

Linnet Row House

Fee proposal

Contact	studio@marlowepike.example · 020 7946 0025 · 3 Sample Yard, London
Prepared for	Mr and Mrs Ashworth
Location	14 Linnet Row, London
Reference	MPA-2026-025
Issued	24 July 2026
Valid until	24 July 2027

1. Client

Name	Mr and Mrs Ashworth
Project	Linnet Row House
Contact	ashworth.family@example.com
Location	14 Linnet Row, London

2. Understanding of the project

A new house on the narrow gap site between two Victorian terraces, for a family who want to stay on the street they already live on. The plot is tight and the party walls are the project: the house has to borrow light from above and hold its own frontage without imitating either neighbour.

3. Scope

We will take the house from a first arrangement through to drawings you can build from: establishing how it sits between the party walls, preparing and running the planning application, and then the technical drawings and specification. Each stage ends with something you can look at and decide on.

Stage	Coverage
Concept design	Establishing the arrangement, the massing and the street relationship.
Planning application	Preparing and submitting the application, and answering the case officer.
Technical design	Drawings and specification sufficient to build from.

4. Revisions

Concept design	2 rounds of revisions included
Planning application	2 rounds of revisions included
Technical design	1 round of revisions included

5. Professional fees

Basis	Fixed fee per stage
Net	£48,000.00
VAT	£9,600.00 at 20%
Gross	£57,600.00

Milestone	Share	Net amount
First instalment on completion of Concept design	25%	£12,000.00
Second instalment on completion of Planning application	35%	£16,800.00
Final instalment on completion of Technical design	40%	£19,200.00

6. Programme

Concept design	6 weeks
Planning application	10 weeks
Technical design	12 weeks

7. Payment terms

Each instalment is invoiced when its stage is complete.
Payment is due within 21 days of invoice.
Work on the next stage begins once payment for the previous one has been received.

8. Exclusions

Measured survey and site investigation
Structural, services and party wall consultants
Statutory application fees
Party wall awards and neighbour negotiation

9. Optional additions

If you would like us to appoint and coordinate the party wall surveyor on your behalf, we can add this for £1,800 plus VAT.

10. Professional details

Jane Sample, the architect responsible for this work, is registered with the Architects Registration Board (arb.org.uk), which regulates architects in the UK. Registration number SAMPLE-0000. We hold professional indemnity insurance.
If you have a complaint, please contact complaints@marlowepike.example. If you are not satisfied with our response, you can raise a concern about an architect's conduct or competence with ARB.

11. Terms

Drawings and documents remain the copyright of the practice.
Instructions are confirmed in writing before work proceeds.
The agreed terms will be set out in the appointment contract.
We would be glad to take this on.

Architect

Name _____

Signature _____

Date _____

Client

Name _____

Signature _____

Date _____