



## HampshireArchitect

home design, renovation, remodelling,  
sustainable and listed buildings

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### Services and Fees



Thank you for your interest in my service, please see my website for more about my qualifications and experience and for photos of finished projects and customer recommendations. Please read on for more information about how my service works, my fees and examples of my design sketches.

I can help you get the most from your project with a no-commitment design and budget consultation. This includes a detailed information pack with guidance on budget, planning and reputable local contacts. We can explore options and develop solutions within any constraints such as planning, building regulations, budget, drainage and party wall issues. I am often called in to resolve poorly planned extensions where the rooms don't flow, connection is lost with the garden, or the external appearance needs improving. I can usually resolve the issues cost-effectively and sometimes without the need to extend.

This is a great way to get cost-effective pay-as-you-go advice and design from an experienced ARB and RIBA Chartered Architect (Architects Registration Board and Royal Institute of British Architects).

My services and fees are explained on the next pages. In booking an appointment, you are only signing up to Stage 1, which is an initial design and budget consultation. You can decide on the day whether you wish to proceed further after discussing design ideas, feasibility and budget. Please get in touch if you have any queries and I look forward to hearing from you.

Kind regards

*Carrie Lowe*

Carolyn Lowe BA(Hons) DipArch ARB RIBA, Hampshire Architect

### Example Mood-board including two Artist's Impressions

Artist's Impression of Front

Through Colour Render by K-Render

Corner Sliding Doors by ODC Glass, Poole

Timber-Render-Slate Example from Roofing Supplies UK

Kitchen Example from Grand Designs Magazine

Artist's Impression of Rear

| Drawn by: | Date:      | Checked by: | Date:      | Revision: | Items Revised: | Date: |
|-----------|------------|-------------|------------|-----------|----------------|-------|
| C Lowe    | 16/03/2022 | C Lowe      | 17/03/2022 |           |                |       |

Drawing Status: SKETCH PLANS SUBJECT TO SURVEY NOT FOR CONSTRUCTION

Notes: This drawing is the copyright of Hampshire Architect and must not be reproduced in whole or part or used for the execution of works without their permission. Dimensions to be checked on site prior to commencement of construction works and the architect notified of any discrepancy. Figured dimensions are to be used in preference to scaled dimensions. All structural work is subject to the appointment of a structural engineer. Ordnance Survey Map licence no. 0100031673.

SKETCH PLANS SUBJECT TO SURVEY NOT FOR CONSTRUCTION

**SINGLE STOREY SIDE  
EXTENSION WITH INTERNAL  
AND EXTERNAL REMODELLING  
WITH POTENTIAL FOR FUTURE  
SECOND STOREY ABOVE**

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| Drawing:             | Scale:       | Drawing No: | Rev: |
|----------------------|--------------|-------------|------|
| ARTIST'S IMPRESSIONS | NOT TO SCALE | 22/07/23    | -    |





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## Examples of Finished Projects and Artist's Impressions





## What does Hampshire Architect do?

I set up Hampshire Architect in 2010 with years of experience behind me and as a sole practitioner I have since guided many homeowners with their projects (and somehow found time to have my two amazing kids). My customers often say they value my transparent approach and my understanding of family homes.

For most people, their home is their biggest financial asset, so I always pay close attention to the value any project will bring to your quality of life and resulting resale value. Sometimes I advise that the project is not worth doing and it's better to move or use the money for something else. At initial consultation stage I start by listening and then offer ideas, advice, design solutions, sketches, colour artist's impressions and budget costings. Many offering a free consultation and 'architectural' services are not qualified or registered to use the protected title of 'Architect'. They are coming to quote for the work, rather than get stuck in. I don't know of any other local architects or designers who work with you at the property the way I do.

## What Happens Next?

**RIBA Stage 1, Consultation (approx. 1 to 1.5 hours on site):** A design and budget consultation is a collaborative and creative session, so where applicable, it is best if both partners can be present. Please see the fees schedule on page 5 for examples of fees relating to typical example projects. I always start with thirty minutes of research about the house before visiting; this is chargeable, because it gets the consultation off to a flying start. I'm already carrying out the consultation and assessing the kerb appeal and how the approach works as I arrive, so once I'm through the door I start by really listening to how you use your home and what the problems are. My fee is £60 for the thirty minutes of advance research, plus £120 per hour (£180 for a typical one-hour consultation).

