

***Restaurant and F&B
Design and Development
Project Planning Guide***

Finding the right location for your venture is such a big first step that it can be easy to underestimate what happens next.

This is a guide to the essential questions to ask before proceeding with design and construction.

The Site

1 Have you carried out a feasibility study to estimate how many covers you can achieve from the site?

Where a survey plan drawing is available of the property your designer should be able to produce a feasibility design layout that can be used for financial planning as an early indication of venue capacity.

2 Are you aware of statutory requirements such as planning, advertising and licensing applications and building regulations approval?

Assessing the requirement for each of these applications is dependent on the scope of changes you are looking to make to the property. A planning consultant will be able to advise you based on the proposed scope of work.

3 Do you need to submit a planning application?

This depends on whether you are changing the use-class of the building or making any changes in respect of matters relating to noise, odour, waste collection, impact of the hours of opening, transport and highways impact, impact on existing local provisions or the design of any external changes. As a minimum you will be changing the signage outside (Advertising Consent). If so, prior approval is required and applications need to be made.

4 Do you know how long the planning process typically takes?

The guideline for this is between two and six weeks for a pre-planning application, and eight weeks for a full application.

5 Is the building or space listed, is it in a conservation area?

If so, congratulations, because it's more than likely the site has inherent character, and intrinsic in this kind of property is the need to apply to the local council for listed building consent, should you wish to make any architectural changes.

6 Is the power, gas supply and extract system suitable for your needs?

This depends on the type of cooking to be carried out. For example, while growing in popularity, solid fuel cooking adds extra design requirements to an extract system.

The Team

1 Have you prepared a design brief?

A design brief is an invaluable tool to have at the beginning of a project as it will help you and the design team understand clearly what you're looking to achieve. A brief doesn't need to be particularly formalised, a simple record of the answers to a few key questions can be referred back to throughout a project to check the direction remains in line with the original plan. Typical questions include:







- What will the venue offer and what the style of service will be. For example, is the concept an A-list destination, a Michelin star experience, a future national brand or a successful local crowd pleaser?
- Who the target market is, what time of day/days of the week they will come, how long they will stay and how much they will spend
- What other benchmarks there are currently
- An indication of the budget level.

2 Does your lead designer understand the unique aspects of your operation?

No matter their size, all successful F&B operations are run in a highly efficient manner. A good quality designer will take the time to understand your operation and ensure that the end experience for both customers and staff lives up to expectations.

3 Are you aware of who needs to be involved and when?

It's not unusual to require all of the following consultants and contractors:

-  Lead Designer (either Interior Designer, Interior Architect or Architect)
-  Project Manager
-  Quantity Surveyor
-  Operations Consultant
-  Site Surveyor
-  Planning Consultant
-  Approved Inspector
-  Conservation Officer
-  Fire Consultant
-  Mechanical, Electrical and Plumbing (MEP) Consultant/Contractor
-  Structural Engineer
-  Kitchen Designer/Contractor
-  Bar Designer/Contractor
-  Acoustics Consultant
-  Lighting Designer and/or Consultant
-  FF&E Procurement Agent
-  Art Consultant
-  Audio Visual (AV) Consultant/Contractor
-  Contracts Manager
-  Site Foreman.

The Process

1 Are you aware of your obligations under CDM 2015?

Your initial priority is to ensure a principal designer is appointed as soon as possible.

2 Do you have a system set up for client-direct orders and furniture fittings and equipment (FF&E) purchasing?

Once the FF&E is specified by the designer there are various options as to who within the project team takes responsibility for the purchase order. Such as you, the designer, a project manager, contractor or a purchasing agent.

You will also need to consider storage space for the delivery of FF&E ahead of installation during the closing days of construction.

3 Are you aware of the typical stages in the design and construction process?

The following is an overview of the stages involved, these will vary in length of time depending on the scale and complexity of the project:

▼ Brief

Lead by you, and can be developed in collaboration with the designer.

▼ Concept Design

Your design team will develop a conceptual proposal that responds to the functional, operational and experiential aspects of your brief.

▼ Developed Design

During this stage the design team will develop the concept design in to a basic detailed design and coordinate with each other to ensure the design works schematically.

▼ Technical Design

Once approved, the design team then take the developed design and create a full set of construction documentation allowing a contractor to submit a price against the proposed work.

▼ Tender

The technical design is then submitted to one or more (typically three) contractors for pricing. The typical forms of contract used for F&B refurbishments and fit-outs are either Minor Works, Standard or Design and Build (JCT).

▼ Construction

The construction on site begins and will start with any demolition required to the existing space

▼ Completion & Handover

The agreed date that the construction work has completed, upon which the keys are handed over to you. From this point your staff team can start setting up ahead of your opening or soft opening.

▼ Defects

Typically six months for a restaurant – this is a stage beyond the completion of construction, during which your contractor can address any defects arising out of the work they have carried out during the construction phase.

For more information visit www.ribaplanofwork.com and jctltd.co.uk

*This guide is intended to provide a general overview,
if you'd like to discuss anything in more detail get in
touch.*

'A goal without a plan is just a wish' Antoine de Saint-Exupéry

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