



**bringing
architecture
home**

what an architect can do for you...

What does architecture mean?

We are all familiar with images of art, design and interior decoration but somehow architecture, arguably the grand daddy of them all, gets forgotten. We tend to overlook the fact that architecture surrounds us from the moment that we wake up until we go to sleep again, at home, on our journey to work, in our offices and in the places that we play.

Architecture has the power to affect our emotions, to inspire and to excite us – think of The Eiffel Tower, St Paul's Cathedral, the Empire State Building. Architecture is so much more than just shelter, it is fundamental to the way that we experience and enjoy our everyday lives. So, we teamed up with Arts Council England to celebrate Architecture Week, the annual celebration of all that is wonderful about architecture, with the publication of this booklet – your essential passport to discover what an architect could do for you.

We show you that architecture can be versatile, adaptable ingenious, dynamic, fantastical and even revolutionary but most of all relevant to you and your home through a series of case studies – from modern make-over to a whole home in a box! And once you're inspired we take you step by step through the process of actually finding and hiring an architect so that your dreams can come true. And if there's any techy stuff or jargon you don't understand, check out the Translation Dictionary at the back of the booklet, which covers everything from what's an A-Frame to understanding Underpinning and VAT!

But what are architects actually good for?

Architects are trained problem solvers, skilled visualisers, and professional imagineers! In other words a good architect can take a look at a plot of land or a shell of a home and imagine more space, light, rooms and potential than you ever thought possible. Which means you could employ one to make your current home work better for the way you live your life, or perhaps the way you want to live it. They could design a new extension so you don't have to move, add joy by making your basement into a wondrous snooker room or perhaps they could design you a whole new house.

Don't forget though that you are as important to the process of good design as your architect. It cannot be stressed enough that architects are not mind readers, they can only respond to what you say. So if you commission one, take time to really work out what it is you need your home to do for you. Be realistic about your budgets. Have ideas. Be informed. Be patient. And bear in mind that work on your home can be stressful. Stay focused on the big picture though and at the end of the day you'll get an extra quality product, a place to live, work or play that's designed to fit in all the right places, especially made for you.

We want you to be inspired by the possibilities of great design. Good luck. And good architecture!

Tom Dixon, one of this year's Patrons of Architecture Week talks to Elle Decoration about the joy of good architecture and how he'd like to be an architect when he grows up!

How would you define *architecture*?

I would call it "the conquest of space."

Ooh, very grand. On a more local level...

At its best, architecture is about defining how you live in a space, whether that be your own space, your work-space, or even your garden. I think the desire to create our own environment, to build something is a primitive one and one that must come from a deep urge we have to put a mark on our surroundings: the wish to build and shelter ourselves.

When it comes to a building, what makes a good piece of architecture?

A sense of place. I don't mean that it has to challenge everything it's surrounded by or conversely integrate with it. It just has to have a reason for being there.

What is the architecture you love?

I'm a big fan of everything. I love serious engineering structures, the bridge in Porto by Eiffel, the Pompidou Centre in Paris, the Post Office Tower in London. And the big globe at Disney World – I enjoy the charm and the effect it has on people. On a more domestic scale, some of the buildings that Le Corbusier did in India – in particular one house where the child living in it asked for a slide from his bedroom on the second floor to the swimming pool. So he did it! It's that mix of the personal touch with a grand concept that I particularly like. But I also like medieval architecture, huts on the beach in Goa, the Mir space station. I like all sorts of things from the humble to the grand.

What, in your opinion, is bad architecture?

Bad is *pastiche*, it's faking it, pretending you are of another time. Restoration is fine but creating new pastiche is bad – like the buildings next to the old Tate Gallery where Prince Charles has reconstructed some fake Georgian with fibreglass mouldings. Bad is non-variety as well, working to a formula. Bad is new towns where there's no mix of old and new.

If you were to create a building, what would you do?

I've never been an architect but I would like to be one when I grow up! It's my next step. If I were to create a building I would want to challenge how it was made from the very beginning. It still perplexes me that there aren't prefabricated

parts for a house like there are for ships and cars. It's much easier to create a house in a factory than on a building site. So I would challenge everything from the materials to the technology. Then... I would definitely want a view, so the building would have to be tall. I'd want a garden too but I'd quite like it high up. So it would be kind of a tower shape with a garden on the roof.

