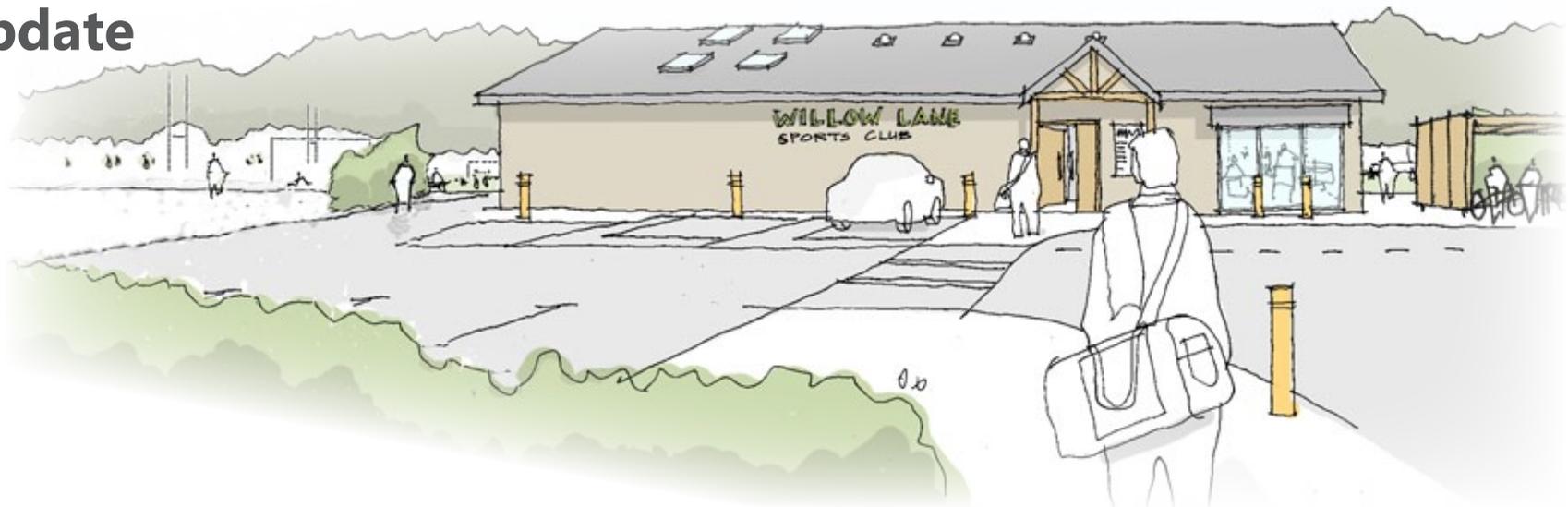


# Clubhouse

## Design Guidance Notes

2016 Update



# 1 PROJECT MANAGEMENT

## Display panels

## Documents

# FOREWORD

### Video

#### **DP Design Principles**

- 1 Site analysis
- 2 Site response
- 3 Approach to main entrance
- 4 Circulation
- 5 Changing rooms
- 6 Showers
- 7 Social space
- 8 Example clubhouse layout

#### **DE Design Examples**

- 1-2 Cricket
- 3-4 Football
- 5-6 Rugby
- 7-8 Hockey

### Video

#### **R Refurbishment**

- 1 Internal planning improvements
- 2 Thermal efficiency & draught proofing
- 3 Damp caused by condensation

#### **S Sustainability**

- 1 Passive design
- 2 Renewable energy
- 3 Water saving measures

### 1 Project Management

### 2 Design

### 3 Refurbishment

### 4 Sustainability

These videos, display panels and guidance notes are intended to help clubs and their design teams work through and apply general principles and processes to achieve better clubhouses. The guidance covers all the key stages – from start to finish.

The information has been developed with the help and support of National Governing Bodies for the range of sport that use and operate such buildings and with input from specialists with particular technical knowledge.

Although clubhouse buildings are often small in scale and shared on a multi-sports community basis, they are nevertheless, essential elements in the sporting landscape. They provide the access, social areas, changing, storage and other essential support spaces for the particular sports.

It is important that the facilities are designed, operated and maintained well to help create a sporting habit for life.

All figures, timescales, legislation and regulations are based on data and information available at the time of writing.

<https://www.sportengland.org/facilities-planning/tools-guidance/design-and-cost-guidance/pavilions-clubhouses/>

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# DESIGN PRINCIPLES

Although clubhouses are relatively small buildings, the way they are designed has a significant impact on how they operate and how welcoming they feel. Facilities should be attractive and function well in order to attract new members and retain existing ones. There are some simple design principles that can be used to benefit all users irrespective of gender, age or other characteristics. The best examples of a thriving club are those that make a continuous, conscious effort to design, manage, operate and maintain their facilities.

Careful consideration should be given to the need for people to feel comfortable, safe and secure and with adequate privacy at all times. The building will be used by people with a diverse range of abilities and preferences, so the design should be appealing to all users.

For example, - with simple, level and readily understood routes around the clubhouse - with doorways and corridors that are easy to navigate whilst carrying heavy or bulky kit and equipment - and with important information carefully managed and displayed.

Whilst these points and some of those identified throughout these documents may seem obvious, they are often overlooked.

# 1.0 BRINGING THE TEAM TOGETHER

One of the most important tasks is for the club to set up a team of people to set out the needs and aspirations for the project and make key decisions along the way.

Members of this small team should be approached and selected based on their knowledge and understanding of how the club operates and their background and experience in areas like business planning, building design, funding or construction.

This core team must be able and willing to see things through from start to finish and be able to dedicate sufficient time to the project. To help spread the load it is also useful to co-opt other members to focus on a specific task related to their specific knowledge or expertise. The key role of the project team is to ensure the whole club are kept informed, understand and are behind any development plans.



