

Bluelime Service Agreement

Ref: BL/SA/030221



This agreement is based on an amended version of the RIBA Domestic Professional Service Contract 2020 and is between:

1) The Client

First Name/Second Name

Signed

Home Address

Address Line 1

Address Line 2

Town/City

County

Post Code

And 2) The Architect/Consultant

Bluelime Retail Ltd. OR Bluelime Home Design LLP

Address

The Engine House

2 Veridion park

Veridion Way

Erith

Kent

DA18 4AL

Telephone Number: 01322 521026

Email Address: office@bluelimeprojects.com

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Company Registration Number

Bluelime Retail Ltd. 5778595 OR Bluelime Home Design LLP OC417950

VAT Registration Number

Bluelime Retail Ltd. 887742955 OR Bluelime Home Design LLP 272329110

For and behalf of the Architect/Consultant

First Name/Second Name

Signed

Agree as follows:

The Architect/Consultant shall undertake the services set out in the Schedule of Services in accordance with the terms of this contract.

The Client shall pay the Architect/Consultant the fees and expenses set out in the contract details for the services and shall perform the clients obligations in accordance with the terms of this contract.

Date of Agreement

DD/MM/YYYY

3) Site Address

Address Line 1

Address Line 2

Town/City

County

Post Code

4) Project Brief

Copy from design Report

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5) Build Budget

£1500-£2900/m2

6) Program

Site Survey w/c DD/MM/YYYY

Initial Designs (First Draft) 4-5 weeks from Site Survey Date

Planning/PD application 1 week after Initial Design sign off by Client

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7) Fees

Copy and pasted from Design Report (may have to reduce font size to fit)

Bluelime Residential Service Package
(See Bluelime Residential Service Package Chart for more detail)

a.	Bronze (Planning Permission/Permitted Development (PD) Approval Only)	£N/A	<input type="checkbox"/> (Client to tick if required)
b.	Silver (a + Construction drawings but no heating, electrical, lighting design)	£N/A	<input type="checkbox"/> (Client to tick if required)
c.	Gold (RECOMMENDED) (a + Construction drawings Includes heating, electrical, lighting design)	£3700 £3600	<input checked="" type="checkbox"/> (Client to tick if required)
d.	Platinum (Includes Project Management)	£10700	<input type="checkbox"/> (Client to tick if required)
e.	Design & Build (Actual build cost priced on a project by project basis)	£12700	<input type="checkbox"/> (Client to tick if required)
f.	Local Authority Planning Permission/PD Application (We pay Authority on your behalf)	£256	<input checked="" type="checkbox"/> (Client to tick if required)
g.	Structural Design & Calculations	£1600	<input type="checkbox"/> (Client to tick if required)
h.	Building Control Plan Assessment & Site Inspections (We pay Authority on your behalf)	£1200	<input type="checkbox"/> (Client to tick if required)
i.	3d Photo realistic visualisation (Recommended to see exactly how it will look in real life)	£550	<input type="checkbox"/> (Client to tick if required)
j.	Thames Water Authority Plan Assessment fee/Build Over Agreement. (We pay Authority on your behalf. Note if Southern Water its £1048)	£450	<input type="checkbox"/> (Client to tick if required)
k.	Contractors All Risk Insurance	£1000	<input type="checkbox"/> (Client to tick if required)
l.	Party Wall Surveyor (Occasionally required Under Party Wall Act)	£1800	<input type="checkbox"/> (Client to tick if required)
m.	SAP Assessment (Occasionally required by Building Control if glass is >25% of floor area)	£650	<input type="checkbox"/> (Client to tick if required)
n.	Contractors All Risk (Enhanced Insurance Cover Optional)	£1000	<input type="checkbox"/> (Client to tick if required)
o.	Construction Design & Management Regulations 2015 (Optional us to act as Principle Designer)	£550	<input type="checkbox"/> (Client to tick if required)
p.	Pre-Planning Applications (Can vary depending on Council Charges)	£650	<input type="checkbox"/> (Client to tick if required)
q.	None Material Change Applications (For minor changes after planning approved)	£150	<input type="checkbox"/> (Client to tick if required)
r.	CIL Levy Application to Local Authority (For New Builds or Extensions >100m2)	£350	<input type="checkbox"/> (Client to tick if required)
s.	CCTV Drainage Survey (Recommended to determine exact route of drains, Additional £50/manhole >3)	£350	<input type="checkbox"/> (Client to tick if required)

TOTAL FEE £3856

Notes: VAT is excluded from our fee quotation and is in addition to all fees noted above.
If the project is budgeted at over £200,000 an additional fee of 0.5% of the budget figure will be chargeable.

