

FEE PROPOSAL

New Dwelling, Meadow Road

PREPARED FOR Mr & Mrs T. Everett

SITE Plot 4, Meadow Road, Higham Ferrers, NN10

DATE 6 July 2026 · REF AW-2026-041

PICTURED: A COMPLETED ARCHITECTURE WORKSHOP PROJECT IN SUFFOLK — NOT THE SUBJECT SITE

PREPARED FOR

Mr & Mrs T. Everett

PROJECT

New Dwelling,
Meadow Road

DATE

6 July 2026

VALID UNTIL

4 September 2026

INTRODUCTION

Thank you for the chance to help design your new home at Meadow Road. This sets out what we'd do, what it costs, and the terms.

It follows our meeting on 24 June 2026 — a warm, energy-efficient family home that sits easily among its neighbours and makes the most of the plot.

We're a small studio. Bryn looks after every project himself, from first sketch to finished building, with a trusted team of planners, engineers and builders alongside.

INITIAL BRIEF

The Project

The project involves the design of a new detached family home on the plot at Meadow Road. The Everetts would like a warm, light-filled house of four bedrooms with generous, connected living space to the rear opening onto the garden, and a simple, energy-efficient form that sits comfortably alongside the neighbouring houses. Early discussions suggest a contemporary interpretation of the local vernacular in brick and render, subject to pre-application discussion with the planning authority.

How we'll work with you

We work in stages, agreeing each before the next begins, so you stay in control of the design and the cost. The stages follow the RIBA Plan of Work 2020.

00 Initial Meeting — no obligation

BEFORE APPOINTMENT

An informal chat about your ideas and what's possible, and the fee proposal that follows. Free within 15 miles of the studio.

01 Survey

RIBA STAGE 1 · PREPARATION & BRIEF

A measured survey and accurate existing drawings — plans, elevations, roof and site — and pinning down your brief before design begins.

02 Concept Design

RIBA STAGE 2 · CONCEPT DESIGN

Sketch options for how the space could work, refined together until it feels right.

03 Planning Application

RIBA STAGE 3 · SPATIAL COORDINATION

We prepare, submit and manage the application through to a decision, as your agent.

04 Technical Design & Working Drawings

RIBA STAGE 4 · TECHNICAL DESIGN

Building Regulations and construction drawings, coordinated with your engineer.

05 Tender

RIBA STAGE 4-5 **OPTIONAL**

Tender information, and help appraising and appointing a builder. By separate agreement.

06 Construction

RIBA STAGE 5 **OPTIONAL**

Site inspections and contract administration through the build. By separate agreement.

A clear lump-sum fee, paid in stages

We quote a lump sum, not a percentage of your build cost, paid in stages as the work is done. Figures below exclude VAT (currently 20%) and the disbursements in section 5.

STAGE / WORK ITEM	FEE
01 · Survey Measured survey & existing drawings	£1,500
02 · Concept Design Sketch options & design development	£3,500
03 · Planning Full application, drawings & determination	£5,200
04 · Technical Design Building Regs & construction information	£4,800
Total lump-sum fee — Stages 01–04 (excl. VAT)	£15,000
VAT @ 20%	£3,000
Total payable (incl. VAT)	£18,000
Disbursements additional (section 5). Stages 05–06 by separate agreement.	

ADDITIONAL SERVICES

Hourly rates

Work beyond the agreed scope is charged at the rate below, always agreed with you first.

ROLE	RATE
Bryn Lee — Founder / Architectural Designer	£115 / hr

All rates are exclusive of VAT, charged at the prevailing rate (currently 20%).

DISBURSEMENTS & EXPENSES

Paid directly, at cost

These sit outside our fee. Third-party invoices — statutory fees, surveys, other consultants — are paid directly by you; anything we settle is passed on at cost, with no mark-up.

- Local authority planning and Building Regulations application fees
- Specialist surveys and reports (topographical, arboricultural, drainage etc.)
- Structural engineer's fees, appointed directly by the client
- Printing, plotting and postage beyond standard PDF issue
- Travel and mileage beyond 15 miles of the studio

We flag what's likely to be needed early — up front for planning, then for Building Regulations — so costs are clear from the start.

PAYMENT TERMS

A clear lump sum, paid in stages.

Stage 01 is a deposit that secures your place and locks in the project. Later stages are invoiced on completion — or, if a stage runs beyond two months, part-invoiced by the work done so far. Payment is due within 14 days; VAT is added at the current rate. We'll always agree any change to the fee with you first. Overdue accounts may carry interest under the Late Payment of Commercial Debts (Interest) Act 1998.

ASSUMPTIONS & EXCLUSIONS

WHAT WE'VE ASSUMED

- A single, continuous instruction covering Stages 01-04.
- Information from you and others is accurate and given in good time.
- One round of reasonable revisions is included per stage.
- Your engineer is appointed by you; we're glad to help appoint consultants and suggest people we trust.

NOT INCLUDED IN THIS FEE

- Statutory planning and Building Regulations fees (see disbursements).
- Discharge (sign-off) of planning conditions unless separately agreed.
- Party Wall matters, rights of light and boundary disputes.
- Interior design, landscape design and FF&E unless separately instructed.
- Principal Designer (CDM) duties unless separately agreed.

SAMPLE
ILLUSTRATIVE - NOT A REAL PROJECT

ACCEPTANCE

Happy to go ahead?

To go ahead, sign below and return a copy. We'll then issue a short contract confirming our appointment, based on our Standard Terms (enclosed separately).

SIGNED — CLIENT

SIGNED — ARCHITECTURE WORKSHOP

NAME & DATE

NAME & DATE

Architecture Workshop

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GET IN TOUCH

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STUDIO

Higham Ferrers, Northamptonshire
Established 2020

PRACTICE

Bryn Lee — Founder

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