

The Jersey Construction Council Ltd.

Building blocks – all you need to know

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TIMELINES/TYPICAL PROCESSES INVOLVED IN GETTING WORKS DONE.

SIMPLE KITCHEN FIT OUT

	TASK	PROCESS	TIME PERIOD
A	Define brief	Usually undertaken with a kitchen specialist	In clients control, 2 weeks plus to obtain quotes & consider costs
B	Placing an order	Usually through preferred kitchen specialist, deposit may be required	
C	Delivery lead time	Involves a lead-in period which on island can be from 4 to 12 weeks plus	
D	Start on site	Strip out and alteration works 2 to 3 days if it involves electrical & plumbing changes	
E	Installation of kitchen		7 to 10 working days dependant on size of kitchen
F	Snagging and completion		this could be from a couple of days to months, if items are missing or damaged

Approx 10 weeks

Note: No reference is made in this document to payment, some specialists require a deposit and part payment on delivery, but full payment should not be made until all works are satisfactorily installed. (See Notes on payments and terms.)

Normally a substantial deposit is required with order, with a further payment required on delivery. Most kitchen companies require payment within a stated period after of completion of work. One should check the small print as any discount you are offered may be for a payment within a short period of time. Therefore it is important to put into writing to the kitchen supplier the day they leave site, if you consider their works are incomplete, to ensure you get the discount as you could be receiving the final account within 48 hours.

TIMELINES/TYPICAL PROCESSES INVOLVED IN GETTING WORKS DONE.

ALTERATION WORKS

	TASK	PROCESS	TIME PERIOD
A	Define brief	Self defined and developed with your architect and/or builder.	In clients control
B	Establish extent of works	Maybe done with help of a builder or architect, written schedule of works defined. Builder may not quote until it is established whether Planning or Bye Law approvals are needed & what their requirements maybe.	1 to 2 weeks
C	Enquire with planning &/or Building Control	Discuss nature of works and requirements from them. Assuming this job does not require planning application but does affect the Bye Laws. A building control application required	1 day
D	Appoint Architect &/or Structural Engineer if necessary	Meet with Architect & or SE, production of drawings and specification for submission the Building Control Officer (BCO)	2 to 3 weeks
E	Building Control Application	BCO checks that Bye Laws will be met.	2 to 6 weeks
F	Tender process with builder	Client or architect sends drawings and specification of works that have been prepared, onto builder for pricing. The agreement and contract can be as simple as accepting a quotation and the accompanying terms and conditions. Bear in mind that if you are borrowing money for the project, the bank may require more than one quote.	up to 3 weeks to price & 1 week minimum for client consideration & discussion
G	Lead-in period to works	Defined by builders current workload and any necessary pre-ordering, e.g. for steel lintels	2 to 4 weeks, but maybe longer if you want a particular builder
H	Start on site	This should be agreed between the client and builder at time of acceptance of quotation	
I	Carrying out works	This period should be agreed with the builder and included within the terms and conditions	time on site dependant on extent of work probably 2 to 10 weeks
J	Snagging and completion		

Minimum of 10 weeks

TIMELINES/TYPICAL PROCESSES INVOLVED IN GETTING WORKS DONE.

EXTENSIONS AND NEW BUILD

TASK	PROCESS	TIME PERIOD
A	Contact architects & Appoint architect	telephone architects & discuss your proposals In clients control
B	Define brief	Self defined and developed with architect. In clients control
C	Establish extent of works	Done with architect, written schedule of works defined by architect or with quantity surveyor. In clients control
D	Appoint other members of Design Team	Architect will advise, for example, Structural Engineer may be required to produce drawings and specification for submission to Building Control. Quantity surveyor maybe required for larger projects. 1 to 2 weeks
E	Preparation of drawings	Preparation of drawings for planning application 1 to 8 weeks for consultation, 2 to 10 weeks for conceptual drawings & application to be prepared
F	Planning application	Submit planning application 6 weeks minimum
G	Submit for Bye Law approvals	architect prepares & submits detailed drawings. 2 to 10 weeks for detailed drawings a further 2 to 8 weeks for Bye Law approval
H	Tender works	Architects can produce documents for simple works that contractors can price, but for more complicated or larger works a Quantity Surveyor can be employed. Send out tender documents for pricing. 2 to 6 weeks for preparation of tender documents, 3 to 6 weeks for tenders
I	Evaluate and accept Preferred Tender	Acceptance of tender 2 weeks
J	Lead-in period to works	Defined by builders current workload and any necessary pre-ordering, e.g. for steel lintels 3 to 10 weeks dependant on size of project
K	Start on site	This should be agreed between the client and builder at time of acceptance of quotation
L	Carrying out works	This period should be agreed with the builder and included within the contract conditions 14 weeks to 12 months + , possibly longer dependant on size of project.

