


PHASE 3 – STARTING THE PROJECT

Step 9 Obtain Final Consent




- **Conservation Officer** registers consent after **Section 98** is issued
- **Final Consent** given by District when planning & sufficient funding* are in place
- District Property Secretary will add approval to Consents website

**Recommended 80% funding obtained*

CONNEXIONAL STEP

Step 10 Procure a Contractor



- Architect & Surveyor to produce **Technical Design** including:
 1. Schedule of works
 2. Risk Assessments
 3. Tender Information
- Obtain at least 3 **quotes** from contractors
- Ensure to have a **Building Contract**
- **Listed Buildings** – discharge conditions to Planning & Section 98

RIBA STAGE 4

Step 11 Starting the Work



- Contractor creates a **Health and Safety Strategy**
- Check **Insurance**
- Circulate **timetable** of works
- Plan for regular site meetings
- Discuss with TMCP about **Interim Valuations** and payments
- Track any extra **expenditures** & keep current

RIBA STAGE 5

Step 12 Handover and Celebrate success!

- Before **final payment** (2.5% of total cost)
 1. Resolve any **snagging**
 2. Set a timetable for **review period**
 3. Obtain Health & Safety Manual & **Maintenance manuals**
 4. Add to property log book
 5. Acquire **guarantees** & warranties
- Organise an open **event to celebrate**

RIBA STAGE 6-7