



ARCHITECTS

DESIGN | DELIGHT | DELIVER

# Guide to working with an architect

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RIBA 

NAsBA  
National Asbestos Association

LABC  
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arb

## How an architect can benefit your project

An architect's contribution goes far beyond merely designing a building that will meet your current needs. Here are some of the ways an architect can benefit your project:-

### Value for money

An architect's fee is a small fraction of the total construction expenditure but what an architect can deliver makes the expense more than worth it. High quality design can significantly reduce running costs and maximise efficiency whilst giving added value to your property.

### Peace of mind

Architects are professionals who know the construction industry inside out. They have undertaken seven years of architectural training leading to a very high level of expertise. **They are also required to:**

- Carry relevant Professional Indemnity Insurance appropriate to the work they undertake
- Undertake CPD (Continuous Professional Development) each year
- Be registered with the Architects Registration Board (ARB) and abide by their code of conduct
- Only undertake work that has been agreed and contracted with the client.

An architect, like no other building professional, can steer your dreams through all the stages of the construction process, from idea to reality.

### Imagination and design

Architects can show you how to achieve your aims within your budget whilst also adding value to your project. From suggesting new ways of utilising space and light, to the selection of materials and furniture. Architects can lift your project up out of the ordinary making your project a delight to inhabit. They are trained to think of the ways that will enhance your project and living/working environment.

## How a project develops

Once you have appointed your architect following your initial meeting, this is how things will typically develop.

- 1 Measured survey (if applicable)**
- 2 Sketch schemes for client approval**
- 3 Once scheme approved prepare planning application**
- 4 Collate other information as required from other consultants for Planning application**
- 5 Submit planning application**
- 6 When approved commence work for building regulation submission**
- 7 Collate information from other consultants needed for building regulation submission**
- 8 Submit building regulation application**
- 9 Assist with preparing tenders for builders to quote**
- 10 Assist with appointing contractor and recommending relevant contract**
- 11 Administer contract**
- 12 Completion of project**

This is a very simplified illustration of how things will progress. Once the project is known your architect will be able to advise you about the need for any additional consultants and suggest those most suitable for your type of project; these should be appointed to yourselves direct. Planning Approval and Building Regulation Approval are statutory approvals which are needed prior to commencement of work, there is also other legislation such as the party wall act which may also apply to your project and again your architect will be able to advise you of the relevant legislation.

## How to be a great client

The key to success to any relationship is communication. Be open and upfront with your architect, disliking a design suggestion is just as helpful and important to us as liking an idea. The quality of the finished project will be dependent upon the level of communication and the brief given to your architect at the start.

At D3 we advise our clients to write three lists for their requirements under the titles of Need, Want and Wish. This information combined with budget and timescale enables us to achieve our client's ambitions and more. For instance on a domestic project you may need 2 extra bedrooms, want a bathroom and wish for an en-suite. Your budget might not look like it could stretch to it but, if we know your requirements in that order we can always meet the need and usually the want and sometimes the wish as well. Architects like us know how to add value.

### Some simple keys to being a good client are:-

- Know your requirements and budget.
- Know the type of architect you want – do you want specialists in a particular building type or sole trader or specialist in environmental design? Is this important to you?
- Know the style and feel that you are after – magazine cuttings and photos are great for this.
- Know who will be using the building and how – will this change with time or age?
- Know what you would like in certain places – do you need specific furniture or equipment in certain rooms or certain rooms near or separated from one another?
- If a committee, have you nominated an individual to communicate with your architect to help maintain clarity and distribute information?
- Do you have any additional services that you need from your architect such as a model or publicity images or computer visualisations?

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- Try and avoid changes to the design once a scheme has been approved as this could incur additional costs – take your time at the sketch scheme stage and develop the brief.
- If the architect is administering the contract direct all communication to the contractor through your architect to avoid any confusion, your architect will then deal with the builder.
- Keep written records of any instructions and ask for minutes of any meetings. If you disagree on something speak to your architect straight away.
- Talk about timescales and be aware that many elements can affect these such as delays by the Council in issuing an approval, supply of materials and delays in construction.
- Ensure that if you need to provide information by a certain date that you do so to avoid any delays.
- Ask questions and be involved – this is your project; but do also allow your architect to do the work you have employed them to do.
- Be aware of any legislation that applies to your particular project or site and read any reports which are issued by consultants working on the project.

## Why you should call D3 Architects

We have many years experience in working with various clients on a wide range of successful projects. All of our clients get our full support and assistance to achieve their dream. We specialise in low energy design and the use of sustainable materials to help create a healthy environment. We love construction and detailing which explains why contractors enjoy working with us. Our approachable nature and wealth of experience is why our clients enjoy working with us. We can do as much or as little as you need and we can put you in touch with various consultants and suppliers from furniture designers to steel fabricators.

**Quite simply we Design, Delight and Deliver!**

Call to arrange your FREE consultation **01872 260421** or **07833 458460**  
email **info@d3architects.co.uk** online **www.d3architects.co.uk**

## Other sources of information

Looking for more information about architects? Look no further. From accreditation to useful building advice - we've listed some links to websites you might find useful. You can also keep up to date with D3 Architects by following us on [Twitter](#) and [Facebook](#).

### Some useful websites

The official web site for the Architects Registration Board

[www.arb.org.uk](http://www.arb.org.uk)

The official web site for the RIBA

[www.architecture.com](http://www.architecture.com)

Government guide to see if you need planning permission

[www.planningportal.gov.uk](http://www.planningportal.gov.uk)

The web site for the National Self Build Association

[www.nasba.org.uk](http://www.nasba.org.uk)

Information on building regulations

[www.labc.uk.com](http://www.labc.uk.com)

Site with definitions of various construction terms and formulas for calculating quantities of materials needed (very helpful for self build clients)

[www.buildinghelp.co.uk](http://www.buildinghelp.co.uk)

Our website, the practice that created this guide

[www.d3architects.co.uk](http://www.d3architects.co.uk)

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We trust this guide has given you an understanding into how to work with an architect and the benefits such a relationship can bring. We look forward to hearing from you soon!

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