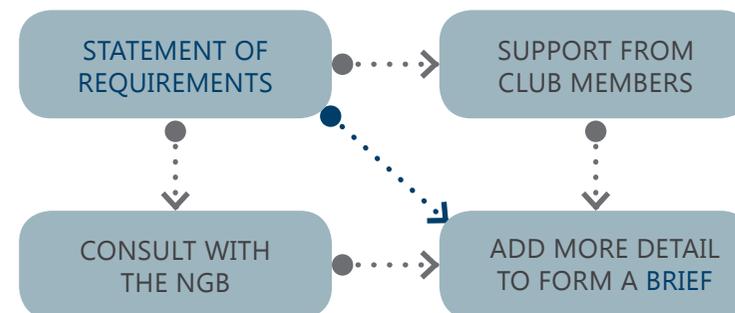
# 2.0 BRIEF DEVELOPMENT

## What is a Brief?

A summary of the club's requirements is often referred to as a brief. It is a key document that sets out the practical, social and aspirational aspects of the project and the accommodation and features that are required. It should explain, clearly and concisely, the thinking behind the project and is an essential tool at an early stage of a project.

In developing the brief, the steering group might initially create a simple *Statement of Requirements* that can be developed as the project progresses. A set of bullet points of the key aspects can often provide an effective way of communicating back to other members and help to ensure the whole club is behind the project.

Any development plans should be supported by all the relevant stakeholders that are involved. It is also critical to get input from the relevant national governing body (NGB) for sport and establish the priority sports, the types and amount of use and the way the facility will be managed.



Considering the pros and cons of an existing facility and how they relate to the development aspirations can be a daunting task so it is useful to break down the task into some discrete issues.

- Existing Facilities
- Levels of Play
- Patterns of use
- Inclusive and universal design.

Armed with this information, the club could then consider the same issues for a future proposal. By giving careful consideration to these matters, a clearer vision for the project will quickly emerge together with a number of key questions for further consideration.

### **Inclusive and universal design**

Consider the needs of all users

### **Aspirations**

Determine the aspirations for the future level of play at the club

### **Existing Facilities**

All the facilities at the existing clubhouse should be listed and consideration given to which spaces are well used, or under used, and what additional facilities or changes would be required in the new clubhouse.

The sports and the level of play (e.g. regional, national) should also be analysed against patterns of use to determine how well the current facilities cater for current and predicted future use.

Facilities that are to be retained should be accessible to everyone. Consider players and visitors with temporary injury, physical disability or illness. Easy access should also be considered for club members, visitors and spectators with heavy kit bags or pushchairs. The proposals should include improvements to the access arrangements as well as ensuring that new parts of the building are fully up to standard.

### **Proposed Facilities**

The aspirations for the future level of play at the club will need to be determined as this will affect the size of clubhouse and the scale of the facilities to be offered. Consider how the existing facilities would fall short for future use and where they would need improving or increasing in size and quality. Consider also other uses which are not directly associated with the sport(s) and were they could generate additional income.

Implications of how the club could operate during the construction works should also be considered. For example, should the work be done in manageable phases or will temporary accommodation be required.

### How to Provide the Accommodation

It is worth considering if there are other facilities close by which could be shared, utilised or taken over by the Club. It may be that there is a redundant local authority centre or building which could be adapted to make it suitable. It could be possible to share a local facility with another organisation and negate the need for a costly building project which would duplicate facilities unnecessarily.

For further information see the link below:

<http://www.sportengland.org/facilities-planning/tools-guidance/asset-transfer/>

<http://assettoolkit.sportengland.org/>

There could be under-utilised space in the existing clubhouse due to reduced demand for a particular sport, an oversized club room or an oversized storage space either within the main facility or remote from the building. Some re-planning or internal alterations may satisfy the club's needs.

Consider the alternatives for extending the existing building and whether there is scope for adding an additional storey, a basement conversion, or an extension.

If the building is not suitable for an extension, consider whether the site is suitable for a new building. If the site is not suitable consider a land swap / purchase / lease of neighbouring or nearby site, assuming the club owns your site. If not, negotiations with the landlord would be necessary.

### Professional Support

Members of the steering group may have professional skills and knowledge that can help with issues as the Statement of Requirements and the brief are developed. Alternatively an external consultant may need to be involved. Common questions relate to the costs of the proposed changes and issue to do with achieving a planning consent and other statutory consents.

A Building Contractor may be able to give an initial idea of costs, but any estimate can only be as accurate as the information available. Therefore it is worth seeking the help of a professional to establish a more accurate outline of the project. People who will be able to help include Architects, Quantity Surveyors, and Building Surveyors.

If required, you may want to consider applying for funding for some or all of the work. Contact your National Governing Body for advice on the funding sources available.

See the Sport England website for facility cost information and case studies for further reference to help establish an initial idea of a budget cost for a project. These are available at:

<http://www.sportengland.org/facilities-planning/tools-guidance/design-and-cost-guidance/pavilions-clubhouses/>

See also the NGB websites for further cost information.

### Cost Benefit Analysis

Clubs should undertake a cost-benefit analysis to help understand and discuss the benefits that the project will bring to the club against the cost that will be incurred. It can give a business perspective and cover such things as the tangible benefit, financial performance, estimates of income and payback times. It can be useful in comparing other options and setting objectives.

### The Site

It will also need to be established if the club is the sole owner of the site. It is important to make sure the club has a right to carry out any work. If the site or part of it is owned by someone else and leased, then the owners should be contacted to get the necessary permission.

Any legal agreements on the land such as a lease agreement or covenants for allotments or farming which may be effected by the work should be clearly understood. In addition, there may be legal aspects to many features of the site such as easements, wayleaves or covenants, the exact location of the ownership boundary, rights of way crossing the site, vehicular access to the site, shared driveway, proximity of neighbouring properties and any overhead power lines, or buried services and trees.

### Planning

At this stage the club should also be aware of the Planning Policy for the site. Telephone or visit the local authority. Many local authorities have local development plans as an interactive map on their websites. They can highlight any issues with the site (e.g. Green Belt, conservation area, etc) and suggest the likelihood of gaining planning permission for your project. For further information on Planning, please see Section 5.0.