8) Other Client Services Likely To Be Required

Various services that may be required for the Architect/Consultant to undertake its work are listed as unticked items in Section 7 above.

9) Payments

Copy and paste from design report

Stage 1 Payment (On or before survey day)

50% of Total Cost = £1928

Stage 2 Payment (Normally 4-6 weeks after Stage 1 and before planning application)

50% of Total Cost = £1928

Payments for any services not included in the Total Fee will be due on commencement of the service.

VAT to be added to all above amounts.

10) Additional Notes

10.1) By signing this agreement you hereby confirm you do not intend to split the building works into separate trades whereby there will be no main contractor/master builder overseeing the work.

10.2) If your project increases in scope e.g. a single storey extension project changes to a double storey or you decide to add a loft conversion etc. there will be additional charges. This is because we get charged more by local authorities and service providers as the project increases in size. Typically, this can be in the region of £900+vat but of course we will inform you of any price increases as soon as we know. We would advise if you are thinking there is a possibility you might want to increase the project scope it is probably worth informing us prior to signing this agreement, so we can quote more accurately and there are no surprises later.

10.3) We will undertake the number of different options designs as per the package you have selected. Additional options will incur additional cost which we will confirm prior to undertaking the additional options designs.

10.4) Any designs required for further planning applications after a planning rejection, are chargeable.

10.5) Occasionally it is necessary to split a planning application into 2 or 3 separate applications or PD applications to give your project the best chance of getting approved. We won't know this until the designs have been completed but please be aware that each application will attract an additional fee each time as per item 7f above.

10.6) We will incorporate any design changes you may want during the initial design phase however each set of design changes are considered an option design within the option limits designated by the package you have selected. Once the designs have been submitted to the local authority, they are considered frozen and changes thereafter will incur additional cost. We will of course inform you of any likely additional cost increases in advance. Similarly, any structural design or calculation changes required after first issue of the structural design drawings will incur additional cost. Although it should be noted structural design and calculation changes are seldom required. Also, worth noting that the builders can often pick up many of the changes occasionally required at no extra cost.

10.7) Any additional site visits over above those highlighted in the Terms and Conditions to be included in the basic fee will incur additional cost. Any site visit required by our Structural Engineer will incur additional cost. Any design amendments (structural or architectural) required or requested by you or your selected builder will be chargeable.

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10.8) We always recommend getting a CCTV drainage survey done prior to undertaking designs. This will determine the exact layout of the drains and if there are any inherent problems or damage within the existing drainage system. As part of our service we will design any new drainage to the best of our knowledge based on what can be seen from above ground. Things like visible manholes will help us make certain assumptions on drainage routes but it is not conclusive. We would ask you provide us with any information regarding the drainage at the earliest opportunity. If information is limited in regard the drainage, we would advise you instruct us on (item 7s) above so we can appoint a specialist CCTV company to fully survey the drainage system so we can include their findings in our designs. In the absence of a CCTV drainage survey our drainage designs are indicative only. We cannot be held liable for any inaccuracies as a result of there being no CCTV drainage survey.

10.9) Occasionally it is necessary to undertake structural designs for ancillary work such as retaining walls or pile foundations (if there are trees nearby or soil conditions are poor). They are seldom required, but if they are required there will be an additional cost to complete the designs which we will quote for as soon as we know. Unfortunately, it is impossible to tell for sure if these works will be required at this early stage and sometimes it can only be determined much later in the design process.

10.10) Our construction drawings, electrical/lighting/heating designs apply to new areas being added to the existing layouts and rooms changing in shape as shown on our plans. Existing rooms not changing as part of our designs are not included. If other areas are required, we will confirm a cost for these before commencing with the work.

10.11) At construction drawing stage we will undertake the construction design in accordance with the project brief, undertake one meeting with you either in our Erith office to review the design together or via online video call and screen share. We will then issue one amended design from that meeting. Any further amendments required thereafter will be additional cost which we will quote for before commencing with the work.

10.12) Removal of planning approval conditions can often require specialist services by others. Removal of planning conditions normally needs to be completed prior to works commencement on site and is expressly omitted from our services. However we can provide a quotation for such services should you wish.

10.13) Once planning permission is applied for your designs are available on line for anyone to view. We occasionally use our project designs/pics for marketing purposes making these available to view on our website and Facebook business page etc. We assume we have your permission to do this, however if this is not the case please just drop us an email confirming same.

11) Bluelime Terms & Conditions

PLEASE CLICK [TERMS & CONDITIONS](#) FOR FULL DETAILS

By signing below, you acknowledge that you have read, understood and agree to our terms and conditions in the link above.

Signed