Contact details T: 01865 407722	lapd architects, The Studio, F5 North, Culham Science Centre, Abingdon, Oxfordshire, OX14 3EB www.lapdarchitects.co.uk

How do we liaise with you?	
Opening hours	Monday to Friday 9am and 5pm (excluding public holidays)
Your messages	We will endeavour to get back to you the same day for phone messages and within 3 working days for e-mail enquiries. Urgent messages are dealt with as soon as possible.
Contractor's queries	We will endeavour to respond to contractor's queries within 5 working days. Contractors will be advised that any requests for information (from us or you) are made at least 5 days in advance of their deadline by email.
Contact time	We have allowed for a certain number of hours for meetings and liaison with you for your project. An agenda will be set for key meetings. We are happy to extend this time and can agree further lump sums if you feel you need this. This would be charged as additional work.

What's included?	
Project brief	Your fee has been calculated on the project brief we agreed with you. You are welcome to change the brief as the design progresses and we shall advise you of any change to our fee, if needed, to reflect this.
Fixed fee	This is the fee you will be charged for your project based on the initial project brief.
Capped time charged fees	We have allowed for an overall amount of time for your project and estimated how much time within different stages. Unless the scope of work or brief changes; we will not charge beyond this overall amount. The subdivisions of time may change with more time spent in one section and less in another. You are charged at an hourly rate for the time we spend on a project which includes Director's involvement to review your project.
Hourly Rate Fees	As identified on the fee proposal, this work will be charged on an hourly rate
Additional work	We will agree any additional work that may be required for your project with you before carrying this out.
Invoicing	We invoice at the end of every month for work done to be paid within 14 days. For clarity the invoice structure follows the same layout as the agreed fee proposal. VAT is applicable to our fees.
How to pay fees?	You can pay by BACS or cheque payable to "lapd ltd". BACS details will be provided on the invoice issued. Please send any queries relating to fees to Karen Avery ka@lapdarchitects.co.uk
Other costs	
Expenses & Application fees	Unless specifically omitted, expenses required to carry out the work will be charged in addition to our fee. This includes mileage, printing and postage. In addition to our fee you will need to pay planning application, building regulation application, other consultations and other statutory fees which are outside our appointment and paid directly from you to the local authority or relevant body. We shall advise you of how much, when and whom to pay at the correct time.
Community Infrastructure Levy & Local Authority charges	Larger schemes (including extensions over 100sqm) may be subject to CIL or other charges levied by your local planning authority. These charges are outside our fee and will be advised to you as your project progresses if relevant. Self-Build projects are exempt from CIL (at the date of this document revision).
Party Walls	We are happy to act as a party wall surveyor for your project. The number of party wall notices and other appointed surveyors costs are out of our control and can only be determined at a later date, usually at the start of RIBA Workstage 4.

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Timing	
How will your project progress?	We follow the stages as identified in your fee proposal in sequence unless agreed otherwise. We will book regular meetings with you to ensure your project meets the agreed timescale set out with you at the beginning. We will aim to update you by e-mail regularly, regardless of work done. At the end of each stage this will be recorded and signed off by you. Revisiting stages may result in abortive work and additional fees.
Project programme	We will agree a project programme at the outset with you. This is a guide only to which both parties will endeavour to work to. However, there are factors outside our control such as the number of client queries/changes needed, planning issues, timing of information issued from other consultants, builders timescale and their availability that will impact on this.
Common questions?	
What is the cost plan and do I need one?	Whilst good design is imperative for your project; we also want you to realise it within your budget. Keeping a check on costs is a unique strength to our service. lapd can carry out a cost plan at an early stage of the project usually before submitting a planning application. The cost plan provides a cost framework and identifies how the cost is spread out for your project. It is based on a number of allowances and assumptions. It is a good guide that can balance the design against your budget. This cost may differ to tenders due to variations in the way individual builders work. As expert advisers, we've seen too many of other people's projects where there has been no cost checking during the design phase. By carrying out this exercise early on, it can save time and money in the long run of your project.
Do I need a 3D model?	We see 3D modelling as a design tool that is essential to enable you and others to see what we are proposing clearly. It helps in understanding scale, mass, sunlighting, context and can illustrate where changes are needed early on rather than needing to make expensive changes during construction. It's also a great device for showing off the design to friends and family some months before you're actually living in it.
Can I get copies of drawings?	We are happy to provide you with paper copies (charged as an expense) and pdf drawings. We do not release CAD files.
What happens when we need other consultants?	We will advise you of other consultants that are needed for your project. We can arrange quotations for you. Your form of appointment will be direct with them and you are responsible for paying their fees. Our role is to co-ordinate their information for your project.
Can you help us find a builder?	We can provide you with a list of contractors that we have worked with in the past. We suggest you take up references for them as we cannot guarantee their quality of work. We recommend you have a contract with your builder and can help you select an appropriate contract. We recommend that you do not pay monies upfront to your contractor.
What is covered under contract administration?	We will regularly visit site to inspect the work being carried out by the main contractor. We will also hold monthly site meetings and issue Interim Payment Certificates based on and only produced on receipt of the main contractor's valuation. We will also issue Architect's Instructions for variations to the contract. As contract administrator we act impartially between you and the contractor and evaluate issues on a fair and reasonable basis. Once you have beneficial occupation of the building we are obliged to issue Practical Completion. The contract administration fee does not cover liaison with parties outside the building contract (such as neighbours, utility companies, solicitors, etc) or changes to the design and associated drawing work or Post Practical Completion duties will be charged at our standard hourly rate as highlighted in the fee proposal.
What are the CDM (Construction Design & Management) regulations and do they apply to me?	You are responsible for ensuring that appropriate health & safety measures for your project are adopted and carried out by employing competent people. Our flowchart highlights who is required and what needs to be considered at each stage of your project.
What other services can you provide?	We are happy to quote for and carry out other services that you may need. These include CDM co-ordination, Party Wall Surveyor, Mediation, Planning strategy, Project management.
Self-build projects	As experts in Self Build; we can advise on how to set up appointment of sub-contractors, your duties under Health & Safety; programming of construction and quality or work carried out on site.