## Outline design

An outline design can help test the feasibility of the project and the likely cost and planning issues

## Physical aspects

Consider the physical aspects of the site

## Planning policy

Telephone or go and visit the local authority

# 3.0

## RIBA WORK STAGES

### What are the Work Stages?

The benefits of developing the initial facility information into a 'Statement of Requirements' which is then tested through a feasibility study to establish a clear and concise project brief (see earlier section) cannot be overstated. If these processes are undertaken thoroughly, they will assist with appointing the right consultants to form the Project Team to take the project forward.

There are different frameworks from construction professional bodies that might be suitable for a particular project, but the Royal Institute of British Architects (RIBA) work plan will be appropriate in many cases.

The RIBA document identifies the process of briefing, designing and construction of buildings and is broken down into separate work stages. It is widely used as a point of reference to identify the areas of appointment of professionals and to assist with the organisation of the project.

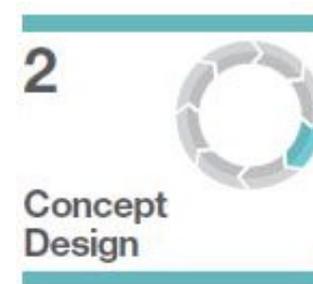
The work stages are shown overleaf.



Brief Development already undertaken by the end of previous chapter.



During this stage, preparation activities are carried out e.g site surveys, consultation with planners, funders, key stakeholders. The procurement method should also be agreed and the consultants identified and appointed.



Preparation of Concept Design which would generally indicate a schematic layout and include outline proposals for structural and building services systems, outline specifications and preliminary cost plan.



Develop the concept design to further detail to include structural and building service systems, updated specifications and cost plan. Coordinate and align with cost information. A Planning Application is usually submitted at this stage.



This stage comprises of the residual technical work of the design team members. At the end of stage 4, the design work will be completed although the designers will be required to respond to Design Queries. At this stage a Building Regulations application is usually submitted and fixed costs confirmed with a building contractor.



The contractor is appointed and requires time to prepare before starting on site. Work commences and progresses on site through to practical completion.



Post practical completion, the building is handed over.



Post occupancy evaluation and review of project performance.

# 4.0 BUILDING THE PROFESSIONAL TEAM



## What is a professional team and how do you build one?

With the majority of projects, unless the work is very minor, it is very useful to appoint at least one key suitably qualified person to advise and assist with the proposals. The process can be complicated and having an experienced professional as part of the team can save time and money.

**Note:** A Principal Designer will be required as part of the professional team under the Construction (Design and Management) Regulations 2015 (CDM 2015).

Please refer to Section 9.0 Health and Safety on Site for further information.

## Architect



An Architect would be responsible for the following:

- Brief preparation
- Analysis of the site
- The building design
- Discussions with Local Planning Authority
- Preparation of the Planning Application
- Preparation of a Building Regulations application
- Selection of a procurement route
- Selection of the Contractor
- Management of other qualified people within the team
- Undertake site inspections to monitor progress
- Act as lead consultant.

## Quantity Surveyor



A Quantity Surveyor would be responsible for the following;

- Management of costs relating to the project
- Preparing tender and contract documents, including bills of quantities with the architect and/or the client
- Undertaking costs analysis for repair and maintenance project work
- Helping to advise on areas for cost reduction should the project be over budget
- Advising on the type of contract to be used to run the project.

## Others



### Structural Engineer

A Structural Engineer would be responsible for the following:

- Designing the structure of the building
- Calculating the size of beams, lintels, foundations etc.
- Examining existing buildings to see if they are structurally sound and fit for purpose
- Investigating ground conditions and analysing soil tests and trial holes to check for stability of the ground and possible contamination.
- Assist with Building Regulation approval.



### Building Services Consultant

A Mechanical and Electrical Consultant would be responsible for the following:

- Designing the services that are needed including heating, lighting and power
- Assist with obtaining service connections and locating and assessing existing service connections
- Advise on renewable energy and cost saving measures
- Assist with obtaining Building Regulations approval
- Site Inspections to monitor the quality of mechanical and electrical installations.



### Planning Consultant

A Planning Consultant is likely to be required on complex or contentious projects:

- The preparation of and submission of the Planning Applications
- Pre-Application discussion
- Consultation with the local community
- Discharge of Planning Conditions

## 1 Project Management

Rev 002 - March 2016

Registered professionals can be found on the on-line registers for each particular profession. The links are listed below:

- The Architects Registration Board (ARB)  
<http://architects-register.org.uk/>
- The Chartered Institution of Building Services Engineers (CIBSE)  
<http://www.cibse.org/>
- The Institution of Structural Engineers  
<https://www.istructe.org/near-you/europe/united-kingdom>
- The Royal Institution of Chartered Surveyors (RICS)  
<http://www.rics.org/uk/find-a-member/>
- The Royal Town Planning Institute (RTPI)  
<https://www.rtpiconsultants.co.uk/>

### How to appoint a suitably qualified person

Once the professional has been selected, it is important to confirm their appointment in a written contract.

The professional consultant can be appointed using:

- Standard Form of Appointment
- Bespoke Form of Appointment
- Letter of Appointment

For further information on the different forms of appointment follow the link below;

[http://www.designingbuildings.co.uk/wiki/Appointing\\_consultants\\_for\\_building\\_design\\_and\\_construction](http://www.designingbuildings.co.uk/wiki/Appointing_consultants_for_building_design_and_construction)

### Fees

Professional's fees can be based on a percentage of the construction cost, or time expended, or a lump sum. The scope of the appointment can be subdivided into sections using the RIBA Work Stages as a guide to the order of tasks and agree the timing of payment.

## Criteria for the selection of consultants:

- Understanding of the clubs objectives
- Knowledge of sport
- Previous experience of similar projects
- Knowledge of key technical issues
- References and recommendations from other clients
- Fit with the project team
- Clear schedule of services and fees

# 5.0 PLANNING PERMISSION



## What is Planning Permission?

Planning permission enables the local authority to control the scale, appearance and location of a development. There is a legal requirement to secure planning permission for most types of development before any work is undertaken.



## Common Types of Application

There are various types of planning application. The two which are most commonly used for this type of development are:

### Full Planning Application

This is the most commonly used type of application. Once this permission is granted, the layout and detail of the scheme including the way it looks would be fixed. Further details regarding specific items may be required by the planners prior to commencement of work on site. There is a fee to pay to the Local Authority which is based on the floor area of the proposed building.

