

# ALT STUDIOS

**Attn:**  
Kyle Porter  
Ebrington Holdings Ltd.  
72/74 Omagh Road  
Dromore  
BT78 3AJ  
+44 (0)789 438 8757

Dear Kyle,

We're very excited about the opportunity to design and develop a new build proposal for Ebrington Residential. We understand the project comprises of circa 40 apartments intended for sale.

Our proposal is based upon ALT STUDIOS providing architectural services as lead designer. Throughout the project we aim to work collaboratively with yourself and the appointed team, from project inception to completion of RIBA Stage 3.

Please see our proposed scope of services and fees on the following pages, and our terms and conditions contained in our Terms of Business. We intend to provide a fee for interior design services upon completion of Stage 1. If you have any questions please don't hesitate to give myself or Scott a call to discuss.

Kind regards,  
Paul Milner  
Co—founder

In this Letter of Appointment the expressions 'ALT STUDIOS', 'we', 'us' or 'our' shall mean Alt Design Studio Limited, a company registered in England and Wales at Companies House under company number 11975821. Our registered office is 31—39 High Bridge, Newcastle upon Tyne, NE1 1EW. The expressions 'you', 'your' or 'collaborator' refer to you, our client.

Our Terms of Business (which can be found at [alt-studios.com/terms-of-business](https://alt-studios.com/terms-of-business)) are incorporated as an integral part of this Letter of Appointment and sets out the agreement, terms and conditions and relationship between us. Please read our Terms of Business and check that you are happy with the same.

Our Privacy Policy is also available to view at [alt-studios.com/privacy-policy](https://alt-studios.com/privacy-policy).

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**RIBA Stage 0**

**Strategic Definition**

Identify your business case and strategic brief and other core project requirements.

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**RIBA Stage 1**

**Preparation & Briefing**

Develop project objectives, including quality objectives and project outcomes, sustainability aspirations, project budget, other parameters or constraints and develop initial project brief. Undertake feasibility studies and review of site information.

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**RIBA Stage 2**

**Concept Design**

Prepare concept design, including outline proposals for structural design, building services systems, outline specifications and preliminary cost information along with relevant project strategies in accordance with design programme. Agree alterations to brief and issue final project brief.

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**RIBA Stage 3**

**Developed Design**

Prepare developed design, including coordinated and updated proposals for structural design, building services systems, outline specifications, cost information and project strategies in accordance with design programme.

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**RIBA Stage 4**

**Technical Design**

Prepare technical design in accordance with design responsibility matrix and project strategies to include all architectural, structural and building services information, specialist subcontractor design and specifications, in accordance with design programme.

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**RIBA Stage 5**

**Construction**

Offsite manufacturing and onsite construction in accordance with construction programme and resolution of design queries from site as they arise.

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**RIBA Stage 6**

**Handover**

Handover of building and conclusion of building contract.

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**RIBA Stage 7**

**In Use**

Monitor building performance and liaise regularly with the building users. Carry out post occupancy evaluation after one year of occupation.

