



The RIBA Plan of Work is the definitive UK model for the building, design and construction process - <https://www.architecture.com/knowledge-and-resources/resources-landing-page/riba-plan-of-work>

## Typical Works Stages

### Stage 1 Preparation / Brief / Survey

Following an initial, no obligation meeting to discuss clients' aspirations and requirements a formal fee proposal will follow detailing the project, anticipated cost and timescale of the project. Once confirmation of appointment is received, a measured survey and topographical survey of the existing is conducted to use as a base to produce design options. Depending on the size of the project, this may need to be carried out by a third party.

### Stage 2 Concept Design

Upon receipt of the survey drawings of the existing, CJA would then produce design options for an outline scheme to investigate the feasibility of the proposals. These are then presented to clients for consideration and comment.

### Stage 3 Developed Design (Planning Submission)

Once a preferred option with the client has been agreed, this will then be developed ready for formal submission to the Local Planning Authority (LPA) seeking development control approval. Depending on the size of the project, accompanying design statements and/or reports by other consultants will be coordinated by CJA as necessary for the submission to the LPA.

### Stage 4 Detailed Design (Building Regulations)

Once development control consent is granted the next stage is to prepare the detailed design drawings and specification (together with the assistance of a structural engineer, M+E consultants on certain size projects) for a Full Plan submission to Building Control (typically the Local Authority although private inspectors can provide this service) to gain Building Control Conditional Approval.

### Stage 5 Construction

With the detailed design complete and to offer clients best value it is typical to send this information out to contractors for competitive tender with project terms and conditions. CJA can be engaged for this service and it involves preparing detailed Tender/Contract Preliminaries for all the tendering contractors together with a Tender Sum Analysis (pricing schedule). The prelims set out the details of the project for all the contractors (contract terms and works period, specify general requirements for their execution, payment terms, defects liability periods etc.) and provide Clients with a format to compare costs between contractors.

### Stage 5 Appointment of Contractor

Upon tender returns from the contractors and providing these are within the project budget, an appointment is made. CJA can be engaged to prepare the Building Contract providing a signed agreement between the Client and the Contractor for the construction works.

### Stage 5 Contract Administration

CJA can be engaged to conduct contract administration if a client asks for this service. Once the Contractor commences works on site, the services include periodical visits, normally once every 1-2 weeks (depending on size of projects), to inspect the works to ensure that they are being carried out in accordance with the Contract Documents, chairing monthly progress meetings with the contractor, client and wider design team plus responding to design queries from the Contractor during the works.

### Stage 6 Practical Completion

When the works are satisfactorily completed, as per the terms of the contract, a Certificate of Practical Completion is issued. This starts the 6 or 12 month Defects Liability period stated in the contract. Within this period the Contractor is obliged to remedy any defect arising from the works.

CJA does not necessarily need to be appointed for all work stages. Taking a residential extension, for example, it is not unusual for a client to only require the concept design, planning and building regulations submissions; if this were the case only work stages 1-4 would be applicable.

However, if the additional on-site work stages are required (stage 5; contract admin, inspections etc.) CJA can be engaged for this service.

CJA works with a range of experienced external consultants to enhance and ensure the best results for your project as and where required.

Every project is unique, so please do get in contact with us for a no-obligation discussion and/or to arrange a meeting to establish the feasibility of your proposal and see how we can help you.