### Outline Planning Application

Outline planning applications are appropriate when an applicant is seeking agreement 'in principle' to a proposed development, but without being committed to a particular form of design or layout. This can be less expensive to obtain than full planning permission in itself. Outline planning approval generally requires a 'Reserved Matters' application to be submitted within 3 years. This reserved matters application is to provide information on the building design to the same level of detail as would be required for a full planning application.

## Pre Application Meeting

It is often a good idea to meet a Planning Officer for a discussion before preparing a planning application. This is called Pre-Application advice and a meeting can be requested as soon as the initial idea has been developed. It is helpful to have a clear brief and some drawings of the proposals to enable the planning officer to give full and constructive feedback.

There is normally a fee to cover the officer time involved and informal advice can be obtained on the planning policy in the area and how it relates to the proposal. Other potential issues with the proposals can be discussed and how they might be overcome ahead of the submission of the formal planning application.

### Questions to ask the Case Officer in the Pre Application Meeting;

#### Take with you;

- Site Plan
- Building Plans
- Photographs of the site and the existing building if there is one
- A pen and paper to take notes

- Is the principle of the clubhouse development acceptable?
- Is the appearance of the clubhouse acceptable?
- Is the location of the clubhouse acceptable?
- Are there highways issues with the proposed development, both during and after construction
- Are there issues with the installation of proposed sport pitch or surface and floodlighting installations
- What surveys and studies are required to accompany the application?
- What is the fee associated with the application?
- Are there any special requirements such as carbon reduction or renewable energy requirements?
- Are any further applications required e.g. Listed Building consent? Conservation Area consent

## Other Types of Application

### Demolition

Some demolition work will require planning permission so the local authority should be contacted at an early stage if this is part of the proposals. A 'prior approval application' may be required, since it does not automatically follow that a planning permission for a replacement building will be granted after demolition.

### Conservation and Listed Building Consents

For a building that is classified as a Listed Building and/or within a Conservation Area, a Listed Building consent and/or a Conservation Area consent will be required in addition to the Planning Permission.

### Application for Tree Preservation Order

It is important to check with the Local Planning Authority if trees on the site that might be effected by the proposals are covered by a Tree Preservation Order. You can find this out from the Local Planning Authority. A Tree Preservation Order is a written order which makes it an offence to cut down, lop, or wilfully destroy that particular protected tree without applying for permission.

For further information refer to planning portal website:

<http://www.planningportal.gov.uk/planning/planningpolicyandlegislation/current-englishpolicy/goodpracticeguides/tpoguide>

### How much does it cost?

All types of application will incur a planning fee which is payable on submission to the local authority.

For further information, and details of fees for each of the different types of application please refer to the Planning Portal website:

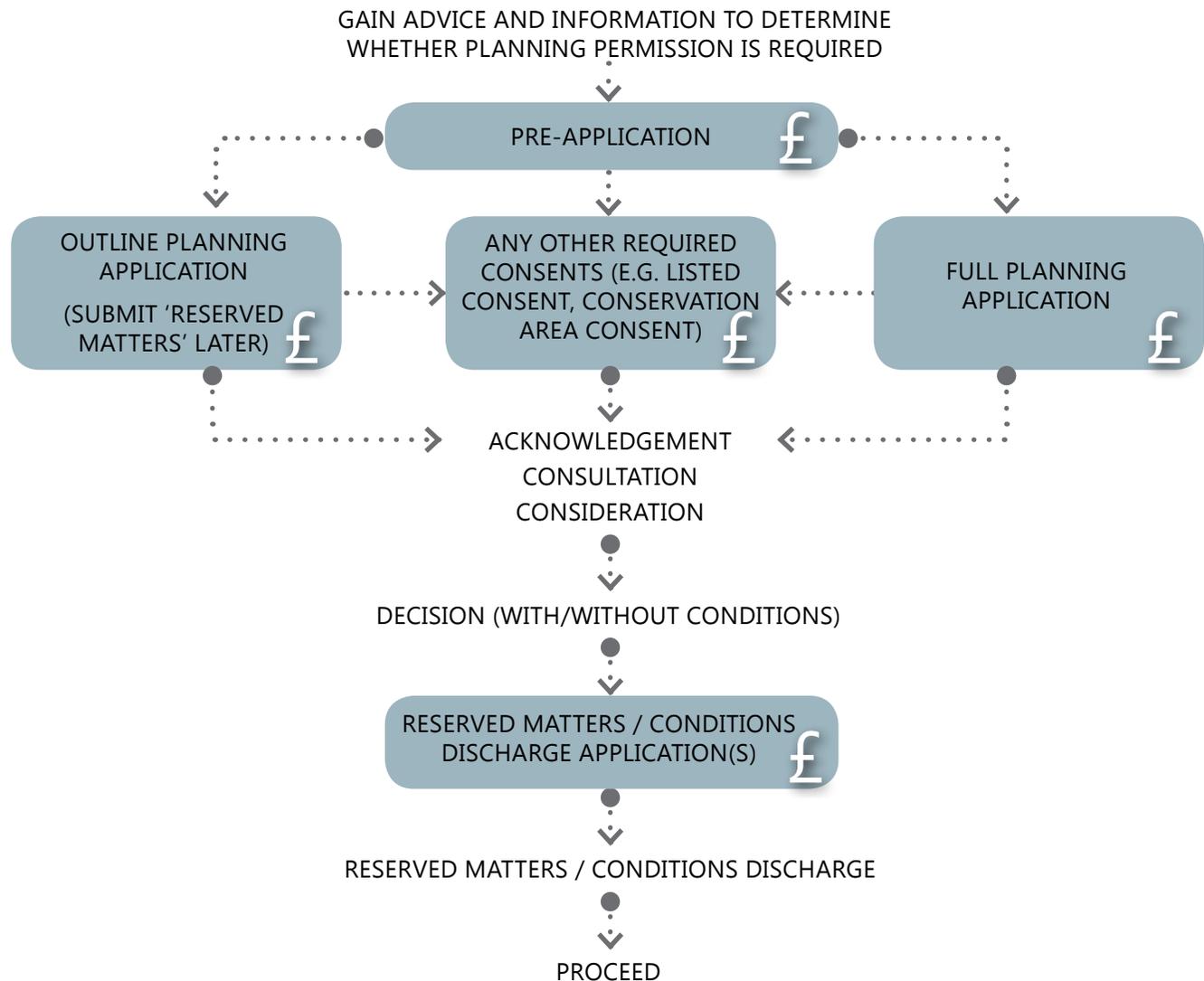
<http://www.planningportal.gov.uk/permission>

# The Planning Application Process

The adjacent diagram illustrates the main processes that a successful application would follow, whether a club chooses to submit either an 'outline' or 'full' planning application.

