



Working with Leaf Architecture  
individual & creative





## Welcome to Leaf Architecture & Design Ltd

We are RIBA Chartered Architects with a passion and commitment to understand and listen carefully to your needs and where possible exceed aspirations to design individual and creative architecture for your home or business.

When Leaf Architecture & Design Ltd is involved at the earliest concept stage, we can gain more opportunities to understand your life style or business needs, develop creative solutions irrespective of budget or scale and maximise your space and create total environments bringing together key specialist consultants that contribute to innovative, sustainable and functional architecture.

*Richard Norwood*

**Richard Norwood BA Dip Arch RIBA**  
Managing Director & Principal Architect

# Key Skills & Services

- ▶ Concept & Feasibility Design
- ▶ Planning & Listed Building Consent applications
- ▶ Detailed building regulations & construction packages
- ▶ 3D Computer Visualisation, Animation & VR
- ▶ Coordination of specialist consultants

Including: structural/civil engineering, sustainable/renewable, heritage, quantity surveyors, arboricultural, landscape architects, interior design...







Leaf Architecture... “listens, cares and understands how people live and planners think, he goes the extra mile and never lets you down, he is available 24/7 and is always available to help. When we build another house or altering the house that he designed we would start by appointing Leaf with total confidence that he would deliver. Our house works because of Leaf not despite of them”.

**Mr & Mrs L. Manning – Broughton**

# Process

Design and construction can be complex but Leaf Architecture & Design Ltd provides a '4 stage process' which represents a typical project, but individual stages can be commissions alone.



01

Concept &  
Feasibility

02

Planning &  
Submission

03

Building  
Regulations

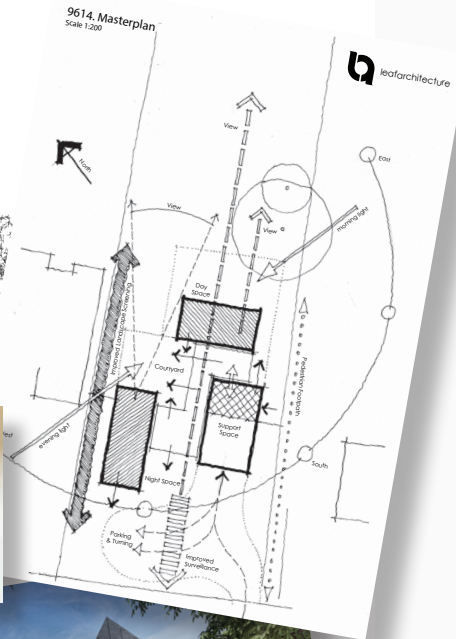
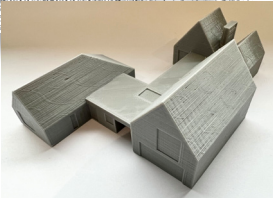
04

Procurement  
to Completion

## Initial Contact

Pre-consultation

If, having looked through our website, seen our buildings or been referred from previous clients, you are interested in talking to Leaf Architecture & Design Ltd about your project, please call us (**01858 462045**) to discuss your requirements and we can arrange to meet you for a free consultation at the prospective site to discuss your ideas. It is usually essential to visit the site to highlight any obvious planning or design constraints as well as potential opportunities. We shall build a 'clients brief' through talking through your requirements, wish lists, likes and dislikes and budget. This is then summarised in a clearly laid out fee proposal outlining each stage, timescale and costs which we require a formal signed and returned instruction to proceed with the commission.



01

Work Stage 1

## Concept & Feasibility

(equiv. RIBA Plan of Work Stage 1-2)

After commissioning we arrange a survey of the existing site and building, we develop an initial proposal in a 'loose' form to test and examine the possibilities of meeting the 'clients brief'. We also develop this in 3-dimensional form to study scale, mass and the appearance of the initial proposals, this helps both the architect and client in understanding the designs but also useful to begin early consultation with local planning authorities, seek budget cost viability from quantity surveyors, contractors or valuations from estate agents. Once the client is satisfied that the brief has been met and that the project is viable in terms of costs etc. the formal statutory planning submissions in stage 2 can begin.

Represents approx. 20% of the project resourcing/fee  
Typically 2-4 weeks

## Work Stage 2 Planning Submission

(equiv. RIBA Plan of Work Stage 3)

The production of scaled CAD based planning drawings detailing the proposals full design, layout and appearance will be produced along with supporting documentation including planning application forms, Design & Access Statements and sometimes specialist reports which we shall commission on your behalf such as ecological or protected species, arboricultural (tree) reports, highways or historic fabric reports. We shall monitor the application throughout the planning consultation process and keep you informed with progress and react to any changes or variations needed up to securing planning permission.



Represents approx. 30% of the project resourcing/fee  
Typically 3-6 weeks (plus min. 8 week consultation period)





## Work Stage 3

# Building Regulations

(equiv. RIBA Plan of Work Stage 4)

On successfully gaining planning permission, we shall need to discharge any conditions attached to the planning approval. Beyond or during this we shall commence with stage 3 with the production of detailed construction drawings and specifications, which need to demonstrate compliance with the current Building Regulations. Most building projects will require the involvement of other specialist consultants and services such as structural engineers, thermal SAP calculations and quantity surveyors, which Leaf Architecture & Design Ltd will coordinate on your behalf.

Represents approx. 50% of the project resourcing/fee  
Typically 4-8 weeks (pre 2-3 week engineering investigations)



## Work Stage 4

# Procurement to Completion

(equiv. RIBA Plan of Work Stage 5-6)

In some instances, clients will take the Building Regulation information and ask preferred contractors to cost the project or even tender the works themselves. Leaf Architecture & Design Ltd can provide a tailored stage 4 to suit the client or simply provide advice. We would typically recommend tendering the project to a minimum of three contractors and working alongside experienced quantity surveyors who can compile the entire tender and contract documents and regularly work alongside many contractors, suppliers and installers. Whilst formal contract administration can be provided, we can provide periodic site supervision and technical assistance towards the completion when final inspections can be undertaken.





## **Leaf Architecture & Design Ltd**

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