<b>3.0</b>	<b>Scope of Services</b>	<b>0.0</b>	<b>Strategic Definition</b>	<b>£8,526.00</b>
		0.1	Workshop (1 No.) to identify your requirements, business case and project goals.	
		0.2	Establish a high-level project programme.	
		0.3	Review feedback from previous projects and related planning applications.	
		0.4	Understand any sustainability objectives.	
		0.5	Discuss and review your options, available sites, buildings (refurbishment).	
		0.6	Relay your duties under the Construction, Design and Management (CDM) Regulations of 2015.	
		0.7	Undertake a desktop site appraisal to identify project risks.	
		0.8	Audit the site / existing buildings with regard to access and inclusivity.	
		0.9	Discussions with you, your consultants and other third parties, including commercial agents, to test robustness of your strategic brief.	
		0.10	Advise on required design team members, including specialists.	
		0.11	Assist the appointed cost consultant with a very high-level approximation of the project budget.	
		0.12	Workshop (1 No.) to discuss progress, next steps and address any queries.	
		<b>1.0</b>	<b>Preparation &amp; Briefing</b>	<b>£12,354.00</b>
		1.1	Workshop (2 No.) to assist in the preparation of your new project brief.	
		1.2	Obtain and review any site information you already hold.	
		1.3	Site visit (2 No.) and initial appraisal to identify opportunities and constraints.	
		1.4	Precedent study trip to support the new project brief. Additional fees will apply for travel and expenses.	
		1.5	Advise on required surveys, other consultants and specialists to design and execute parts of the works.	
		1.6	Instruct third party surveys where required, for example, building, topographical and utility surveys.	
		1.7	Relay your duties with regards to fire strategy, asbestos, CDM and the Equality Act.	
		1.8	Advise on required planning permissions, listed building approvals, building acts and / or regulations and other statutory obligations.	
		1.9	Undertake high-level architectural studies to determine the feasibility of your requirements.	
		1.10	Agree roles, responsibilities and content with the appointed design team.	
		1.11	Develop an initial statement of requirements for the new draft project brief.	
		1.12	Arrange and attend meeting with the Head of Planning to discuss the previous approved application and to ascertain viability of the new draft project brief.	
		1.13	Workshop (1 No.) to discuss progress, procurement options, agree your outline project budget, next steps and address any queries.	

<b>3.0 Scope of Services</b>	<p><b>2.0 Concept Design</b></p> <p>2.1 Workshop (1 No.) to confirm the new project brief and requirements.</p> <p>2.2 Produce architectural concept designs (2 No.) for review with yourself and the design team.</p> <p>2.3 Workshop (1 No.) to review and agree the preferred architectural concept design.</p> <p>2.4 Design team meetings (2 No.) to refine the preferred architectural concept design and determine with others budget estimates and preliminary programmes.</p> <p>2.5 Provide architectural information to the cost consultant for cost planning.</p> <p>2.6 Assess potential developer contributions to the planning authority.</p> <p>2.7 Provide information to enable a BREEAM pre assessment to be undertaken by others.</p> <p>2.8 Prepare a CDM and operational maintenance strategy.</p> <p>2.9 Produce a concept design report to form the basis on which your project will proceed.</p> <p>2.10 Workshop (1 No.) to discuss the concept design report, next steps and address any queries.</p>	<b>£39,320.00</b>
	<p><b>3.0 Developed Design</b></p> <p>3.1 Develop the approved architectural concept design against the new project brief.</p> <p>3.2 Integrate any further planning advice into a co-ordinated design aligned with the new project brief and design team feedback.</p> <p>3.3 Arrange and undertake site visits to ascertain appropriateness of chosen material palette. Additional fees will apply for travel and expenses.</p> <p>3.4 Design team meetings (3 No.) to co-ordinate and develop the architectural design.</p> <p>3.5 Workshops (3 No.) to discuss progress and obtain your feedback on the architectural developed design.</p> <p>3.6 Acquire samples and prototypes for approval.</p> <p>3.7 Prepare an architectural outline specification for key components.</p> <p>3.8 Provide architectural information to the cost consultant for a revised cost plan.</p> <p>3.9 Liaise with the principal designer to eliminate or reduce residual risks where possible.</p> <p>3.10 Consult relevant bodies regarding building acts and / or regulations and other statutory requirements on the developed design.</p> <p>3.11 Review the potential sustainability objectives such as BREEAM, Passivhaus etc.</p> <p>3.12 Undertake a public consultation no less than 14 days before the planning submission (if required).</p> <p>3.13 Notify landowners and tenants no less than 21 days before the planning submission.</p> <p>3.14 Prepare detailed planning application drawings and a design and access statement.</p> <p>3.15 Prepare a heritage impact assessment.</p> <p>3.16 Co-ordinate and collate all external consultants reports and designs ensuring alignment with the planning application drawings.</p>	<b>£64,800.00</b>

### **3.0 Scope of Services**

- 3.17 Compile and submit a planning application following your instruction and approval of the developed design.
- 3.18 Compile and issue the submitted planning application pack documenting the agreed parameters on which your project will proceed and will only be deviated from with the agreement of all concerned.
- 3.19 Establish likely planning conditions, confirm developer contributions.
- 3.20 Workshop (1 No.) to discuss the submitted planning application pack, next steps and address any queries.