**RIBA Stage 2, Measuring & Sketching (additional 2-4 hours on site):** You can decide on the day whether you wish to proceed with Stage 2. As part of my visit, if you are interested, I will complete a fee proposal for you to sign. This will be based on the hourly-rate examples given in this document. Once I've taken an hour or so to measure each relevant storey, I will sit down to design with you at your table. You are fully involved in the sketch design process and we can try out different ideas while at the house.

**RIBA Stage 3 and Beyond:** I carry out the crucial feasibility, sketch design and costing stages to get your project off to a flying start. I then hand over to a local reputable technologist for the planning, building regulations and construction stages (see 'additional services by others' on page 6). Other RIBA architects may offer a guided service from start to finish, which is usually around 10% of the build cost, or more. I find that this is not generally needed, is sometimes counterproductive, and is not cost effective for you or me.

## Project Advice

**Budget:** Events over the last few years have led to material shortages and price rises in all industries. This does now seem to be stabilising but the brief may not always be achievable within the budget. You may need to decide whether you want me to design and cost the desired scheme to give you something to work to over the coming years, or suggest a more modest solution that is closer to the budget.

**Your Role as Client:** Planning Approval is the first step with the local authority and is sometimes covered by a property's permitted development rights. Approval can never guaranteed but I use my experience and expertise to design projects that are either within permitted development rights or have the best chance of achieving planning approval. It's very risky to buy a property with grand plans in mind that rely on achieving planning approval; better to buy something suitable, with the possibility of making it better if allowed. (If the property is under the New Forest National Park Authority, owners often must not "increase the floorspace of the existing dwelling by more than 30%"). Building Regulations Approval is separate and is needed for anything involving structural, insulation, or drainage alterations. Even as a domestic client, you have an important role under the Construction Design and Management Regulations and should also make sure any necessary Party Wall Notices are served in good time.

**Saving Money and Energy:** Reducing reliance on fossil fuels is easier and cheaper than you might think and doesn't have to involve the expense of solar panels, air source heat pumps or electric vehicles (although it's worth investigating grants for these). Insulating and draught proofing your home is the thing that gives the greatest return on your investment (and it's surprising what a difference draught proofing and even thick curtains and blinds can make). Upgrading single glazed or poor-quality windows with double glazed is probably the next one. Guard against condensation with a heat exchanging extract fan (and dehumidifier if drying washing inside). We all love a real fire but did you know that even the latest sealed woodburners emit dangerous particulates that get into the lungs and bloodstream.



[illegible][illegible]





## Example Fees

**My fees are £120 per hour. The table below shows example fees for different project types and stages. Complicated or extensive projects may take longer. At the end of the initial consultation, if you are interested in proceeding, I will prepare a written quote for further services, based on the examples below. I will send an invoice after the consultation with bank transfer details etc. (and a receipt on payment).**

