

Architecture & Landscape

AUSTIN DESIGN WORKS: Garden Design Appointment Based on Cost Framework

Date:

Client Name(s):	<input type="text"/>	Phone:	<input type="text"/>
		Email:	<input type="text"/>
Current Mailing Address:	<input type="text"/>		
Project Address & Directions:	<input type="text"/>		
Size of Garden:	<input type="text"/>	m ²	<i>Note: You can measure the area of your garden using Google Maps; just right click on the edge of your garden, select 'Measure Distance', and click around your garden edge to enclose and generate a total area.</i>

In order to confirm your wish to appoint Austin Design Works gardens based on our cost framework, please select the services you require and calculate the cost based on the framework below.

Cost Framework

The consultation session is charged at £250 +VAT per session, regardless of the size of garden. The fees for design services vary by project size, however, as the principal of 'economies of scale' applies to garden design.

Sometimes our clients wish to appoint us to produce a concept design only so we've separated this service out to standalone if required. The developed design then follows on from the concept design exercise – we can't undertake developed design until we have completed a concept design (the developed design fee does not include concept design).

If your garden is steeply sloping, within the curtilage of a listed building or in a Conservation Area, has a swimming pool or lake, or is located more than a 15-mile drive from Nailsworth, unfortunately the cost framework does not apply.

Size of Garden	<125m ²	126-300m ²	300-600m ²
1. Consultation	£250	£250	£250
2. Concept Garden Design	£13.75/m ²	£11/m ²	£8.25/m ²
3. Developed Garden Design (must follow on from concept design)	£19.25/m ²	£16.50/m ²	£13.75/m ²
<i>Please note that these costs do not include expenses or VAT</i>			



Austin Design Works
COMPANY NUMBER
04622286

Please get in touch with us and we'd be happy to put together a bespoke fee proposal in these circumstances.

Services

Please tick the services for which you'd like to appoint us:

	<p>1. You would like to undertake an initial consultation with Austin Design Works. This service comprises a meeting with you of up to two-hours to tour your garden and have a detailed discussion of:</p> <ul style="list-style-type: none"> • what you want from your outdoor space, your ideas and needs; • how your wish-list could be realised in the space through soft and hard landscaping; • how we can assist you achieve this transformation. <p><i>The cost for the initial consultation is £250 +VAT.</i></p>
	<p>2. You would like to appoint us to undertake a concept design, to include the following tasks (please note that concept design must follow on from an initial consultation; the developed design fee does not include an initial consultation):</p> <ul style="list-style-type: none"> • Organising the commissioning of a topographic site survey to be undertaken by others on your behalf (our fee does not include the survey itself); • Site analysis; • Creation of moodboards of materials and planting ideas, based on our conversations at the initial consultation; • Design of illustrative concept garden layout plan; • Advise on site constraints including planning restrictions; • One meeting on site to discuss concept design. <p><i>The cost for the concept design will depend on the size of your garden, please refer to the cost framework above, and indicate your calculated cost: £ _____</i></p>
	<p>3. You would like to appoint us to undertake a developed design, to include the following tasks (please note that developed design must follow on from concept design; the developed design fee does not include concept design):</p> <ul style="list-style-type: none"> • Production of full design package with enough information to allow a contractor to price, with the following documentation; master plan, planting plan for key specimens and matrix for perennials, plant schedule, hard landscaping specifications and hard landscaping setting out plan • One meeting on site to agree developed design and materials choices; we often bring hard landscape samples to this meeting <p><i>The cost for the developed design will depend on the size of your garden, please refer to the cost framework above, and indicate your calculated cost: £ _____</i></p>



Austin Design Works
COMPANY NUMBER
04622286

Please note that any tasks undertaken in addition to those outlined above, including meetings, will be charged at our hourly rate, detailed in our Terms & Rates below

Appointment

Please sign the attestation below and return this whole form to us at info@austindw.co.uk . Our appointment will comprise the services schedule and attestation below.

Disputes

In the very unlikely event that a dispute arises between us we would recommend that matters be resolved by negotiation or mediation, however should an agreement not be reached by these means the dispute should then be resolved by an experienced Adjudicator appointed under guidance from the RIBA. In the first instance we ask that you contact us to discuss any grievance, which will be responded to by a senior staff member who is not deeply associated with the project.

Insurances

Our practice maintains Professional Indemnity Insurance in the sum of £1,000,000.00 in respect of one occurrence or series of occurrences arising out of one event. Any liability will expire after 15 years from conclusion of the appointment, be limited to the amount that is reasonable, and be proportionate to the scope and nature of our services. We also carry Public Liability Insurance of £5,000,000.00.

Other Consultants & Specialist Advice

Should your project require the input of a specialist, such as a structural engineer, we will advise you of this need. Fees for other consultants are not included within this agreement; their appointment can be direct to you, or through us with a management fee.