The inside?

Integrated. I would like my windows to go up and down at the press of a button, like they do in a car. I would also like central locking. These are things that are easy to do but for some reason have not permeated buildings. I'd like to have a bit of nature too, some running water and an indoor garden of some sort. A moss wall to keep the room moisturised, to counteract central heating. A cool, practical building but also a flexible one so we can add on another room or take it away.

So, would you ever, or have you ever, used an architect?

Yes, a couple of times and it has been well worth it.

Why?

People think it's a scary thing to get involved in but actually architects are one of the most intensely and broadly educated groups of people so why not use them more? They're good at maths, they're good at culture, at art, at space planning. It is a phenomenal skill to be able to look at someone's space and sort out all of their sins and everyday problems. Tap into this knowledge, use them, they're a fantastic resource!

How did Habitat get involved in Architecture Week?

Two years ago, I heard about Architecture Week and the RIBA's Architect in the House, when architects visit people's homes and I thought this is exactly what we need for Habitat because it's so accessible, it's for charity and it's such a great concept. So we tried it last year. In our King's Road store, we asked architects to come in and give advice – each person gave a minimum donation of £10 to Shelter. It was a positive experience for both parties. Most people were astonished at how helpful it is to have an objective view on what they want to do. It's like a doctor: you've got a headache and the doctor's got enough experience to say, "Well... you need to do this". It's the same thing with an architect. So we're doing it again this year.

Anything else?

Yes, I'm also doing one of the Channel 4 Architecture Week Bus Tours. I'm going to take people from down the river up the river. And, of course we'll be stopping off at Habitat.

case study one: fantasy.

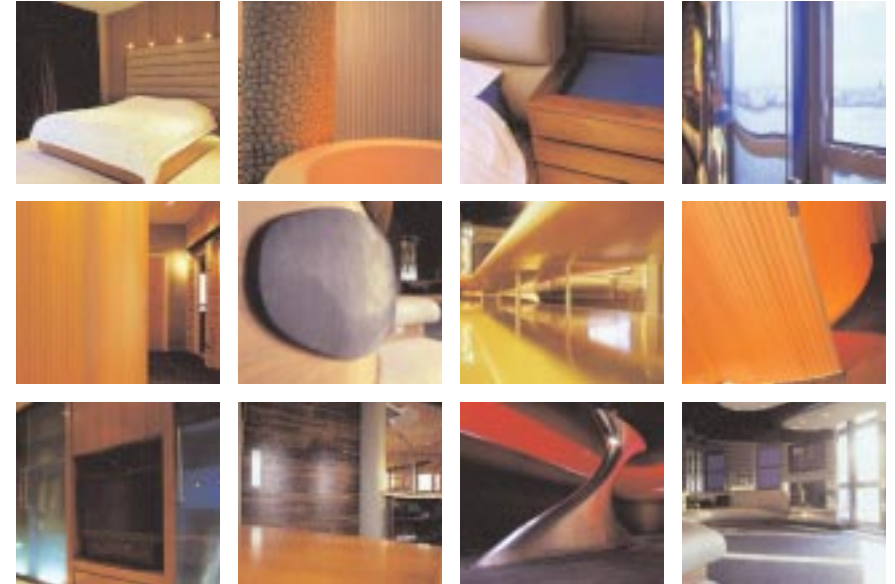
A penthouse bachelor pad par excellence!

The brief from the client was to strip out the standard developer fit out and “make it like no space I’ve ever walked into”. The resulting design was swiftly dubbed ‘the James Bond Love Palace’ and features a polished stainless steel reception room, a huge curved leather sofa, padded cream leather walls and sculpted lightweight rafts suspended from the ceiling, which hide lights and contain the services. A ‘mean plasterboard’ bathroom was replaced with a curved, coloured, top-lit bathing pod plus liquid plastic floor, pebble-dash pillars and textured grey tiling. And a new steel spiral staircase leads you up to a landscaped roof garden complete with astro-turfed putting green! Build cost? £200,000 including furniture and fishtanks. Time taken: Five months on site.