**ALT STUDIOS also offer the following additional services, if any are of interest then please let us know and we can discuss how we may be of further assistance.**

**Architectural Design**

ALT STUDIOS undertake the architectural design of any project which affords a consistency of service and vision with the interior. The building and interior design should share a symbiotic concept and relationship; meticulously co-ordinated to achieve coherence. This also enables us to maintain a level of control over the project so we can ensure your aspirations are realised holistically.

**Interior Design**

ALT STUDIOS undertake the interior design of any project which affords a consistency of service and vision with the architecture. The building design and interior design should share a symbiotic concept and relationship; meticulously co-ordinated to achieve coherence. This also enables us to maintain a level of control over the project so we can ensure your aspirations are realised holistically.

**Landscape Design**

We work in conjunction with chartered landscape architects to design seamless landscape responses. This enables us to deliver a coherent and comprehensive outcome suited to your brief, where the primary design disciplines (architecture, interior and landscape) resonate with the key design principles of your project.

**Lighting Design**

We compile a design direction document and brief to aid in your appointment of a lighting consultant so that the lighting strategy resonates with and enhances the key architectural, interior and landscape design principles. We assist the appointed lighting consultant; supplying necessary drawing information, as well as reviewing and co-ordinating their proposals with the overall design.

**Urban Design**

As qualified and accredited urban designers we provide individual masterplanning and placemaking services to suit your requirements. We work at both macro and micro scale and can produce schematic or detailed designs. We regard the structure of a place and the space between buildings with equal importance as the buildings themselves.

**Planning Consultancy**

ALT STUDIOS work with professional and accredited planning consultants for more complex or sensitive projects and can offer an inclusive service whereby we take on the role of planning consultant negotiating with the local authority on your behalf. This includes but is not limited to section 106 agreements, planning conditions, heritage assessments and public consultations.

**Joint Ventures**

We openly seek to undertake a more active role in the development of sites or existing buildings through joint ventures with developers, landowners, homeowners and investors. This role sees ALT STUDIOS take a share of the risks and rewards ensuring maximum value is realised for the site or existing building. There are various creative ways in which we can work together using this approach, the exact joint venture agreement is determined on a project-by-project basis taking into consideration specific factors such as the brief, site, as well as the aims and aspirations for not just the project, but all stakeholders.

### **Development appraisals**

We have a wealth of valuable experience reviewing potential sites and providing initial costed development appraisals. This involves collaborating with a quantity surveyor to ensure the outline proposal is costed using up-to-date information. The detail and purpose of the development appraisal is bespoke to you and your needs. This can be as simple as an existing property you are looking to purchase and want to either extend or demolish and re-build, or it could involve more complex commercial existing buildings or a vacant plot of land. The findings are compiled in a report produced to your exact requirements which can then be used for funding / investment applications.

### **Workplace analysis**

ALT STUDIOS work in conjunction with experts in workplace analysis to evaluate existing working environments in any sector, and then provide solutions to improve a variety of significant, yet often interwoven elements from productivity to wellbeing. Measures sometimes involve increasing or reducing occupier density, the latter more prevalent with recent Covid-19 social distancing measures.

### **Critical Friend**

ALT STUDIOS review existing projects regardless of where they are at in the design or construction process. This can be actioned in numerous ways either with or without the existing parties being involved and can be conducted formally or informally. The purpose of this is often to assess its compliance with the employer's requirements (your brief) or against other benchmarked criteria.