Austin Design Works
COMPANY NUMBER
04622286

Garden Design Services Attestation

To be read in conjunction with the schedule above dated _____

The clients, _____, wish to appoint Austin Design Works for the services detailed in the schedule, and Austin Design Works has agreed to accept the appointment and commence the services on the basis of the terms set out and referred to in this letter.

Signed: _____

Client

Date

Confirmation of Contact Details:

Client Name: _____

Invoice to: _____

Address: _____

Telephone: _____ Mobile: _____

Email: _____

Commencing Services within the Cancellation Period

Signing of this attestation confirms the start of your 14 day right to cancellation of the contract as required by Consumer Contract (Information, Cancellation and Additional charges) Regulations 2013. The Client may cancel the Contract within 14 days of signing it and the Architect/Consultant shall refund any payments received from the Client. However, if within 14 days of signing the Contract, the Client agrees in writing that the Architect/Consultant shall undertake any work and/or provide services and/or goods, the Client shall be liable to pay for that work, services and/or goods.

- Please tick here to confirm that you are happy to pay for work started within cancellation period, as described above, even if you subsequently cancel.

Data Protection: Our Policies for use of Your Data

The information you have supplied above is used solely in the course of your project. We do not undertake direct marketing or sell data to other parties. Your information may be shared with other agencies such as the local authority, contractors or suppliers with the explicit aim of making project progress.

Our Data Protection and Privacy policy describes what information we hold and how we use it. It is available on our website at:

<https://www.austindw.co.uk/gdpr-and-privacy-policy>

- Please tick here to confirm that you are happy that we use your data as described above.

If you have any queries or concerns, please get in touch on: 01453 836393.



Austin Design Works
COMPANY NUMBER
04622286

ADW – TERMS FOR PAYMENT AND RATES

DATE OF REVISION: 1st February 2023

To be read in accordance with Letter of Proposed Appointment.

TERMS AND RATES

Payment

Unless otherwise specified, payment of invoices will be due within 14 days, after which interest will be chargeable at the daily rate equivalent to 8% over Bank of England base rate. If wish to dispute an invoice, please contact us in writing at least 5 days ahead of the payment due date.

Expenses and disbursements will be included alongside our fees in our standard invoices. Unless otherwise stated in the Letter of Proposed Appointment, we invoice monthly in accordance with a fee payment schedule where agreed. Any additional fees will be separately invoiced, including expenses and disbursements associated distinctly to those services. **Payment should be made by bank transfer only (details are on your invoice); we no longer accept payment by cheque unless agreed in advance.**

Expenses

Postage:

Postage will be charged at cost plus VAT. Any other courier or delivery costs will be chargeable expenses at cost plus 12%.

Travel:

- Mileage will be carbon off-set, chargeable as outlined in the Letter of Proposed Appointment at £0.66/mile plus VAT.
- Public transport costs will be chargeable at cost, with receipts provided. Bookings purchased a week or more in advance will be subject to a handling fee of 2.5%.
- Private hire carriage costs will be chargeable at cost, with receipts provided. Individual journeys costing more than £40 will be subject to a handling fee of 2.5%.

Printing:

Printing in-house will be charged at the following rates plus VAT:

- Black & White A4: £0.55 A3: £1.10 A2: £1.35 A1: £1.60
- Colour A4: £1.20 A3: £2.30 A2: £3.30 A1: £4.95

Printing & reprographics undertaken on our behalf by others will be chargeable at cost, with receipts provided.

Disbursements

Wherever possible we will ask that you pay other costs (such as statutory submissions and reports from specialists) directly; should it be necessary for us to make payments on your behalf these will be chargeable disbursements at cost plus 10%.

Hourly Rates

Senior Consultant: £93.50/hr. Director: £85.25/hr. Senior Architect £79.75/hr. Architect: £74.25/hr.

Landscape Architect: £74.25/hr. Garden Designer: £74.25/hr. Assistant: £60.50/hr. Junior Assistant: £52.25/hr.

All prices above are exclusive of VAT.

Please note that we periodically review our rates; for time-charge clients our invoices will be raised using the most current hourly rates.

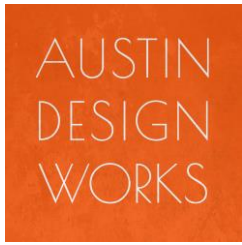
Liability

Our liability under the agreement shall cease 15 years after completion of our services, or the date of practical completion, whichever is the later, and shall be limited to a sum not exceeding £1,000,000.00

- *Austin Design Works - RIBA Chartered Practice No. 3241158P; LI Registered Practice No.54363*
- *Matthew Austin - RIBA Chartered Architect No. 10321576, ARB Registration No. 074235J*
- *Rachael Austin - CMLI Membership No. 15056*
- *David Austin - RIBA Chartered Architect No. 4161688, ARB Registration No. 040283D*
- *Giovanni Meta – RIBA Chartered Architect No. 6996222, ARB Registration No. 063743B*



Austin Design Works
COMPANY NUMBER
04622286



Architecture & Landscape



Austin Design Works
COMPANY NUMBER
04622286