

## FEE PROPOSAL

Kirkbymoorside Town Council. Recreation Ground.

### **Erection of Groundkeepers Storage Unit**

date: 11.06.2026

ref: 2361

rev: P.02

## 1.0 BUDGETED FEES

### STAGE 1 – FEASIBILITY

<b>1.a</b>	Survey	n.a.
<b>1.b</b>	Feasibility stage	n.a.

### STAGE 2 – CONCEPT DESIGN

<b>2</b>	Concept Design	n.a.
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### STAGE 3 – DEVELOPED DESIGN & PLANNING

<b>3.a</b>	Developed Design	400
<b>3.b</b>	Planning Submission	400
<b>3.c</b>	Planning Application Management	Hourly

### STAGE 4 – TECHNICAL DESIGN

<b>4.a</b>	Discharge of Conditions	tbc
<b>4.b</b>	Building Regulations	2400
<b>4.c</b>	Tender phase	tbc

### STAGE 5 - CONSTRUCTION

<b>5</b>	Continuing coordination and site supervision	000
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### OTHER

	Principal Designer under CDM 2015	640
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The budget costs provided represent our initial outline design costs. As the project evolves to meet your requirements and we gather additional insights through surveys and research, these costs may naturally evolve.

VAT will be charged at the current rate at the time of invoice.

Additional items of work not covered by the scope of services will be charged on a time and expense basis at the following rates:

Architect:	£80
Technician	£65
Planning Consultant:	£125
Quantity Surveyor:	£80

This includes attendance at additional meetings, alterations to agreed / submitted designs, organising of third-party consultants, and all other matters.

At the end of each stage, we reserve the right to review the scope of the work and write to you with an updated fee proposal to reflect any significant changes to the brief.

### **AUTHORITY FEES (if Required):**

Local Authority Application Fee	1220.00
Planning Portal admin Fee (inc. VAT)	91.00
OS map licence	inc
Building Control Application Fee ( )	1200.00

Some projects may require third-party consultants to enable designs to be formulated, validated, or to obtain planning permission, or to satisfy building control requirements. Please refer to the third-party document for further information.

## 2.0 CDM 2015 REGULATIONS (PRINCIPAL DESIGNER)

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We have a duty to inform you about the CDM 2015 Regulations and how they apply to all projects, both domestic and commercial, no matter how small a project may be.

The Health and Safety Executive (HSE) is responsible for the CDM Regs which identify certain duty holders involved in construction projects including 'domestic clients' and assign to them legal obligations that must be fulfilled; the aim being to improve safety for all those associated with and working within the construction industry.

Under the CDM Regulations, you are recognised as a 'domestic client' and the HSE advises that a 'domestic client' can discharge its obligations by appointing a 'Principal Designer'. The Regulations suggest that where an Architect or Designer is appointed, he/ she may be best placed to carry out this new role.

The Principal Designer's responsibilities include the following:

- Plan, manage, monitor and coordinate health and safety in the pre-construction phase. In doing so they must take account of relevant information (such as an existing health and safety file) that might affect design work carried out both before and after the construction phase has started.
- Help and advise the client in bringing together pre-construction information and provide the information designers and contractors need to carry out their duties.
- Work with any other designers on the project to eliminate foreseeable health and safety risks to anyone affected by the work and, where that is not possible, take steps to reduce or control those risks.
- Ensure that everyone involved in the pre-construction phase communicates and cooperates, coordinating their work wherever required.
- Liaise with the principal contractor, keeping them informed of any risks that need to be controlled during the construction phase
- Preparation of Pre-construction Information (to date)

- Preparation of (to date) health and safety file for completion by the Principal Contractor

We are happy to undertake the role of Principal Designer on this project or work with an independent consultant of your choosing. However, please note that unless you appoint a Principal Designer, the role will automatically default to us during the pre-construction phase.

Our role as Principal Designer for CDM 2015 will terminate on completion of our professional services in line with the stages identified in section 3.0. Documents will be issued in Word and Excel format to allow for editing by others. Should our services cease before completing all identified stages, we will issue 'to date' documents.

During the construction phase, if no formal Principal Designer is appointed, the role will, by default, pass to the Principal Contractor.