### **Graphic Design, Brand Design and Artwork**

We compile a design direction document and brief to aid in your appointment of an artist, graphic and /or brand designer to ensure their proposals resonate with the key architectural, interior and landscape design principles. Once appointed we furnish them with the necessary

drawing information and assist in the co-ordination of their proposals. We have a network of excellent graphic and brand designers who we can introduce you to.

### **Visual Artist Impressions**

We have a highly skilled pool of visual artists, both free-hand and digital, who we work with regularly to produce valuable project material. We manage and co-ordinate this service for you, providing the visual artist with the necessary design information and commenting upon work in progress iterations. Computer-generated imagery (cgi) and watercolours are commonly commissioned – these can be used for a variety of purposes from press releases to sales imagery, they can equally influence a positive planning application decision and when framed can be displayed proudly in your home or workplace.

### **Model Making**

ALT STUDIOS work with several skilled model makers who produce a range of beautiful physical models of varying degrees of detail and materiality; from honest plaster-cast maquettes to elegant timber representations. We manage and co-ordinate this service for you, providing the model maker with the necessary digital model and drawing information. Physical models are used for a variety of purposes from effective design development tools to exhibiting publicly or privately, they can equally influence a positive planning application decision when tabled during round table discussions, or be kept as a sentimental sculpture in your home or workplace.

### **Measured Survey**

We undertake provisional high-level measured building surveys using a professional laser measuring device. This is the most affordable way of ensuring at an early stage that an existing property or site is suitable for development. Please note, this is a provisional survey, therefore, third party topographical and measured building surveys are still required prior to the production of any detailed plans.

### **Party Wall Notice**

We assist any required negotiation by compiling and supplying detailed drawings for use by a party wall surveyor who is solely responsible for the submission of a party wall notice.

### **Enhanced Site Presence**

We undertake an enhanced site presence above and beyond our lead consultant, architectural, interior design or employer's agent appointment. This valuable additional service, frequently commissioned, ensures we are present on site significantly more than usual during the construction stage (typically once per week). This enables us to keep tight control over the construction process and ensures that little is lost in translation between drawings and their implementation, including the most minutiae of detail. The increased site presence allows us to become genuine custodians of the design beyond the confines of our studio until completion of your project.

### **Photography & Videography**

We frequently work with professional photographers and videographers who specialise in our profession. We manage and co-ordinate detailed requirements for any commission, be it promotional imagery, 360 virtual tours, to simply capturing the special experience of building your own home. Curated videos, including time lapse footage can be provided to form part of a dynamic professional package or for personal memories. We can arrange photoshoots or filming before and after the works, commissioning the use of a drone for such produces striking results. Photos can be supplied printed and framed with digital copies for your future use.

### **In Use Design Care**

Specifically, for retail and hospitality where customer behaviour and expectations change alongside the impact of technology and competition the question becomes; should a space remain the same and for how long? Staying ahead of the competition and foreseeing future change is key to engaging customers online and in the physical space. Therefore, we provide a proactive service of minor and major design development meetings scheduled at three month to six month intervals dependent on the scale of your brand. This additional service improves the performance of the spaces. It engages with and creates change in response to consumer behaviour and desire, while encouraging a two-way creative communication process between your brand and us as designers.

We regard you as a valuable collaborator and aim to embrace the crossover of our respective fields; each project an opportunity to ask questions, debate and experiment.

We don't ask for much, but to ensure you receive the most creative service, as well as a rewarding relationship with ourselves, please respect, honour and embrace the seven attitudes we ask of all our collaborators:

1. We work across disciplines; every angle of approach could be key.
2. Do not expect quick fixes; genuine design is a rich and often lengthy process.
3. We are not a design shop; good cooperation is important to us.
4. Rely on us; this is our labour of love.
5. We actively seek inspiration; we are interested in your identity.
6. Respect our work; we have your best interests at heart.
7. If you have an exact design already in mind; then you don't need ALT STUDIOS.

Fees & Programme	Amount
Strategic Definition	£8,526.00
Preparation & Briefing	£12,354.00
Concept Design	£39,320.00
Developed Design	£64,800.00

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Total	£125,000.00
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Please note all figures and rates shown exclude VAT, but this will be charged on our invoices.