For further information on planning, see the Sport England website at:

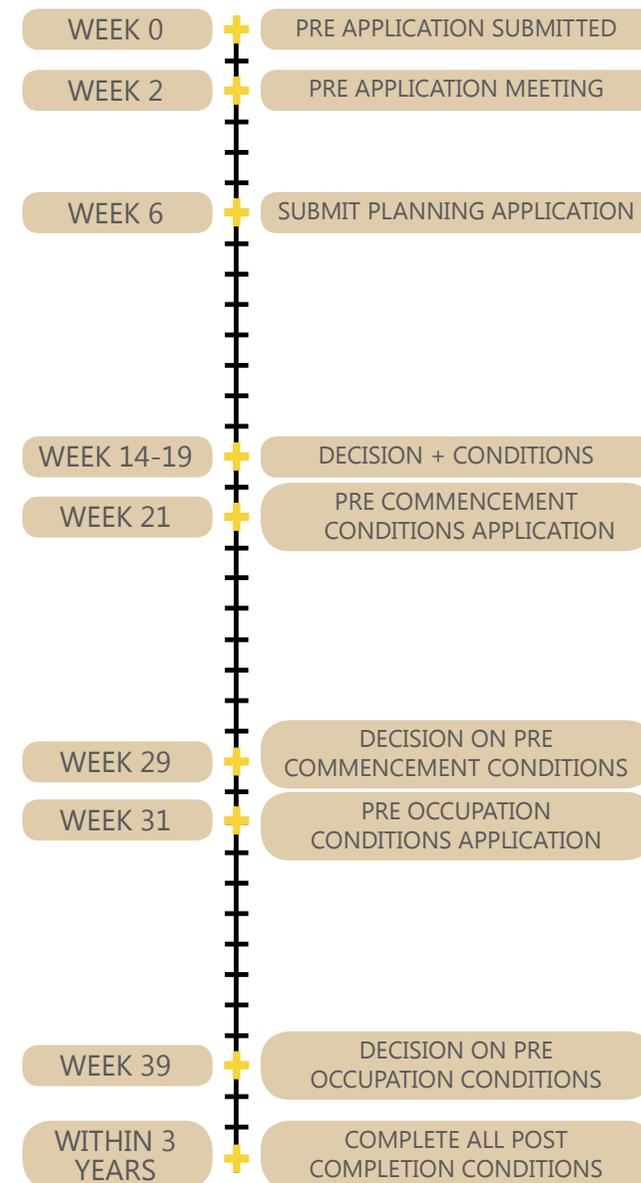
<http://www.sportengland.org/facilities-planning/planning-for-sport/development-management/making-a-planning-application-a-guide-for-sports-clubs/>



**Note:** £ indicates where a fee is required

# Timescale for a full planning application

- Once a planning application has been submitted, the planning department will check and validate the application. This should normally take around a week.
- The planning officer will then consult various specialist support teams for comments that will need to be addressed.
- The planning department should take 8 weeks to reach a decision unless the project is large or complex in which case the time frame is 13 weeks.
- After the 8 or 13 week period the case officer will prepare a report. The decision will then be taken under delegated powers or put to a planning committee.
- Planning permissions are normally granted with a series of 'conditions' that require further information. Some of these conditions may need to be discharged before work can start on site, and some may require discharge before the building is used.
- The planning department has 8 weeks to approve or reject the discharge of a condition once the information has been submitted.
- Sufficient time should be included in the project programme for the planning application process and the discharge of conditions, particularly any pre-start conditions.



Note: Indicative timescale only - timescale will vary from project to project

# 6.0 BUILDING REGULATIONS

## What are Building Regulations?

Building Regulations are entirely different to Planning permission. They relate to the technical aspects of how a building is designed and constructed. They require the local authority or an approved inspector to ensure that the current standards of construction are met and that the structure of a building or alterations are safe.

The building inspector is the person at the Building Control department who will inspect drawings and the works on site. At the end of the approval process a 'Completion Certificate' will be issued to show that the work is compliant with the required standards.

An approval under the Building Regulations will be needed for any 'building works' as defined under Regulation 3 of the Building Regulations.

In summary, the following types of project amount to 'Building Work':

- The erection or extension of a building
- The installation or extension of a service or fitting which is controlled under the regulations
- An alteration project involving work which will temporarily or permanently affect the ongoing compliance of the building, service or fitting with the requirements relating to structure, fire, or access to and use of buildings
- The insertion of insulation into a cavity wall
- The underpinning of the foundations of a building
- Work affecting the thermal elements, energy status or energy performance of a building.

The Building Control department should be consulted at an early stage in a clubhouse project.

# Application Types

There are three types of Building Regulations Application as set out below. There is a fee associated with all types of application.

## Full Plans Procedure

The type of application most commonly used, is the Full Plans Procedure. Detailed drawings are required to be submitted in advance of any work on site. The Building Control department will issue a notice stating either an approval, which allows you to begin work immediately, or a Conditional Approval which will ask you to provide further information or the application can be rejected. If the application is rejected, you may be asked to make amendments to your plans and you will be required to resubmit your application.

## Building Notice Procedure

This method is only ideal for very small projects. You can submit a Building Notice with only 48 hours' notice of starting work on site. When submitting a Building Notice you should be aware that you may be asked for additional information as your project proceeds and the Building Inspector may require changes to work already built.