## 3.0 BUILDING REGULATIONS (PRINCIPAL DESIGNER)

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Along with the CDM Regulations, Part 2A (duty holders and competence) of the Building Regulations states that you, as a client, must also make suitable arrangements for planning, managing, and monitoring the Project.

The Building Regulations 2010 (Building Regulations) as amended by the Building Regulations, etc. (Amendment) (England) Regulations 2023. Identifies that a principal designer is to be appointed to oversee the constructional design phase of the project.

We can undertake the duties of Principal Designer for building regulations during stage 4. This would terminate on completion of stage 4 (Building Regulations) unless we are appointed to undertake site supervision works during the construction phase (stage 5). This will be by separate appointment prior to works commencing on stage 4.

Please note that unless you appoint a principal designer to oversee the remainder of the project, the responsibility lies with you, the client.

## 4.0 SCOPE OF SERVICES

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### STAGE 1 - FEASIBILITY

Undertake measured building survey and prepare layout and elevational drawings with indicative cross sections. Start consultant liaison and investigate project options against legislation and regulation.

### STAGE 2 - CONCEPT DESIGN

Development of architectural concepts to align with your requirements and findings from stage-1 with sketch layouts and elevations and site analysis. One design review meeting to discuss drawings and findings. Review the design against the client brief and update the brief as necessary.

### STAGE 3 - PLANNING

Stage 3 brings the concepts and research together and formulates the final general arrangement designs and the necessary documentation to meet the local authority planning policies and apply for planning permission if required.

#### 03a. DEVELOPED DESIGN:

- Preparation of final annotated designs and drawing package to meet planning authority requirements.
- Production of site plans
- Final presentation design meeting

#### 03.b PLANNING SUBMISSION:

- Preparation of design and access statement
- Preparation of planning application forms
- Production of a location plan
- Submission of application to the local authority

#### 03.c PLANNING APPLICATION MANAGEMENT:

- Charged on an hourly rate to cover requested amendments, liaison with consultants, case officers and clients, etc, as the application progresses.

### STAGE 4 - TECHNICAL DESIGN

Stage 4 is where we produce and collate the more detailed architectural and engineering designs and specifications, ready for submission to building control and in preparation for tendering.

The final designs will influence the level of detail required. It will also need to reflect the phased approach you may wish to take with the project. Our level of involvement and fee will need to be reviewed before commencement.

#### 04.a DISCHARGE OF CONDITIONS:

Planning permissions come with conditions attached to them. Some conditions may need to be discharged before work commences. This could be a request for more detailed information, for example, further details on materials and / or the provision of samples. The level of information requested varies greatly from project to project, and we will need to review the assigned budget following the approval of permission.

#### 04.b BUILDING REGULATIONS:

- 1/50 scale floor plans.
- 1/50 roof plans
- 1/50 or 1/100 drainage and foundation plan
- 1/50 setting out plans
- 1/20 or 1/50 section (s)
- 1/ 50 elevations
- Preparation of written specifications to meet building regulations compliance.
- Third-party liaison – engineering, thermal assessment, drainage
- Prepare and submit the Building Regulations application to building control for approval
- Principal designer duties - Building Regulations during the design phase

#### 04.c TENDER:

Stage 04.c is where we further develop the stage 04.b information to include the construction details, additional information on finishes, detailing and mechanical and electrical installations and coordinate information with external consultants and specialists to create a comprehensive set of information for the purpose of obtaining tender responses.

- Preparation of additional drawings and information to accompany the previous stage documentation.
- Setting out details, room layouts & elevations, electrical, finishes, RCP's
- 1:20 Constructional detailing
- Window & door Schedules
- Schedule of works
- Production of a tender pack to include all drawings and information required for principal contractors to provide an accurate build cost with associated preambles and programme.
- Manage the tender process, either competitive or negotiated
- Perform tender analysis following receipt of returns
- Coordinate contract information/preconstruction pack
- Draw up or co-ordinate a building works contract
- Coordinate with consultants

#### **STAGE 5 - CONSTRUCTION**

Stage 5.0 is undertaken when construction works start on site following the appointment of the principal contractor. During this phase we can undertake to act as the client representative during the construction phase and offer the following services:

- Contract administration
- Quality assurance
- Site supervision
- Valuation reports
- Liaison with contractors to include external nominated contractors and consultants
- Client representation at site meetings and dispute resolution