What the architect says, Richard Hywel Evans: **“Our job was to take the client’s thought processes to a level that he couldn’t imagine himself. We’re trained to think spatially, to bring a third dimension to everything, but in all successful projects, the client has to be involved and be excited about the possibilities. And it doesn’t have to cost a fortune to make it look like it does. There are always alternatives. We help our clients to discover their own taste. I’m happy when they are happy.**

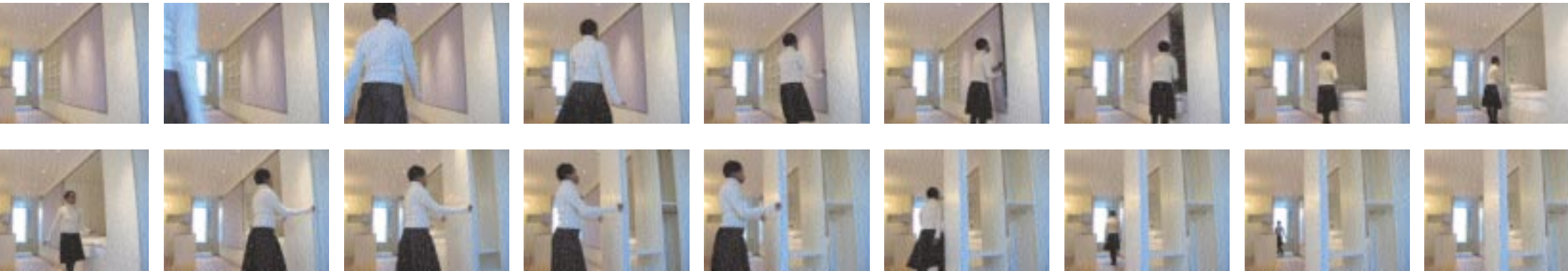
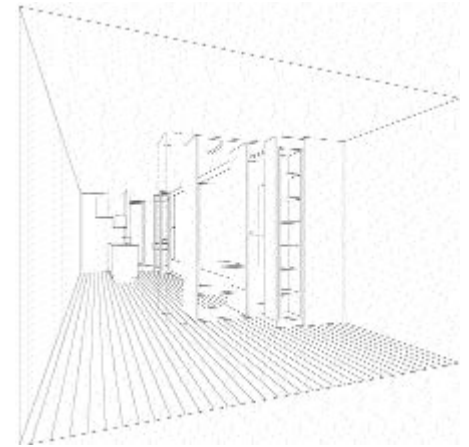
What the client says: **“I have membership of all these fancy clubs but what I really love is to hang out at home now.”**



Architect: Richard Hywel Evans Architecture & Design
Great Titchfield House, 14/18 Great Titchfield Street, London W1W 8BD
020 7436 3400 www.rhe.uk.com

case study two: adaptable.
A whole home in a box!

This is a classic tale of textile designer buys exceedingly small apartment in Islington (31 square metres to be exact) and calls upon architect to make it seem bigger! Architect then devises a cunning plug-in plan whereby the original flat is stripped back, re-wired and re-plumbed and two room-sized pieces of 'furniture' – a bed in a box with extra added pull-out shelving, and a bathroom in a box – were pre-fabricated off-site and literally plugged into place!



What the architect says, Daniel Rosbottom: "On these small projects it's all about being creative. We had the room furniture made by a joiner we know in Sheffield which kept costs low but quality high. It was then installed like a mega flat-pack project. Often the problem with low price extensions is that you can do a great design but the builders might not be very good... also there's the extra costs incurred for the architect to supervise work on site. This way we avoided all of those problems."

Originally this teeny flat was laid out like a couple of individual cells – a separate bedroom and bathroom – joined by a corridor. It was in fact a small dark cramped non-home. A few clever architectural moves later and space has been "found" – new windows front and back let in light, a foldaway bed, alcoves for the sofa plus not wasting precious footage on corridors are the height of compact versatility. And every inch saved is used as living space. And the cost? Just £26,000.

Architect: drdharchitects
20 Rosedene Terrace, London E10 5LS
020 8539 9723

case study three: versatile.

A modern extension for indoor/outdoor dining.



To build something like this would cost about £25,000. Exclusive of all fees and incidentals. (See "Budget" in the the Translation Dictionary towards the back of this booklet).

