

Adam Dunn Design
Architectural Technologist
Avon Cottage,
Avon, Christchurch
Dorset
BH23 7BG

architects@adamdunndesign.com
01202 022770 | 07933 277770
adamdunndesign.com

TERMS AND CONDITIONS

General Notes

Adam Dunn Design shall have no responsibility for any use made of this document other than for which it was prepared and issued which is for the benefit of the employer and cannot be relied upon by any third party.

Any discrepancies in measurement or construction should be reported to the designer for further survey and acceptance or design alteration.

The Builder and other employed trades/sub contractors are hereafter known singularly and collectively as the Contractor.

The Contractor must ensure that all workmanship and building materials and components are suitable for their intended purpose and must follow the relevant requirements for their respective Codes of Practice, British Standards, Building Regulation, NHBC Requirements (or equivalent), British Board of Agrément & manufactures specification/installation guidance. Truss roof, timber frame manufactures, TGI joist, hollow core/widespan floors, block and beam floors manufactures (and other proprietary systems that provide design input) take responsibility for their designs.

These notes are to be read in conjunction with all engineer's drawings and notes. The Contractor is responsible for the implementation of all the drawings and notes, and shall seek professional advice where unsure. Special attention shall be paid to the structural engineer's requirements. It is the Contractor's responsibility for the erection, stability and maintenance of all temporary supports.

Prior to commencement of work the Contractor is to resolve any outstanding Planning and Building Regulation Conditions. This would typically include; agreeing sample material for external finishes, tree protection, specialist survey reports, ground investigation reports and exposing existing construction for suitability etc.

The Contractor is responsible for "setting out" and checking the site and drawing measurements. Once the "setting out" is complete the contractor shall notify the designer and the Local Planning Department. The local Planning Departments Approval shall be obtained prior to starting work.

All work to comply fully with the with The Building Regulations and be carried out to the satisfactory inspection of the Building Control Inspector.

All new construction works shall be carried out in accordance with all pertinent health and safety regulations by competent and experienced contractors who are familiar with the type of work to be undertaken. Operatives must receive full and appropriate training for the operations they are to undertake.

The contractor must obtain confirmation from the client that Party Wall Agreements are in place prior to commencing any excavation work or construction work on the party wall.

All drawing dimensions are in millimetres unless otherwise stated. Do not scale off drawings.

The Contractor is to compile a "health and safety file" for the building, which is to be given to the client and principle designer on completion of works. This health and safety file is to include; photo evidence of all major works, details and locations of all mechanical ventilation and ducts, electrical works, plumbing and drainage services, and shall include manufactures data for all products installed.

Where the existing building is to take additional loads/forces it is the Contractor's responsible for exposing these elements and ensuring their suitability for the additional loads. It is recommended that trial holes are made to assess the existing structure and ground conditions prior to commencement of works to prevent unforeseen costs.

Collapse of excavations and existing structures. All existing structures to be fully supported by adequate support systems. The Principle Contractor is to establish a safe method of working. The contractor is responsible for the temporary works support and stability of all excavations and adjacent structures at all stages of construction. Avoid water ingress through exposed roof structure that could cause damage and collapse to internal decorations and ceilings.

Services - Beware of all existing services.

DUTIES OF THE CLIENT.

The client's key duties are, as far as reasonably practicable to -

1. Ensure all permissions and legal documentation related to the works are in place and approved prior to commencement of works.
2. The client is to ensure that themselves or the contractor have removed any and all pre-commencement conditions as applied to the planning permission decision notice, and that all the required works as denoted on the planning permission application is approved by Local Authority in full prior to commencement of works.
3. The client is to ensure full compliance with building control, assist throughout the assessment of the plans and build and have the Plans Certificate in place from building control prior to commencement of works.
4. The client is to ensure all ecological and arboricultural method statements are adhered to throughout the build.
5. All discrepancies in dimension found on site are to be reported to the principle designer immediately.
6. The client is to ensure the instruction of an independent Party Wall Surveyor has been undertaken where applicable under the Party Wall Act 1996, typically where works occur within 1.0m to a neighbouring boundary or a wall is shared between parties this will be required and where the contractor has not assumed responsibility for the undertaking of this Act prior.
7. The client is to ensure that the measured survey, Land Registry Title Deeds and OS Maps are provided to the principle designer in order to undertake the design works.
8. The client is to ensure all topographical land surveys are instructed and provided to the principle designer as required in order to undertake the design works.
9. The client is to ensure that all boundaries to all neighbouring properties and sites are qualified by an independent boundary surveyor prior to commencement of works.
10. The client is responsible for the payment to all third party consultants such as structural engineers, ecological surveyors, BNG surveyors, land surveyors, arboriculturalist and flood risk assessors for the completion of any documentation required by Local Authority to support the planning application.
11. The client is responsible for the payment of the required fee for the services of Local Authority in determining the application and to Building Control for the assessment and approval of the building regulations application.
12. The client is to ensure their Compliance Declaration is completed in full by the contractor, principle designer and themselves and return this to Building Control upon completion of the works.

DESIGNER'S RISK ASSESSMENT:

HEALTH AND SAFETY

The Construction (Design and Management) Regulations 2015

DUTIES OF PRINCIPAL DESIGNER, DESIGNERS & PRINCIPAL CONTRACTOR.

Principal Designer:

The Principal Designer has to co-ordinate the Health & Safety aspects of project design and the initial planning to ensure as far as they can that -

1. Designers comply with their duties, in particular, the avoidance and reduction of risk.
2. A Health & Safety Plan is prepared before arrangements are made for a Principal Contractor to be appointed.
3. They are able to give advice, if required, to the Client on the competence and allocation of resources by designers and all Contractors, advise Contractors appointing Designers, advise the client on the adequacy of the Health & Safety Plan before the construction phase begins.
4. The project is notified to the Health & Safety Executive.
5. A Health & Safety File is prepared and delivered to the Client at the end of the project.

Designers:

The designer's key duties are, as far as reasonably practicable to -

1. Alert Clients to their duties.
2. Consider during the development of designs the hazards and risks which may arise to those constructing and maintaining the structure.
3. Design to avoid risks to Health & Safety so far as is reasonably practicable.
4. Reduce risks at source if avoidance is not possible.
5. Consider measures which will protect all workers if neither avoidance nor reduction to a safe level is possible.
6. Ensure that the design includes adequate information on Health & Safety.
7. Pass this information on to the Principal Designer so that it can be included in the Health & Safety Plan and ensure that it is given in drawings and the specification.
8. Co-operate with the Principal Designer and, where necessary, other designers involved in the project.

Principal Contractor:

The Principal Contractor's key duties are to -

1. Develop and implement the Health & Safety Plan.
2. Arrange for competent and adequately resourced Contractors to carry out the work where it is sub-contracted.
3. Ensure the co-ordination and co-operation of Contractors.
4. Obtain from Contractors the main findings of their risk assessments and details of how they intend to carry out high risk operations.
5. Ensure that Contractors have information about risk on site.
6. Ensure that workers on site have been given adequate training.
7. Ensure that Contractors and workers comply with any site rules which may have been set out in the Health & Safety Plan.
8. Monitor Health & Safety performance.
9. Ensure that all workers are properly informed and consulted.
10. Make sure only authorised people are allowed onto the site.
11. Display on site the notification of the project to the Health & Safety Executive.
12. Pass information to the Principal Designer for the Health & Safety File.