Minimum of 17 weeks

2.0 Getting Started-Where do I begin

2.1 What do I want to do?

If you wish to carry out some building work, be it an internal alteration, extension or a new house, you will probably need to make some sort of application to the Planning department, either for Planning or Building Bye Laws or both.

2.2 What do I do?

You can do one of two things.

A. Make enquiries at the planning office, as to whether your proposals require Planning or Bye Law approval, you may even be able to discuss your proposals with the planning officer for your area.

B. Make contact with a fully qualified Architect or Architectural Technologist who will do the above for you. These professionals are obliged by their Institutes to carry PII (professional indemnity insurance), which protects you the client in the event of a problem arising in the future with your building design.

Word of warning, just because someone can provide a drawing service & make applications to the planning department, does not make them professionally qualified in any way & they will probably not carry any insurance. They are not necessarily any cheaper either.

Please enquire at your initial enquiry, if the person or practice holds PII insurance cover. Someone who advertises himself or herself as offering architectural services is not qualified.

2.3 What is Planning?

Generally if you wish to extend onto your building, make alterations to its appearance, change its use or make alterations within your boundary e.g. Landscaping, swimming pools, replacement windows, flagpoles etc, will require an application to be made to planning. Internal alterations do not normally require a planning application unless you are proposing to increase the number of habitable rooms e.g. converting a loft.

There are some areas of exemption, which the planning department can advise upon. If your property has a listing of either SSI or BLI it will normally require a planning application for any alteration.

2.4 What are Bye Laws?

These are a set of laws to ensure that your proposals meet with current good building practice & health & safety aspects.

Generally if you have had to make a planning application you will most likely need to make a Building Bye Law application.

Even if you have not needed to make a planning application, if your proposals affect the structure of the building or applicable Bye Laws (e.g. Turning a room into a bathroom affect three of these) then an application is required.

2.5 Where do I find the professional help?

The JeCC hold a list of members for recommendation. A list of qualified Architects & Technologists can be found in the yellow pages or at the planning office, but a friend or a colleague may be able to recommend one to you that they may have used.

When you first make contact on the phone, do not be scared to discuss your project with them in an effort to gain some free advice. They are all aware of current planning policies & they should be

able to indicate to you as to whether your ideas meet planning criteria or not. Before involving yourself with any costs.

Some practices may even give you an hour of their time to meet & discuss your proposals and only if the project proceeds will this time will be charged for.

2.6 What happens at the meeting?

You will need to give a clear indication of what you wish to do 'the design brief' & your budget, so that the architect can understand your requirements & advise you in some detail as to whether or not your proposals will meet both planning policy or the Bye Laws & your expected budget. He will most likely offer up some of his own ideas for your consideration, which maybe a solution to a problem you were unable to resolve.

Once a meeting has taken place ensure that you obtain a written fee proposal for the works & ensure that you get a written schedule of works that they will be carrying out for you. The Architect will require you to give them an undertaking that you accept the fee proposal. They should also give some indication of the expected planning application fees & any other fee that maybe applicable to your works (Structural Engineer for instance). They should be able to give you an approximate cost of your project.

2.7 What other things are there to consider?

If you are borrowing the finances from a bank you will need to make tentative enquiries early on as to whether or not you will be able to borrow sufficient finances, this will ensure that you will not waste money on employing professionals or paying fees for applications.