Jake Curtis



You don't have to move to add space and value to your life, you could add an extension! This extremely versatile dining room addition to the back of a 1970s semi in Leeds has space saving sliding doors to separate it from the adjacent kitchen and another set onto the garden. This means it can be enclosed for privacy or left open from kitchen through to newly laid terrace

for parties. Albeit a simple design the architectural attention to detail is what makes it so much more than the average add-on. Recessed spotlights, white render to match the house, a gently overhanging roof (to cut down summer glare) which seemingly floats above a neat line of clearstory windows, a wall of designer chic glass blocks inside... the list goes on!

What the architect says, Irena Bauman: "On an extension you have the luxury of being able to spend a lot of time on very small details. It makes it very interesting. But this was one of the most enjoyable projects we've ever had because the client was very clear about what they wanted and they were totally prepared not to compromise. We were really able to explore the possibilities. They also did a lot of research, six months to find the right architect and another six months for the right contractor!"

Architect: Bauman Lyons Architects
15 Hawthorn Road, Leeds LS7 4PH
0113 294 4200 www.baumanlyons.co.uk

case study four: dynamic.

A Victorian house gets a thoroughly modern make-over.

What the owners bought: a mid-terrace Edwardian town house with typical cellular layout that hadn't been touched since the 1970s.

What they wanted: a home that could accommodate a modern lifestyle plus family.

How it was done: The ground floor was made into a single space that flows seamlessly from a newly glazed over and enclosed external yard turned dining area, through to the sculptural centrepiece kitchen and then up a few steps to the "cosy zone" lounge (where traditional cornices and fireplaces were kept). Underfloor heating runs throughout and the whole is a wonderful marriage of function and fun. And it took just six months on site! And this included the basement being made habitable and a study being inserted into the roofspace. Plus refinements of all the in-between bits to ensure nothing was left unconsidered.

What the architect says, Richard Scott: "This project for us was about exciting design being used to make the most of previously wasted space. We actually tendered against another architect for the job who offered more average solutions. It's entirely to the client's credit that they went for our more experimental option."

What the client says: "It's true, we were a little hesitant at the beginning but we built up a good relationship with the architects and decided to do something more exciting. We wanted to push forward the boundaries to see what was possible. It was a leap of faith. And now I'm sitting in our new dining room with the sunlight streaming through the windows and it's fantastic! We couldn't have done it on our own."

Tech note: The project was efficiently organised to coincide with building works going on next door. It minimised the inconvenience for both parties and reduced some costs (see Translation Dictionary "Party Wall Agreements") which would otherwise have been duplicated. Build cost of the ground floor and kitchen plus heating etc was £110,000.



Architect: Surface Architects
51 Scrutton Street, London EC2A 4PJ
020 7729 1030 www.surfacearchitects.com

case study five: ingenious. Converting a Victorian school.

The photographer owner of this top floor triplex loft unit bought it as a shell. Part of an old Victorian school building, it was arranged as a 9x7 metre 'ground floor' with two smaller mezzanines above, all three floors linked by a spiral staircase. There was just one small window at the top of one wall, and a run of rooflights across another. The lower level has no external windows. The brief was therefore to fit out the space as a one-bed loft without losing the sense of space, and to get light down to the lowest level. The client also needed a home for his 1000 strong video collection, and he had a dog, so everything had to be fairly sturdy.



What the architect says, Ferhan Azman, "It was a dinky old space, now it's a wonderful space which works. We offered innovative solutions, we added value, and a bit of wit."

How did they do it? The top, bedroom mezzanine was trimmed back and new glass floor panels ingeniously inserted to allow daylight through. Down a level sits the bathroom, here too glass floor panels permit light into the kitchen below. One of the panels is in fact the bottom of the bath! But the cleverest bit is probably the newly designed staircase cum bookshelf. It becomes a focus of the space, an anchor for the whole scheme and efficiently joins the three levels while accommodating all the owner's books and videos. A simple spatial solution, elegantly executed. And all dog-proof too!

bringing architecture home

Tech note: Removing the old staircase and modifying the mezzanines meant that the original random arrangement of steel columns holding them all up had to be removed. However, the architect's new design transferred the loads to the existing masonry walls and the original Victorian roof trusses, which meant no additional structure was required. Total build cost £98,000.



