

am:architects Abridged Outline Plan of Work: for small to medium size projects

This document should be read in conjunction with the unabridged version of the RIBA Outline Plan of Work

Stage	Details	Main Action	¹¹ Average Time Period
A	Appraisal (feasibility)	am:architects / Client	1-2 weeks
B&C	Brief & Proposals	am:architects / Client	1-2 weeks
	5. ¹ Pre-application Advice	am:architects / Planning Officer	¹² 6 weeks
D	Detailed Proposals	am:architects	1-2 weeks
	3. Cost Estimate	am:architects or ⁸ QS	1-2 weeks
	6. ² Planning Application (preparation)	am:architects	1-2 weeks
	6. ² Planning Application (processing)	Planning Officer	¹² 13 weeks
E	Final Proposals	am:architects & ⁹ Engineer	1-2 weeks
	5. ³ Building Bye-Law Application (preparation)	am:architects / ⁹ Engineer / ¹⁰ M&E	2-3 weeks
	5. ³ Building Bye-Law Application (processing)	Building Control Surveyor	¹² 5 weeks
F	Production Information		
	1. Construction Drawings, Details & ⁴ Specification	am:architects / ⁹ Engineer / ¹⁰ M&E	2-3 weeks
	2. Revised Cost Estimate	am:architects or ⁸ QS	1-2 weeks
G	Tender Documents		
	1. Contract Documents & ⁴ Building Specification	am:architects / ⁹ Engineer / ¹⁰ M&E	2-3 weeks
H	Tender Action (⁵ pricing of works by contractor/s)	⁵ Contractor/s	4-6 weeks
	1. Post Tender Analysis	am:architects / Client / ⁸ QS	1-2 weeks
J	Mobilisation		
	1. ⁶ Contract & Contract Documents	am:architects / Client / Contractor	1-2 weeks
K	Construction to Practical Completion	Main Contractor	as stated in contractors tender
	⁷ Assess monthly valuations of expenditure from the Contractor and certify for payment by the Client	am:architects / ⁸ QS	
	Regular site visits, site supervision, Contract administration, design amendments, detailing, sub-Contractor coordination & regular Contractor / Client progress meetings	am:architects / ⁹ Engineer / ⁸ QS / ¹⁰ M&E	
	Assess completion of the works and issue a Practical Completion Certificate when achieved to the satisfaction of the Architect	am:architects / ⁸ QS	
L	After Practical Completion		
	1. Defects Inspections	am:architects	1-2 weeks
	Assess & comply with Building Control Surveyor final inspection to allow sign-off & occupation of the Building	am:architects / BCS / Contractor	1-6 weeks
	1a. Final Defects Inspection (⁶ JCT contracts)		
	Carried out 12 months after the date of the Practical Completion Certificate	am:architects / Contractor	12 months
	2. Settle Final Account	am:architects / Contractor / ⁸ QS	1-2 weeks

approx.
8-14 months

Important Notes

- 1 Pre-application advice is currently offered by Planning & Building Services on larger or possibly contentious sites only
- 2 *Planning Applications are made to Planning & Building Services and incur fees separate to ours (or any other consultants)
- 3 *Bye-Law Applications are made to Planning & Building Services and incur fees separate to ours (or any other consultants)
- 4 Substitute for National Building Specification on larger projects
- 5 Competitive or negotiated Tendering
- 6 **Joint Contracts Tribunal (JCT) Minor Works Contract or Intermediate Form of Contract (IFC 96) for larger contracts
- 7 **Contractual obligation
- 8 It is strongly recommended that a competent ⁹Quantity Surveyor be engaged to oversee project expenditure where the Contract Sum is likely to be in excess of £50,000.00 (we can offer advice on who to appoint)
- 9 It is a mandatory requirement of Planning & Building Services that a qualified ⁹Structural Engineer submits design calculations for any structural elements as part of the Bye-Law Application (we can offer advice on who to appoint and to what extent their services may be required)
- 10 On larger projects it may be necessary to appoint ⁹Mechanical & Electrical Services Engineers. Planning & Building Services in certain instances require that a qualified ⁹Services Engineer submits design calculations confirming compliance with the energy consumption regulations (we can offer advice on who to appoint)
- 11 The time-scales listed here are highly changeable and should only be used as a very rough guideline
- 12 These time periods are based on the current Planning and Environment Department Customer Charter 2009
- * for more information and lists of charges go to www.gov.je/PlanningBuilding
- ** formal contracts are not usually entered into for very minor works or small extensions but the same governance may still be applied
- ⁹ Consultants must be appointed by the Client and fees paid directly thereto