## Regularisation Certificate

If work has been carried out in the past without building regulation approval, it is possible that retrospective approval can be given. This process requires the issuing of a "regularisation certificate" by the building inspector.

This method is very risky and not recommended. At worst, the local authority can demand that you open up the works and take remedial action should the works not be deemed to comply.

For further information, and details of fees for each type of application please refer to the Planning Portal website:

[www.planningportal.gov.uk](http://www.planningportal.gov.uk)

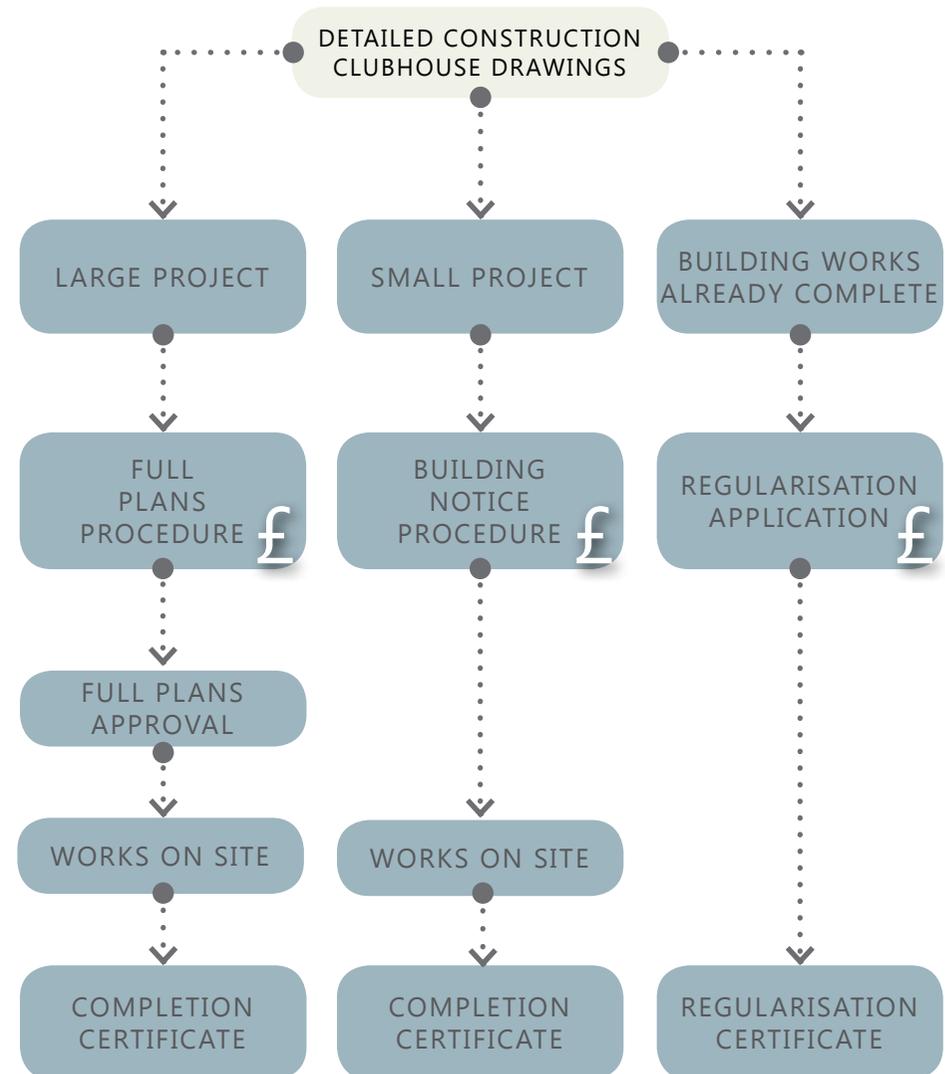


Diagram showing the building regulations applications process

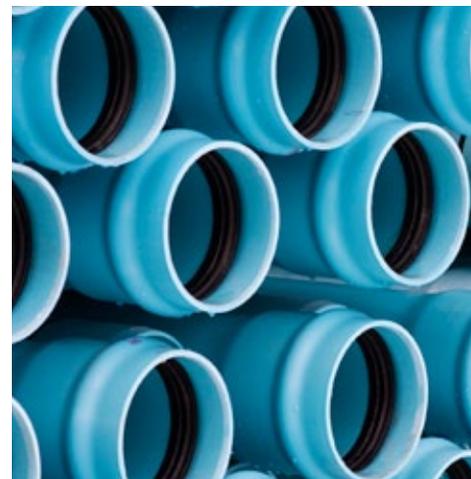
Note: £ indicates where a fee is required

# 7.0 SERVICE CONNECTIONS APPLICATION

## What are Service Connections?

Service connections are the connection of gas, drainage, water, electricity and telecoms from the existing service networks to the new clubhouse. Permission to connect into these networks is required and a connection fee will be charged.

With any new building, extension to or refurbishment of an existing building, both the existing services and any new services connections need to be carefully considered.



### Existing Services

It is important to identify and locate the existing services on the site. A member of the project team or a building services consultant should discuss the proposals with the relevant network operators and establish what infrastructure is on or adjacent to the development site. This information can be obtained for a small fee.

The services that will require identifying are:

- Electricity
- Water
- Gas
- Telecommunications
- Fire Service water supplies
- Underground drainage systems
- Above ground drainage and rainwater systems

Should a new service connection or upgrading/replacement of the existing connection be required, the utility company will establish the type of connection required. The degree of complexity involved in getting a connection varies greatly according to the size and nature of the development and can be time consuming.

For further information, please refer to the following guidance:

British Property Federation 'Getting Connected Utilities connections: a Guide for Developers'.

[http://www.bpf.org.uk/en/files/bpf\\_documents/construction/Getting\\_Connected\\_utilities\\_guide\\_for\\_developers.pdf](http://www.bpf.org.uk/en/files/bpf_documents/construction/Getting_Connected_utilities_guide_for_developers.pdf)

## Accuracy

The drawings provided by the Utility companies are often not to scale and are representations only. Precise locations for plant and equipment should be verified on site. Radar, scan surveys and trial holes can assist in identifying precise locations. Your Building Services Engineer or Structural Engineer should be able to carry out these surveys.