The borrower might infact require that you employ the services of a recognised professional to issue month certificates for payment which gives the bank comfort that those works have been done in the previous month. This is an important fact if you were thinking of doing the management of the works without a professional involvement.

If you change your mind after you obtain the necessary approvals from planning, it will most likely require a further application, which will cost you more money & time delays. Therefore it is essential that you do not rush matters, to ensure your proposals are more or less the exact works you are going to carryout.

Before site works commence it is important that you notify your own house insurance company of your intentions, otherwise you may not be covered for any problems that arise during the works.

2.8 What happens after I accept the professional fees?

The architect will provide you with sketch drawings of your ideas in plan & elevational form for your amendment or approval, and then send you a Planning form for signature before submitting a planning application on your behalf. Dependant on the size of the proposals, the application could be lodge with planning anywhere between 6 to 12 weeks. The planning department will send a receipt of the application to both yourself & your architect. All other correspondence will be sent to your architect, who should pass all relevant letters onto you for comment. If a planning permit is forth coming this again will be sent to your architect & he should provide you with at least a copy on receipt of payment of his account, please ensure you get this as it is your legal document.

Once the planning permit is issued, the Architect will then need to provide detailed drawings suitable for making a Building Bye Law application to the planning department. This application will be lodged with the department for up to 6 weeks. The issue of this permit generally means work can commence on site, unless Structural Engineers details are required, but this will be noted as a condition on the permit.

At this point the Architect's employment could be complete.

The Architect, a project manager or yourself can take the project forward from this point.

3.0 Appointing a contractor, who do I employ, where do I find them and how do I know what I am getting.

3.1 Who's who

There are many contractors and professionals who will be involved in a building project. Detailed below is a list of some of them:

Architects
Architectural Technologists
Project Managers
Surveyors
Building contractor
Plumbers
Electricians
Roofers
Carpenters

It pays to use a member of the Jersey Construction Council (JeCC) as our members will have the required insurance, work to the minimum required standards and also comply with the rules and regulations required to be a member of the JeCC

3.2 What's in a quotation?

Your quotation should include a description of the work involved and sometimes the work that is not involved.

It should include a price, program of works and if required a payment schedule.

Quotations are often subject to a time limit after which they are no longer valid.

3.3 When and why do I tender the works?

The tendering process is carried out before you award the project to a contractor.

Tendering is the process, which allows you to get quotations from several contractors. You can then decide on whom you will give the work to. You do not have to accept the lowest quote or any quote.

Quotations will normally be provided free of charge.

3.4 How will the professionals help?

Architects, Architectural Technologists, Project Managers, Surveyors etc will help you with the design, tendering, running and completion of a project.

This will include them charging a fee.

3.5 What's in the small print?

This is normally the contractors terms and conditions. Do not be afraid to ask them to clarify anything you do not understand.

3.6 Signing my life away, how do I accept and what does it mean to me.

Accepting a quotation will mean you agree with the content, price and terms and conditions.

Bear in mind it is legally binding.

4.0 Getting it built – will I get what I want? What if I change my mind?

4.1 Who's in control?

The client is in control through the Architect, Contract Manager or Main Contractor, depending on the nature of the project. For smaller works, the client may choose to take direct control.

Remember it is your buildings so don't be afraid to ask questions.

4.2 Who do I talk to?

Generally speaking, the representative of the client's interests will be their Architect or Contract Manager. However, if you are overseeing your own project the line of communication will be between yourself and the main contractor or the sub-contractor. This is normal on smaller projects like plumbing and fitted kitchens etc.

4.3 Can I change my mind?

Generally you can change your mind.

However you must accept that this could have time and cost implications and we recommend that you obtain a written quotation before agreeing to any alterations.

4.4 What if I don't like what I see?

From a design point, this should be taken up with the Architect, if employed.

If the problem is with the quality of the workmanship, this should be taken up with the Architect, Contract Manager or Main Contractor.

4.5 How do I know the work is progressing on schedule?

One way is by simply monitoring progress by eye. This can be misleading as often there seems to be little progress as things are happening behind the scene and the work may not be apparent. Larger projects should have a builders program of works.