| <b>SERVICE (BY STAGE)<br/>PAY-AS-YOU-GO</b>                                                                                                                                                                                                                                                                                                                                            | <b>EXAMPLE 1</b>                                                                                                               | <b>EXAMPLE 2</b>                                                                                                                | <b>EXAMPLE 3</b>                                                                                                                | <b>EXAMPLE 4</b>                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| VAT is not payable at this time,<br>if this changes, I will let you know.                                                                                                                                                                                                                                                                                                              | 4x6 metre single<br>storey extension<br>plus ground floor<br>internal<br>alterations with<br>new open plan<br>kitchen layout.  | Complete<br>internal<br>remodelling on<br>one storey with<br>front door and<br>staircase<br>relocated.                          | Loft conversion<br>with en-suite<br>shower room<br>and layout<br>alterations on<br>floor below.                                 | Two-storey<br>extension with<br>ground and first<br>floor internal<br>remodelling plus<br>external<br>remodelling.              |
| <b>1) CONSULTATION:</b> looking at the house to problem solve, explore options and develop solutions within constraints such as planning, building regulations, budget, drainage and party wall issues. Design solutions, layout, materials and costs considered. Includes 30 minutes of property research and a comprehensive information pack by post in advance for a flying start. | <b>1.5 hours</b><br><b>£180</b><br><br>30mins<br>chargeable<br>advance<br>research, info<br>pack plus<br>1 hour at<br>property | <b>2 hours</b><br><b>£240</b><br><br>30mins<br>chargeable<br>advance<br>research, info<br>pack plus<br>1.5 hours at<br>property | <b>2 hours</b><br><b>£240</b><br><br>30mins<br>chargeable<br>advance<br>research, info<br>pack plus<br>1.5 hours at<br>property | <b>2.5 hours</b><br><b>£300</b><br><br>30mins<br>chargeable<br>advance<br>research, info<br>pack plus<br>2 hours at<br>property |
| <b>SUB TOTAL FOR STAGE 1</b><br>+£3.60/ mile over a 30-mile return journey<br>+£60 evening or weekend premium                                                                                                                                                                                                                                                                          | <b>1.5 hours</b><br><b>£180</b>                                                                                                | <b>2 hours</b><br><b>£240</b>                                                                                                   | <b>2 hours</b><br><b>£240</b>                                                                                                   | <b>2.5 hours</b><br><b>£300</b>                                                                                                 |
| <b>2a) MEASURING:</b> basic measured survey of existing house, to be used for sketch plans and by technician for later CAD drawings.                                                                                                                                                                                                                                                   | <b>1 hour</b><br><b>£120</b><br><br>Ground Floor                                                                               | <b>1 hour</b><br><b>£120</b><br><br>Ground Floor                                                                                | <b>2 hours</b><br><b>£240</b><br><br>Attic & First Floors                                                                       | <b>2 hours</b><br><b>£240</b><br><br>Ground & First Fls                                                                         |
| <b>2b) SKETCHING:</b> get the most from the space, maximise the daylight and get the right flow by sitting down together to plan out the design, right down to the furniture. I will begin the sketch plans with you at the property, add the finer details afterwards, then send pdfs by email and hard copies by post.                                                               | <b>2 hours</b><br><b>£240</b><br><br>One A3 sketch<br>sheet showing<br>ground floor<br>plan                                    | <b>2.5 hours</b><br><b>£300</b><br><br>One A3 sketch<br>sheet showing<br>ground floor<br>plan                                   | <b>5 hours</b><br><b>£600</b><br><br>Three A3 sketch<br>sheets; attic,<br>floor below and<br>cross-section to<br>check heights  | <b>3.5 hours</b><br><b>£420</b><br><br>Two A3 sketch<br>sheets; ground<br>and first floor<br>plans                              |
| <b>2c) BUDGET COSTING:</b> a written budget costing to give you a ball-park price for the project, including pre-construction fees and costs, build cost, fittings, lighting, heating, contingency, and VAT.                                                                                                                                                                           | <b>1 hour</b><br><b>£120</b>                                                                                                   | <b>1 hour</b><br><b>£120</b>                                                                                                    | <b>1 hour</b><br><b>£120</b>                                                                                                    | <b>2 hours</b><br><b>£240</b><br><br>Ground and first<br>floor costed<br>separately                                             |
| <b>SUB TOTAL FOR STAGES 1 TO 2c</b><br>+£3.60/ mile over a 30-mile return journey<br>+£60 evening or weekend premium                                                                                                                                                                                                                                                                   | <b>5.5 hours</b><br><b>£660</b>                                                                                                | <b>6.5 hours</b><br><b>£720</b>                                                                                                 | <b>10 hours</b><br><b>£1200</b>                                                                                                 | <b>10 hours</b><br><b>£1200</b>                                                                                                 |
| <b>2d) OPTIONAL EXTRAS:</b> additional A3 sketches such as elevations, cross sections or additional floor plans or alternative options. Colour mood-boards with two 3D artist's impressions and an indication of materials are available to help visualise complicated projects.                                                                                                       | <b>1.5 hours</b><br><b>£180</b><br><br>A3 sketch sheet<br>of black and<br>white elevations                                     | -                                                                                                                               | <b>2 hours</b><br><b>£240</b><br><br>A3 sketch sheet<br>of colour<br>elevations                                                 | <b>5 hours</b><br><b>£600</b><br><br>A3 colour mood-<br>board showing<br>materials and<br>two 3D artist's<br>impressions        |
| <b>GRAND TOTAL FOR STAGES 1 TO 2d</b><br>+£3.60/ mile over a 30-mile return journey<br>+£60 evening or weekend premium                                                                                                                                                                                                                                                                 | <b>7 hours</b><br><b>£840</b>                                                                                                  | <b>6.5 hours</b><br><b>£780</b>                                                                                                 | <b>12 hours</b><br><b>£1440</b>                                                                                                 | <b>15 hours</b><br><b>£1800</b>                                                                                                 |





## Additional Services by Others

**RIBA Stages 3 and Beyond:** Computer Aided Design (CAD) Drawings for Planning, Building Regulations and Construction. Once we've worked up a design together and a clear path forward with regard to feasibility and budget, you can move forward swiftly with technical CAD drawings for planning and building regulations. I no longer offer the planning and construction drawings stage personally for domestic projects, as after doing it for many years, I now consider this not to be cost effective for you as the customer.