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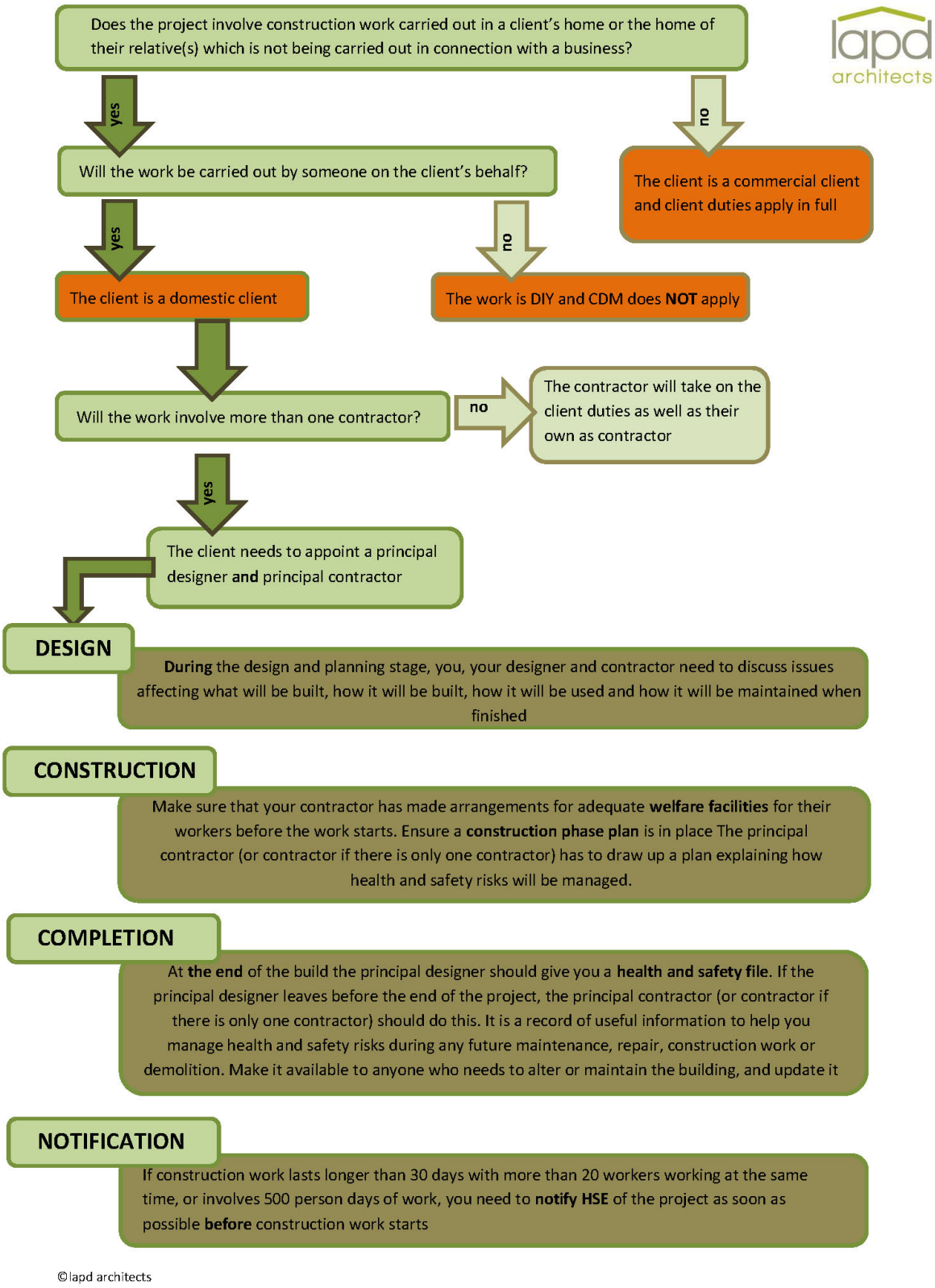
CDM FLOWCHART



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