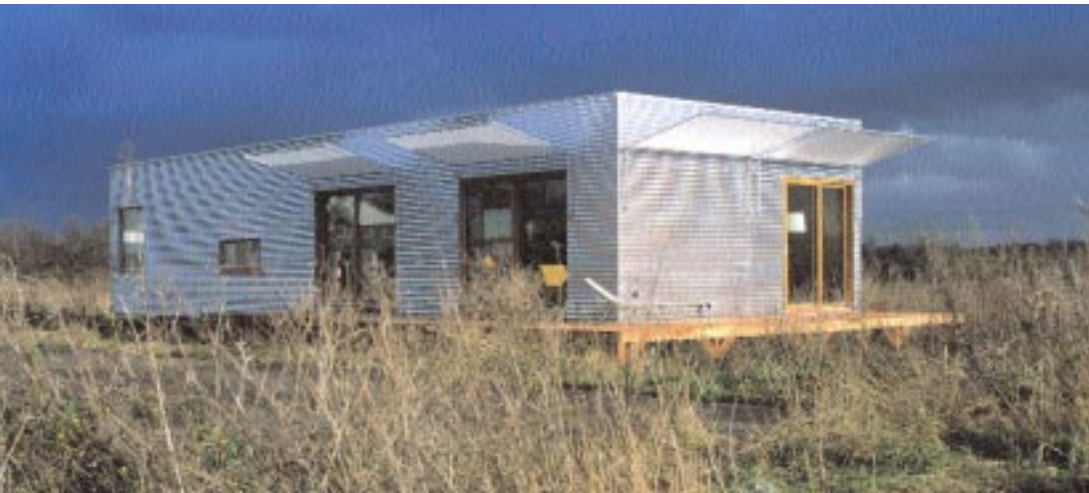
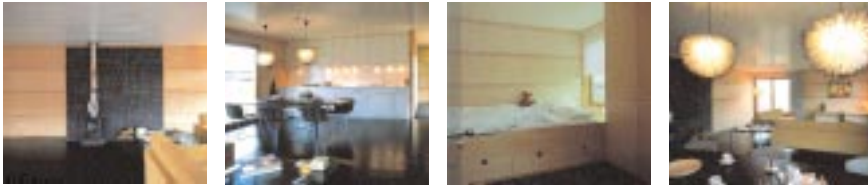
Architect: Azman Owens Architects
18 Charlotte Road, London EC2A 3PB
020 7739 8191 www.azmanowens.com

case study five: ingenious.

case study six: revolutionary. The future of housing?

This design is called m-house (pronounced mouse). Legally defined as a mobile home, it's built like a proper building and is designed to last a lifetime. Inside it has all possible creature comforts – birch ply walls, linoleum floors, underfloor heating and a wood burning stove! There's 2 carpeted double bedrooms, plus storage and wardrobes and a sophisticated bathroom with separate loo plus a utility and drying room. And it can live anywhere! In the countryside, urban brownfield sites, on a roof, even on rivers, because it can be adapted to float! (It's currently being proposed for the development of the Clyde in Glasgow.)

But perhaps most remarkably it arrives at your chosen location as two pieces, each 3m wide, which are simply joined together in a day. It comes completely fitted out so it's ready for you to move in immediately! And it costs just £148,000. Order today and it's yours in twelve weeks.



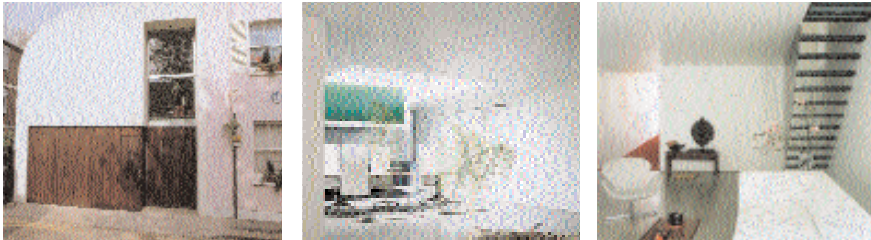
What the architect says, Tim Pyne: **"I saw a beautiful site for sale by the River Crouch in Essex but you weren't allowed to build on it, only to park a caravan or mobile home. But when I looked to see what was on the market, there wasn't anything good enough. So I decided to build my own – something that I'd like to live in! It's designed to very high specifications, probably much higher than the average Docklands apartment. And because it's technically a caravan there's no Stamp Duty or VAT to pay! If you buy a site with planning permission for a caravan or you're putting it in your garden then you have yourself a beautiful contemporary home with no hassle, no problems with planning applications and no builders! It arrives one day and it'll be there for the next 100 years. And if you move you take it with you!"**