Instead, having got your project off to the best start, I remain on hand to answer any queries as your project progresses and hand over to a reputable local technician of your choice. I work closely with Alex Carr of AC Design, who is an experienced local architectural technician and is separate to Hampshire Architect (please note, I do not receive any referral fees for this). You are equally free to work with another architect or technician of your choice, however, Alex is an experienced architectural technician, who I find to be thorough and reliable. I have a good working relationship with him and continue to have an input in projects that we work on together. Alex can incorporate any developments to the design as it evolves and will refer back to me for my input as necessary, so that you get the best of both worlds. He will quote and set out his terms independently. His fees take account of the stages that I have already carried out and are extremely competitive at around £1000-1500 for extensions, to provide planning and building regulations drawings, including handling submissions, printing and VAT but excluding local authority fees and structural calculations if required (see below).

Like many professionals working on home improvement projects, I have found that to offer a full contract administration or project management service is not cost effective for you as the customer. I believe that it is better to choose a reputable builder carefully, sign a recognised contract with them and to develop and maintain a good relationship with him or her throughout the build.

**Other Pre-Construction Costs and Considerations:** Please budget around £260 for the planning fee to the local authority (including VAT and the necessary OS map), £400-850 including VAT for the building regulations fee to the local authority or approved inspector and £400-1000 including VAT for the structural engineer's design fees. For work near a party wall or structure, a party wall surveyor may be required at upwards of £500 and you may wish to employ a quantity surveyor for a detailed project estimating service. Please note that before commencing any building work, you must notify your building insurer and ask permission of your mortgage provider, if applicable. I will use my experience and expertise to design a scheme that is most likely to achieve planning permission but please bear in mind that it is not possible to guarantee a successful planning outcome. In rare circumstances, specialist reports are required for the planning application and sometimes a resubmission or even a planning appeal may be required.



**Examples of Finished Projects**





## Terms & Conditions

**Health and Safety:** Please inform me if you or anyone at the property is particularly vulnerable to infection so that we can decide how best to proceed. If there are any unusual health and safety risks at the property, please let me know before I visit.

**The Scope of My Work:** The aim of my design and budget consultation service is to determine the feasibility and approximate cost of your project so that you can make informed decisions about how to proceed. My hand drawn design sketches are intended to illustrate the ideas and design discussed during the design and budget consultation. They will not in themselves be suitable for planning or building regulations submissions, or for construction and do not include dimensions or technical information.

**My Fee:** My fee for the design and budget consultation and any further work in the office will be as set out in my 'Services and Fees' document and as per our email conversations and fee agreement.

**Sketches and Timing:** If you choose to go on to the sketch plans stage, I aim to send your sketches to you within two weeks of the consultation (in PDF format by email and A3 size paper format by post).

**Expenses:** My fee includes my expenses, printing, postage and travel by car up to a 30 mile return journey. My charge for every additional mile over a 30 mile return journey, to cover my fuel and time on the road, will be as set out in my services and fees document. It is unlikely that I will need to incur any other expenses; if I do this will be agreed with you in advance, for example an electronic Ordnance Survey Map of the property.

**Payment:** I will submit an invoice for the fees and any expenses due after the consultation and any further survey or sketches, along with my bank details for ease of payment by bank-to-bank transfer. VAT is not chargeable on my accounts as I am not VAT registered. Payment is to be made within 14 days of the date of issue of my invoice. Please note that if payment of all sums due is not made within 14 days of the date of issue of my invoice, simple interest at 8% per year over the dealing rate of the Bank of England rate current at the date that payment becomes overdue, together with reasonable debt recovery costs, will become payable. This may include the services of a debt recovery company.

**Legislation and Other Professionals:** During the consultation, I will advise you on compliance with statutory legislation and the appointment of other professionals. Please note that it is your responsibility to check your deeds for any restrictive covenants. Advice given during the consultation and any design sketches will be subject to an additional measured survey, drainage survey, party wall agreement (if applicable), building regulations approval, notification of your buildings insurer of the work, notification of your mortgage provider (if applicable), planning permission (or confirmation that the work falls within your permitted development rights). You will have a role as the client under the building regulations and the construction, design and management regulations 2015 and should read the information on the following government website: <https://www.hse.gov.uk/construction/cdm/2015/>.