Most projects require stage payments and you will be advised as to what has been done so you can approve payment. Again, don't be afraid to ask if you can visit site and see what is going on.

4.6 What about delays

If you suspect things are not going as quickly as you would have hoped, ask your Architect, Contract Manager or Main Contractor for an update. Penalties for unacceptable delays may be written into contracts to cover these eventualities. This must be agreed before the works are started.

4.7 When do I pay?

The contract should have detailed the stages of payment. There may be the option to retain an amount after the project is finished to allow for any defects to become apparent.

4.8 What if I want to do part of the works myself?

This can be an option but must be carried out to the relevant Building and Health and Safety standards. This should be discussed and agreed at the earliest opportunity with the Architect or Contract Manager or Main Contractor.

You will be expected to adhere to the Main Contractors program of works.

5.0 The finished product –is this what i asked for? Is it complete? What about defects?

5.1 When are the works deemed to be complete and who says?

This depends upon the basis of your contract with your contractor, but generally when one or all of the following have been met: -

Your architect or project manager has agreed completion and issued a certificate of practical completion.

The terms of the contract have been met.

The works are “substantially” complete.

You have taken beneficial ownership.

5.2 When do I pay and what do I pay?

This depends upon the conditions in your contract with your contractor which this should identify the payment terms. It is usual, once works are considered complete for this to trigger final payment to the contractor or, if you have been contractually entitled to hold retention, release of half of that amount.

If you have an architect or project manager, they will advise you, but should, at this stage, have issued the certificate of practical completion which will advise you that payment is due, and may even indicate the amount.

5.3 What if there are items that I do not consider to be complete or are not as I had asked?

If you have an architect or project manager, tell them and they will advise you on your course of action. If not, talk to your contractor and agree a course of action to include what he will do to rectify the situation, when he will do it and how this will affect any payment due to him. Clearly, the agreed course of action and effect on payment will depend upon the extent of the problem but if you consider the problem to be significant, you may wish to seek advice.

If you are holding retention, it may be considered that the amount held will suffice as a suitable sum until the works are rectified or completed.

5.4 What time do I have to check the product?

It is usual to check workmanship as the works are progressing, if you have an architect or project manager, they will be doing this.

Your contractor should advise you prior to completion or the anticipated date that he will complete the works. This will allow you organise your time and prepare yourself for final inspection of the works.

Unless your terms of contract dictate, there may be no defined period for final inspection. In this instance, any inspection should be done in a reasonable time period dependant upon the extent and complexity of the works.

5.5 What if I find defects after the works are complete and I have paid?

If you have an architect or project manager, contact them and seek their advice. If not, contact your contractor and advise him of the situation. If it is a defect in workmanship, with the product or if the item is under warranty he should agree a course of action and time period with you to correct the works. If the problem or defect is none of these things, or the contractor contests it, you may need to seek advice.

If you are holding retention, this will be for an agreed period of time, six months or one year, dependant upon the nature of the works and contract conditions. During this period, the contractor will be obligated to correct any workmanship defects.

5.6 Do the authorities have a say?

For many items of works, Building Control will need to produce a certificate before the works can be considered to be complete. For example, in the case of new housing they cannot be occupied until a certificate has been issued. With other works, including installations of certain appliances, they may call and ask to inspect the work that has been carried out.

6.0 After completion

6.1 Guarantee periods

All buildings and construction works are guaranteed. Your Architect, Contract Manager, Main Contractor or Sub-Contractor will advise you on the time periods you should expect.

You will be provided with details of all the equipment included in your project, their operating and maintenance instructions and details of their warranty/guarantee periods.

6.2 What if I have a problem?

Most equipment will have a local company who looks after the warranty period. If this is not the case then your Architect, Contract Manager, Main Contractor or Sub-Contractor will be able to advise you as to what to do.

He may refer you to the local agent for repairs.

6.3 What if I am not satisfied with the repair or it is taking too long

In the first instance, contact your Architect, Contract Manager, Main Contractor or Sub-Contractor.

If things start to go wrong you can contact a number of agencies that will offer good free advice.

Citizens Advice Bureau
Trading Standards
Jersey Construction Council