Architect: Tim Pyne Architects
31 Charlotte Road, London EC2A 3PB
020 7739 3367 www.m-house.org

case study seven: genius.
Where once there was a garage...

This remarkable project demonstrates how a single storey garage, overlooked on all sides, could end up being a three-bedroom luxury home with interior courtyard. To the untrained eye, it is a site with zero potential. To an architect, a challenge!

What the architect says, Ian Chee: **“As a land locked site it was daunting, but not difficult – there were a lot of party wall agreements to sort through! [see Translation Dictionary] But right from the beginning I decided it should be less about views out, than using the space inside, creating privacy, and bringing light in. It’s all been very carefully thought through.”**



Henry Wilson

And it shows. Meticulous preparation was the key. It took about eight months to get ready to build, from planning to drawings, but only seven months on site. And the solution to the privacy versus light problem? Instead of going down the traditional route of walls with windows that would have looked straight onto his neighbours, the site was wrapped at ground level with a solid ribbon of wall. A rear courtyard and a large lightwell flood the space with light instead!

Tech note: Because of limitations on how high up you were allowed to build, the site was excavated down half a metre to improve ceiling heights. Bear in mind though that, perhaps due to the logistics of getting rid of rubble, it's generally more expensive to dig down than to build up! But, by knocking down the original garage and building again from scratch, there was no VAT to pay!



case study eight: evolutionary.

A beloved home is adapted and extended.

Some people don't move if their home gets too small, they just re-hire the architect that originally built the house, use the same technology and design an extension (or two) in the same style, so a treasured home simply evolves with them.

The Sorrel House is a Grade II* listed house on stilts in a wood in West Sussex, first built as a summer and weekend home by architects Peter Foggo and David Thomas in 1960. Extended in 1965, and then again a few years ago, it's now the much-loved year-round home of the original owner's son and family.

What the client says: "I've grown up with this house. It was very cherished and looked after by my mum and dad. I can't imagine we'll ever sell it. I'd like to see my own kids enjoy it when they're older."

What the architect says, Richard Constable: "The house was only ever changed because the owners' needs changed. The original house was very simple with a kitchen cum living room, two bedrooms and two showers. The lefthand wing was added first to provide an extra bedroom and a study. Then when the owner retired he wanted to have guests to stay so we added the righthand wing, which made it symmetrical again! It was a labour of love. But I think that's it now, although we might add a shed..!"

Architect: Foggo Associates with David Thomas
55 Charterhouse Street, London EC1M 6PR
020 7490 4040 www.foggo.com



how to hire an architect: So now you're inspired and want to build build build! But how do you choose an architect, and make it happen? Simple, follow our ten point guide... (PS words marked in quotes are explained in more detail in the Translation Dictionary that follows). So go build!

But do I really need an architect?

Aaargh! Go back to the beginning of this booklet. Read it all over again and then ask yourself, could I really do this myself with just Bob the have-a-go builder?

1 Compile a Shortlist

There are various ways to choose an architect. One obvious, but potentially risky route is to pick a name at random from the Yellow Pages. Another is to go by personal recommendation – but bear in mind one person's hero could be another's hell. A third, and probably the best, way is to contact the Client Services department of the RIBA; they will trawl through their database of over 4000 practices and provide you with a shortlist of possible contenders relevant to what you need. Call 020 7307 3700 for more information. If you want to compile a list yourself, your local library should hold an RIBA Directory of Practices with all registered architects listed by region. Alternatively search the same directory online for free at www.ribafind.org Check also www.architecture.com

2 Establish a Budget

Most architects work to a standard A to L stage "Plan of Work". This means you could select, and therefore only pay for, work up to a certain prior agreed stage. Perhaps you just want your scheme guided through to "planning permission" (typically Stage D). Or how about up to "Tender" (Stage G)? Or even just an hours general advice? There are obvious benefits to having a professional guide you through the whole process but admittedly it can seem costly (see "Fees" and also "Budget"). But remember, although the initial outlay may look formidable, a good architect will save you money in the long run – you may not have to move and the value of your property may increase.