**Planning Permission and Building Regulations:** I will use my experience and expertise to design a scheme that is as likely to achieve planning permission as possible, but please note that it is not possible to guarantee that planning permission will be achieved. This is entirely at your risk and you should consider this if purchasing a property to extend or remodel. Building regulations approval is different to planning approval in that it is a matter of following a set of rules and providing the right information and calculations, rather than a yes or no answer. It is an ongoing process with the architect / technician, the builder and the local authority or independent building inspector.

**My Insurance:** I have adequate and appropriate professional indemnity and public liability insurance cover, as required by the Architect's Registration Board. I would be pleased to provide documentary evidence of this, if required.

**Copyright:** I own the copyright of my sketches and the right to publish them online (without any personal details or the property address). On payment of my fee you have a right to use them for your project.

**Privacy Policy:** Please click this link for [my privacy policy](#) and note the few select partner professionals I may share your sketch designs and property information with, including photographs of the inside and outside of the property that I take as part of the measured survey.

**Cancellation:** Both parties have a right to cancel this contract, by giving notice in writing (by email or letter). The up-front payment made at booking becomes non-refundable fourteen days after booking and once you have received the information pack.

**Disputes:** I aim to provide a professional standard of service, but if at any time you are not satisfied, please bring the issue to my attention as soon as possible and we can discuss how to resolve it. I have a written complaint handling procedure, which is available on request. I am registered with the Architects Registration Board (ARB) and subject to its Code. I am also a member of the Royal Institute of British Architects (RIBA) and Hampshire Architect is an RIBA Chartered Practice.





## Privacy Policy

**This privacy policy sets out how Hampshire Architect uses and protects any information that you give us when you use this website. Hampshire Architect is owned and run by Carolyn Lowe and provides architectural services to property owners in Hampshire and the surrounding area.**

Hampshire Architect complies with the General Data Protection Regulations 2018 and is registered with the Information Commissioner's Office. Carolyn Lowe is the Data Manager for Hampshire Architect. We are committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using our website, then you can be assured that it will only be used in accordance with this privacy statement. Personal Data you give us about you and your project via our website contact form, by email, during telephone conversations and face to face, is kept securely and used only to help us answer your enquiry, provide relevant information about our service and carry out the service. We will only contact you in response to your enquiry and do not send marketing emails or newsletters beyond this initial response.

Hampshire Architect may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 01/01/2013 and was updated on 18/07/2018 (Revision A), 30/09/2019 (RevB), 23/10/2019 (RevC), 18/11/2020 (RevD), 11/10/2023 (RevE) and 23/01/2025 (RevF).

### **Information you may voluntarily give us via our online contact form or by emailing or telephoning us:**

- your name,
- your email address,
- your contact telephone number(s),
- your address and postcode,
- the address and postcode of the project property,
- other information relevant to your project requirements and your budget.

### **Other information we may collect:**

If you telephone us, our system may automatically collect your telephone number, which we may use to return your call.

### **What we do with the information you give us:**

We have a legitimate interest in helping you with your project and will use this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- to provide information relevant to your project and our service in relation to it,
- to improve our products and services,
- for internal record keeping.

We may also use the information to customise our website according to your comments.

### **If we go on to enter into a contractual relationship with you, we may also:**

- use your information to carry out a basic online search on the property prior to a consultation visit,
- contact you for market research purposes by email, phone, or mail,
- share your name, address and invoice details with our bookkeeper Paper Trail Bookkeeping Ltd in Southampton, our accountancy software provider Xero (UK) Ltd, Milton Keynes and Royal Mail Group Ltd (to deliver correspondence and drawings to you if required),
- in certain circumstances, share any sketches, plans and information about your property with our technical contacts AC Design (Southampton) and RJ Watkinson Consulting Engineers (Lyndhurst) and any others you agree may work on your project with us,
- in certain circumstances, share your name, address and correspondence with our professional indemnity insurance company (Bluefin Insurance Services Ltd in Bristol and Epic Financial Risks in London),
- in certain circumstances, share your name, address and correspondence with our legal representatives,
- store our email conversations, invoices, drawings and other project information on our in-house and online computer systems using Microsoft OneDrive, Apple iCloud and cPanel Webmail, which are all password protected,
- provide unique password-protected access for you to your sketches and project information using Microsoft OneDrive.

### **How long we will retain the information we hold about you:**

We will retain your enquiry information for two years after any enquiry that does not result in a contractual relationship. If we have entered into a contractual relationship with you, we will retain the project information for the life of the project plus seven years.