Once the location of the existing services has been established, restrictions regarding the proximity of new structures and construction activity adjacent to pre-existent services might need to be addressed.

# 8.0 PROCUREMENT OPTIONS

## What is Procurement?

Procurement is a term used to describe the method chosen of getting a building built. It can be a complex subject area and it is important that the club seeks professional advice from their Architect or Quantity Surveyor.



# Overview

The method of procurement that is selected will determine the relationships between the client, the team of design consultants and the team carrying out the construction. This in turn will be reflected in the kind of contract that is considered to be most appropriate for the project. A formal contract or contracts will help to clarify everyone's role. They set out the basic information, like who the contract is between, the start and finish dates, a format to agree important matters such as payment terms, as well as setting out what should be done if things do not go to plan.

Key issues are the level of control that the club has over the quality and cost of the building and how long it will take to build. It is important that various approaches are considered so that the club can make an informed decision about what is best for them.

## Traditional

By appointing a design team and developing the project in great detail, the club will retain greater control over the quality and cost, but as the construction process can only start once all the designs are completed, this may take longer. This is often referred to as 'traditional' procurement.

## Design and Build

By setting out the needs, performance and quality standards in some form of outline design and specification documents it is possible to tender the work earlier and allow for some of the detailed design to be carried out by the contractor. This means that time can be saved as some of the design work can be finalised at the same time as the construction gets underway. It also means that the contractor gives a price for the work at an earlier stage so there is more certainty about costs. However, unless the club is confident that they have included enough information about exactly what they want, it can result in a loss of control over some parts of the design and/or an increase in costs if the specification is changed. This approach is often referred to as 'Design and Build' although the balance between 'design' and 'build' aspects can vary considerably.

## Construction Management

It is also possible to divide the proposed building work into a number of separate packages. These packages can then be tendered and contracted separately with the process carefully overseen by an experienced project manager. This approach can have advantages in keeping control of quality standards and timescales, but to ensure proper coordination and sequencing of the packages and to avoid disputes and increased costs, it needs to be overseen by a suitably experienced and knowledgeable person.

# 9.0 HEALTH AND SAFETY ON SITE

## What is it?

Health and safety is a body of law enforced by the Health and Safety Executive (HSE) with local authorities (and other enforcing authorities) that protects the health, safety and welfare of those working on or visiting the site. The current regulations are The Construction (Design and Management) Regulations 2015 (CDM 2015). See:

<http://www.hse.gov.uk/simple-health-safety/index.htm>

<http://www.hse.gov.uk/construction/cdm/2015/index.htm>

They came into force April 2015 and supersede CDM 2007. They are subject to certain transitional provisions for projects that started before CDM 2015 came into force. There is a legal requirement under the CDM regulations to meet Health and Safety requirements for all projects no matter what the size. The main duty for clients is to make sure their project is suitably managed, ensuring the health and safety of all who might be affected by the work, including members of the public.

Under CDM 2015, some projects are 'notifiable' - see following section.

# Notifiable Projects

A construction project is notifiable if the construction work is expected to:

- last longer than 30 working days \* and have more than 20 workers working at the same time at any point on the project or
- exceed 500 person days \*.

For further information, see:

<http://www.hse.gov.uk/construction/cdm/faq/notifications.htm>

If the project is notifiable, the Health and Safety Executive (HSE) will need to be informed through the F10 form on line. As the client, the club is responsible for undertaking this or appointing a suitably qualified person to do so on their behalf. A copy of the notification must be displayed in the construction site office.

The F10 form can be downloaded from the HSE website at:

<http://www.hse.gov.uk/forms/notification/f10.htm>

For further information on Clients responsibilities under CDM regulations, please refer to:

<http://www.hse.gov.uk/construction/cdm/2015/responsibilities.htm>

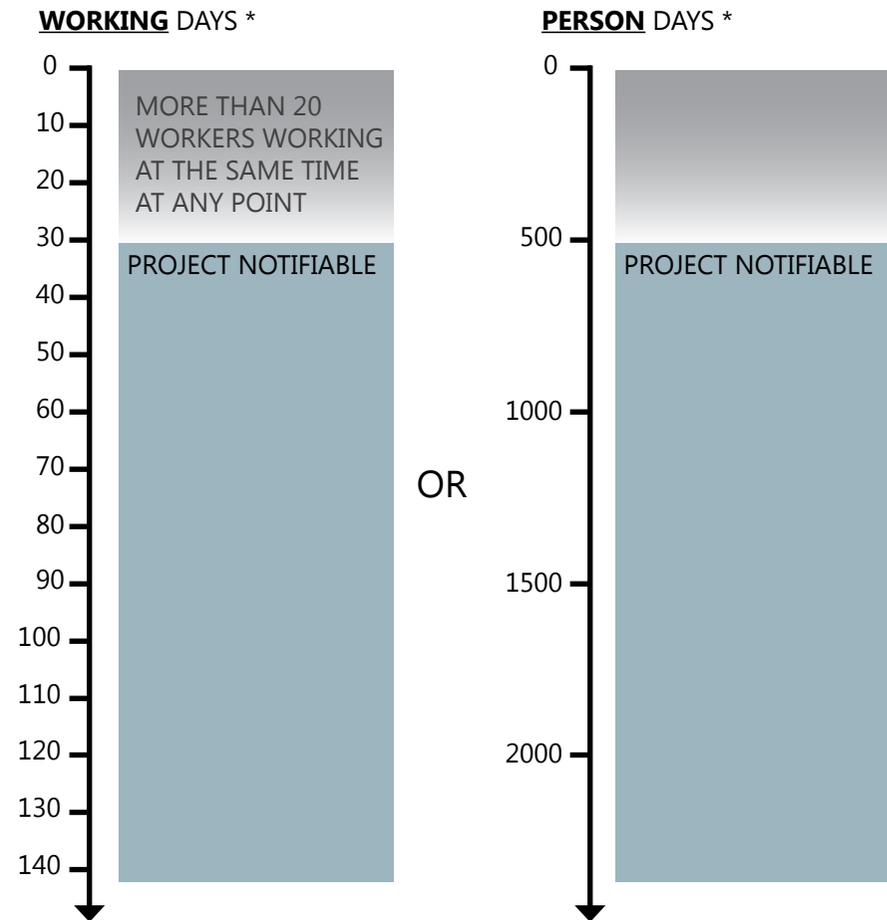


Diagram showing when a construction project is notifiable to the HSE

\* Every day on which construction work is likely to be carried out should be counted, even if the work on that day is of a short duration. This includes holidays and weekends.