The above fee proposal is valid for 30 days from the date shown in this Letter of Appointment. If instructed after that date we hold the right to review and revise the fee proposal before commencing the project.

**Payment Terms**

We will require a mobilisation fee of 10% upon appointment and prior to commencement of any agreed scope of service.

Should the project be paused for a period of 60 days or more we may require a re-mobilisation fee. Where this is required you will be notified prior to re-commencement.

Unless an alternative fee drawdown is agreed, fees will be invoiced in equal monthly amounts per work stage. Invoices are to be paid within 14 days from the date shown on the invoice.

The proposed fee is based on ALT STUDIOS appointment for the entire scope of services as set out in this Letter of Appointment. If for whatever reason planning permission is obtained and we are not instructed to carry out the rest of the work stages, then ALT STUDIOS will be paid compensation amounting to 15% of the fee for the remaining work stages.

Any variations to our Letter of Appointment or scope of service will be confirmed in writing by us prior to commencement of the variation. Our fee for such work will be charged out at the rates set out below

The rates vary according to the role of the employee undertaking the work.

<b>Additional Services</b>	
Should the need arise, additional services to be charged on a time basis shall be calculated using the following hourly rates:	
Co-Founder	£118.00
Project Lead   Design Lead	£84.00
Designer	£72.00
Planning	£82.00
Visual Artist	£69.00
Model Maker	£49.00

**Expenses and Disbursements**  
All reasonable in-house printing (A4 and A3), postage, telecoms and local travel are included. However, courier services will be charged at cost.

External printing (including but not limited to; large format A2 and above, reports and presentation material) will be charged at cost plus a handling / management fee of 15%. This also applies to the printing of work by others.

Unless stated otherwise all travel and subsistence outside of Tyne and Wear will be chargeable as defined in our Terms of Business.

The following services are excluded from this appointment. If any are of interest then please let us know and we can discuss how ALT STUDIOS or our contacts, may be of further assistance

- Conditions survey.
- Full measured building survey.
- Topographical survey.
- Ordnance survey.
- Party wall surveyor role.
- Acoustic design.
- Structural design.
- Swimming pool design.
- Principal designer role.
- Cost control services.
- Measuring and quantities.
- Below ground drainage.
- Waterproofing detailing to basement or below-ground areas. We will only reference an accredited and warrantied sub-contractor system.
- Graphic design, brand design, and artwork.
- Sales and marketing material.
- Signage design.
- Kitchen design, including selection and specification of specific catering equipment.
- Lighting quants and calculations (we will advise on design, feature lighting and desired setting out).
- Audio visual, low voltage and IT design.
- Security installations.
- Electrical design.
- Mechanical design.
- Fire strategy.
- Lead consultant role.
- Project manager role.
- Employers agent role.
- Interior design.
- Landscape design (including soft and hard features).
- Urban design.
- Contract administration.
- Visual artist impressions including but not limited to CGIs (other than where specified).
- Model making (other than where specified).
- Photography and videography (other than where specified).
- FF&E procurement.
- FF&E quantities and matrix.

## 8.0 Appointment

We trust the scope of services and associated fee proposal meet with your approval and would be grateful if you could sign and return to confirm your acceptance. Until we are in receipt of this, unfortunately we cannot commence any work on your project, which in turn may impact your desired programme. If you have any queries or require any further information then please do not hesitate to contact myself or Scott.

Yours sincerely on behalf of ALT STUDIOS.

Paul Milner  
Co—founder  
paul@alt-studios.com

CC

Mrs D Brown, ALT STUDIOS  
Mr Scott Savin, ALT STUDIOS

We, Ebrington Holdings Limited, acknowledge and accept our appointment of ALT STUDIOS on the basis of the scope of services and associated fee proposal outlined within this Letter of Appointment dated 25 November 2021 and agree to all the terms and conditions contained within your Terms of Business (Version 1.0).

Name

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Position

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Signature

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Date

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