

Stage 2

Scope of Works

Document

Application Form

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Stage 2 Scope of Works Document

Section A: Guidance

The Stage 2 scope of works document is to be developed from the *Stage 1 Building Survey and Scope of Works Document*. The principal designer is to develop a **Project Brief and Design Concept** that will allow for the effective completion of the Stage 2 Cost Plan. The design concept should ensure spatial requirements are being met and that the design is compliant with Building Regulations. Outline drawings and specifications are to be produced as part of this document.

Additional site inspections and input from specialist consultants are to be undertaken as deemed required by the principal designer. The design concept must include a BER assessment and adhere to a **minimum B2 rating upon completion of the project**.

Any new build such as extensions to the existing structure or a dormer are to be described separately within the design concept.

Demolition and strip out of the building is to be defined within the design concept inclusive of any temporary works or specialist works required for demolition.

Specialist Engineering solutions required to the substructure or structure are to be identified at this stage and included in the design concept in sufficient detail to allow for costing of the works.

The design concept is to follow the Building Elements as defined in the National Building Elements and Design Cost Control Procedures (3rd edition 1993) and as shown below. A design concept for each building element is to be developed in line with the project brief and desired BER rating.

- Demolition/Strip out
- Substructure
- Structure
- Structure Completions
- Finishes
- Services (Pipe and ducted)
- Services (Electrical)
- Fittings and furniture
- External Works
- New Build Extension (Incl dormer)

Required documentation:

1. Site Location Map: The map is required to be Ordnance Survey format clearly identifying the land or structure related to the application. The scale should be not less than 1:1000 in built-up areas and 1:2500 in other areas, or as agreed with the Local authority.
2. Site/Layout Map: The site boundary should be marked in red. This map should show any burdens associated with the site including any burdens that would impede or prevent the works or part of the works associated with this application. The scale should be not less than 1:500 or as agreed with the Local Authority.
3. Plans and Drawings: These should contain detailed structural drawings, including floor plans, elevations, sections, and other particulars necessary to describe the works or structure. The scale should be not less than 1:100, with 1:50 also being acceptable in certain cases.

Additional information required as deemed necessary by the principal designer:

- Architectural Conservation Report
- BER Cert
- Damp Survey Report
- Invasive Species Report
- Ecological survey
- Asbestos Report
- Geotechnical report
- Deleterious Materials Survey

Stage 2 Scope of Works Document (continued)

1. Executive Summary

Project address:

Client:

Designer:

Summary of Report:

Signature

Registration No.

Date

Stage 2 Scope of Works Document (continued)

2. Design Brief

Stage 2 Scope of Works Document (continued)

3. Concept Design

00 Demolition/Strip out

01 Substructure

Stage 2 Scope of Works Document (continued)

3. Concept Design

02 Structure

03 Structure Completions

Stage 2 Scope of Works Document (continued)

3. Concept Design

04 Finishes

05 Services (Pipe and ducted)

Stage 2 Scope of Works Document (continued)

3. Concept Design

06 Services (Electrical)

07 Fittings and Furniture

Stage 2 Scope of Works Document (continued)

3. Concept Design

08 External Works

09 New Build – Extension / Dormer

Stage 2 Scope of Works Document (continued)

4. Compliance matters

Note: Demonstrate how the building will comply with building regulations and BER requirements. Identify any planning permissions required or any risk surrounding planning.

Stage 2 Scope of Works Document (continued)

5. Risk Summary

Building Elements

Ref	Building Element	RAG	Description
00	Demolition/Strip out	Low Med High	
01	Substructure	Low Med High	
02	Structure	Low Med High	
03	Structure Completions	Low Med High	
04	Finishes	Low Med High	
05	Services (Pipe & Ducted)	Low Med High	
06	Services (Electrical)	Low Med High	
07	Fittings and Furniture	Low Med High	
08	External Works (Site)	Low Med High	
09	New Build Extension (Incl dormer)	Low Med High	
10	Other <i>(Please state)</i>	Low Med High	

Stage 2 Scope of Works Document (continued)

Key

- High The building element requires significant upgrade or complete replacement. Cost certainty cannot be attained and contingency must be allowed.
- Med The building element requires significant upgrade or complete replacement. Costs and design solutions can be determined at this stage.
- Low The building element requires moderate upgrade or complete replacement. Costs and design solutions can be determined at this stage.

Other Matters

Ref	Description	RAG	Description
01	Compliance	Low Med High	
02	Building Regulations	Low Med High	
03	Other	Low Med High	

Key

- High The risk is high and needs to be mitigated or reduced to an appropriate level before the project proceeds.
- Med The risk is medium and needs to be mitigated or reduced to an appropriate level as the project proceeds. Monitoring of the risk is required during the course of the project.
- Low The risk is low and requires no further action.

Stage 2 Scope of Works Document (continued)

6. Caveats and Assumptions

Building Elements

Ref	Building Element	Description
00	Demolition/Strip out	
01	Substructure	
02	Structure	
03	Structure Completions	
04	Finishes	
05	Services (Pipe & Ducted)	
06	Services (Electrical)	
07	Fittings and Furniture	
08	External Works (Site)	
09	New Build Extension (Incl dormer)	
10	Other <i>(Please state)</i>	