## **‘Principal Designer’ and ‘Principal Contractor’ Roles**

On projects with more than one contractor, the client has responsibilities under Health and Safety to appoint a ‘Principal Designer’ and a ‘Principal Contractor’. These appointments must be made in writing.

It is also the client’s responsibility to take reasonable steps to ensure that the ‘Principal Designer’ and the ‘Principal Contractor’ comply with their duties.

### **Principal Designer**

The ‘Principal Designer’ must plan, manage, monitor and coordinate Health and Safety in the pre-construction phase of the project.

The ‘Principal Designer’ role does not necessarily have to be undertaken by the designer of the project. It can be carried out by anyone who has an impact on the design and is usually carried out by the Architect or the Project Manager.

If the client fails to appoint the ‘Principal Designer’, then the client assumes the role. However, the client must have the skills, knowledge, experience and (if an organisation) organisational capability, to carry out all the functions and responsibilities of the ‘Principal Designer’.

### **Principal Contractor**

The ‘Principal Contractor’ must plan, manage, monitor and coordinate Health and Safety in the construction phase of the project.

The ‘Principal Designer’s role will often continue once a ‘Principal Contractor’ is appointed. The ‘Principal Designer’ will assist with compiling the ‘as built’ record information.

## **Complying with HSE**

The ‘Principal Designer’ and ‘Principal Contractor’ appointments will be required for the majority of clubhouse projects. The only exception is when all of the work (including design work) is to be undertaken by a single contractor. Note however, in this regard, every sub-contractor (e.g plumber, electrician, decorator) is a ‘contractor’, therefore all projects employing a sub-contractor require a ‘principal contractor’ appointment.

For further information please refer to the HSE website at: <http://www.hse.gov.uk/construction/cdm/2015/summary.htm>

## **What happens if you don’t comply?**

On projects with more than one contractor, if a ‘Principal Designer’ and ‘Principal Contractor’ are not appointed, the club will be legally liable for any accidents that occur. Serious breaches of health and safety legislation on a construction project could result in construction work being stopped by HSE or your local authority and the club could be prosecuted.

# 10.0 MODULAR / PRE-ENGINEERED BUILDINGS

## What is Modular Construction?

Modular construction is the process of manufacturing / pre-engineering sections of buildings in a factory environment which are then transported to site and connected together. It may be worth considering this type of building as an alternative to traditional construction methods.

There are specialist contractors who can provide a complete turn-key service including:

- Designing a scheme that meets your needs
- Securing the necessary planning and building consents
- Preparing the site
- Delivering and assembling the building
- Carrying out service connections
- Installing the prepared base
- Fitting out the building internally
- Procuring the building, services and interior fit-out teams.

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Pre-fabricated or pre-engineered solutions can provide basic but decent quality accommodation for changing rooms, clubrooms or secure storage for equipment. They can be much quicker and cheaper to build than a new clubhouse constructed with traditional on-site methods. It may also be possible to have part of the clubhouse facilities as modular construction and part as traditional construction. Increasingly sophisticated and robust, the appearance of modular buildings can often be adapted to suit local circumstances and planning requirements.

There are factors that should be considered when weighing up the merits of this solution. Timescales for lead in times for the production of the building within the factory should be factored into the programme. The connection of services, the foundation for the building and any site works such as car parking and paths all need to be identified. These additional costs associated with a pre-fabricated unit will need to be factored into the budget when comparing against traditional construction methods. The design and layout are fixed at an early stage and cannot be altered later or on site.

For more information on modular buildings follow the below link;

<http://www.sportengland.org/media/129044/modular-building-briefing-note-new-dec12.pdf>



# 11.0 INSURANCE

## What is Insurance Required For?

Insurance protects your building project against theft or natural damage and covers liability claims against the client or the contractor for accidents and injuries that could occur on site.

It is important to check that the existing building is correctly insured. Many insurance policies exclude alteration and renovation work or may offer reduced cover to named perils such as fire and lightning. So damage from a collapse during the progress of alteration work may not be covered.

There are several different types of insurance associated with a construction project. These are as follows:

### **Building Insurance**

Covers risks to the existing building.

### **Public Liability Insurance**

Covers claims brought against the club by a third party or member of the public.

### **Employer's Liability Insurance**

Covers any subcontractors employed by the club to work on site.

### **Personal Accident Insurance**

Insures the club against any accidents on site.

### **Legal Expenses Cover**

Provides finances in the event of disputes or other legal issues that may arise.

### **Contractor's All Risk**

Covers the building site and its contents throughout the project against, fire, theft and other incidents.

The list above is not exhaustive and it is important that the project team seek the advice of an Insurance Broker and/or Solicitor to advise on the correct Insurance protection that should be put in place.

The insurance requirements and limits for the club, architects and contractors should be considered as part of the project and incorporated into relevant contracts.

There are a number of companies who provide specialist insurance that incorporates all of the above together. If the contractor has appropriate insurance, this may cover the project but this should be verified and that the responsibility of insurance is clearly written into the contract.

### Alternative Languages and Formats:

This document can be provided in alternative languages, or alternative formats such as large print, Braille, tape and on disk upon request. Call the Sport England switchboard on 08458 508 508 for more details.

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### User Guide:

Before using this design guidance note for any specific projects all users should refer to the User Guide to understand when and how to use the guidance as well as understanding the limitations of use.

Click here for **'User Guide'**

Click here for current **'Design and Cost Guidance'**

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### Further Information:

To find out more about Sport England and to get the latest news and information about our various initiatives and programmes, please go to [www.sportengland.org](http://www.sportengland.org)