responsibilities.
- Appointment of an appropriate contractor.
- Co-ordinating contractors and consultants.
- Preparation of drawings and other information required on site.
- Visits the site to monitor progress, with site meetings as required.
- Certifying payments for work carried out.
- Dealing with any issues arising on site and issuing appropriate instructions.

Completion

- Inspecting completed works.
- Ensuring receipt of all certificates/approvals.
- Agreeing final account.