**Security:**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures and passwords to safeguard and secure the information we collect online.

**How we use cookies:**

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

**Links to other websites:**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

**Controlling your personal information:**

You may refuse or withdraw consent for us to store the information you have given us at any time without detriment simply by emailing or telephoning us. You have the right to request a copy of the information we hold about you without charge, or for your information to be erased at any time. If you would like a copy of the information held on you please write to us at 96 New Road, Netley Abbey, Southampton, SO31 5BS.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

**Other than as stated above, we will not sell, distribute or lease your personal information to third parties unless we have your permission, or are required to do so by law.**





## Fee Agreement

This document is to be read in conjunction with my 'Services & Fees', 'Terms & Conditions' and 'Privacy Policy' documents, as sent to you by email and in your printed information pack. Once completed, this document forms our fee agreement. Items / time may be added by mutual agreement later by email.

Project Address: **EXAMPLE PROJECT**Project Number: **EG01**Date: **2025***(Scope and fees as per Example 1 on Services & Fees Schedule)*

| <b>SERVICE (BY STAGE) – PAY-AS-YOU-GO</b><br>£120 per hour (VAT is not payable at this time, if this changes, I will let you know) plus £3.60 for every mile over a 30-mile return journey                                                                                                                               | <b>CALCULATION</b> | <b>AGREED FEE (£)</b> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------------|
| <b>0) INFO PACK &amp; PROPERTY RESEARCH:</b> 30 minutes of property research and a comprehensive information pack by post in advance.                                                                                                                                                                                    | <i>0.5 hours</i>   | <i>60.00</i>          |
| <b>1) CONSULTATION:</b> looking at the house to problem solve, explore options and develop solutions within constraints such as planning, building regulations, budget, drainage and party wall issues. Design solutions, layout, materials and costs considered.                                                        | <i>1.0 hour</i>    | <i>120.00</i>         |
| <b>2a) MEASURING:</b> basic measured survey of the house as it stands, to be used as basis for sketch plans and by technician for later CAD drawings.                                                                                                                                                                    | <i>1.0 hour</i>    | <i>120.00</i>         |
| <b>2b) SKETCHING:</b> get the most from the space, maximise the daylight and get the right flow by sitting down together to plan out the design, right down to the furniture. I will begin the sketch plans with you at the property, add the finer details afterwards, then send pdfs by email and hard copies by post. | <i>2.0 hours</i>   | <i>240.00</i>         |
| <b>2c) BUDGET COSTING:</b> a written budget costing to give you a ball-park price for the project, including pre-construction fees and costs, build cost, fittings, lighting, heating, contingency, and VAT.                                                                                                             | <i>1.0 hour</i>    | <i>120.00</i>         |
| <b>2d) OPTIONAL EXTRAS:</b> additional A3 sketches such as elevations, cross sections or additional floor plans or alternative options. Colour mood-boards with two 3D artist's impressions and an indication of materials are available to help visualise complicated projects.                                         | <i>1.5 hours</i>   | <i>180.00</i>         |
| <b>EXPENSES &amp; EXTRAS:</b> £3.60/ mile over a 30-mile return journey, £60 evening or weekend premium                                                                                                                                                                                                                  | <i>-</i>           | <i>-</i>              |
| <b>SUB TOTAL:</b>                                                                                                                                                                                                                                                                                                        | <i>7 hours</i>     | <i>840.00</i>         |
| <b>DEDUCT AMOUNTS PREVIOUSLY PAID (received with thanks):</b>                                                                                                                                                                                                                                                            |                    | <i>- 60.00</i>        |
| <b>GRAND TOTAL:</b>                                                                                                                                                                                                                                                                                                      |                    | <i>780.00</i>         |

**Other Pre-Construction Costs and Considerations:** Please see my 'Services & Fees' document and my 'Guide to a Successful Home Extension Project' for more information.

**Stages 3 & 4) Computer Aided Design (CAD) Drawings for Planning, Building Regulations and Construction:** Please see my 'Services & Fees' document for this service by others.

☒ I consent to my details being passed to Alex Carr of AC Design to provide a no obligation quote for stages 3 & 4.

Signed: *Homeowner* ..... Date: *2025*Customer Name & Address: *Example* .....

.....

Signed: *Architect* ..... Date: *2025*

Carolyn Lowe, Hampshire Architect

**Invoice with BACS details to be issued after consultation, with payment terms being 14 days (receipt will be sent).**