3 A quick note on Fees

When choosing an architect it's tempting to ask several to compete for a job and then pick the cheapest. But like anything in life you get what you pay for. Be sure you make your choice on the quality of the service and product offered, not solely the fee. You can always negotiate but you can't make bad design better.

4 Write a Brief

The success of your project depends on the quality of your "Brief". What do you want? What style are you looking for? (It always helps to collect pictures of things you like from magazines). Are ecological concerns important? What are your overall expectations – a more comfortable place for you to live? It's essential to think through the basics on your own, before the next stage. An architect can hopefully help you realise your dreams but they can't read minds. (See also "Client").

5 Appoint an Architect

Call each firm on your shortlist. Describe your project. Ask if they are available and if so, go visit! Ask to see a "Portfolio" of previous work, or to visit finished buildings. Do your research, flick through more magazines, check out websites. But above all talk – it's important that you are compatible with your architect and you like their previous work. You must feel comfortable with them and feel that they appreciate your views. You are as much a vital part of the creative process as they are. Most architects agree that any project is only as good as the client. You must trust each other; you could be working together for quite some time!

6 Write the Brief, Part Two

So now you've chosen your architect, sit down with them and get to the nitty gritty – "Estimates" of costs, fees, timings and necessary consultants. It's important that you really understand what is feasible and achievable for how much money before you start. The more you iron out at the beginning the less shocks or disappointments there will be further on down the line.

7 The Planning Process

You are obliged to comply with current legislation concerning "Planning Permission", "Building Regulations" and health and safety. These are all matters on which your architect can advise you. It is often more than worthwhile to have them deal with the various authorities. Be aware that changes to your design may be necessary as part of the planning process.

8 Prepare to Build

Once planning and building approval is in place, your architect can recommend an appropriate form of "Building Contract" and will prepare drawings with "Technical Specifications" so that your agreed scheme can be put out to "Tender". Final decisions on quality of workmanship, materials etc should also be made at this stage to enable the "Quantity Surveyor" (if appointed) to monitor the costs. The number of drawings prepared will depend on the size of your project. Once a "Builder" or "Contractor" is appointed, the final building contract can be drawn up.

9 Construction!

Once the project is underway, your architect can visit the site at regular intervals (provided you've already agreed that they will do this), not only to monitor progress but also to make sure work is being done to an acceptable standard. Your architect will also make sure the terms of the building contract are complied with, give advice, and ensure the contractor is paid fairly for what they have done. Post-construction, they can monitor your project for the term of the "Defects Liability Period".

10 Move in

Live happily ever after.

For more information on any of these points don't hesitate to call the RIBA on 020 7307 3700. Or email them on cs@inst.riba.org

translation dictionary: Architecture like most professions, has its own language, terms and references which are second nature to its practitioners but can be utterly impregnable to the rest of us. If you don't understand something your architect says, ask them to explain it. If they won't or worse can't, change your architect! In the meantime here's a crash course of popular practical terms you might hear if you're planning any work on your home. And a few other terms of architectural interest!

A-Frame

A roof shape with a very steep pitch forming a "A" shape or gable.

Amendment

The official name for changes to the articles of agreement (see below). They must always be in writing so both architect and client are very clear about the changes, and the effect that those changes might have on the design, fees and/or costs.

Architect

Not everyone can call themselves an architect, which is a jolly good thing! To be an architect you must be registered by the Architects Registration Board (www.arb.org.uk) and you will normally have completed a defined period of study and successfully passed a series of professional exams (a total of at least seven years of study!) Architects who are members of the RIBA are Chartered Architects and are bound by the RIBA Professional Code of Conduct.

Articles of Agreement

The essential details of a building design decided upon by the architect and client. This ensures that everyone knows what's expected of whom, and who is doing what, for how much and when!

Art Nouveau

An architectural, art and design movement that was fashionable between 1890 and 1910, particularly in France, Belgium, Germany, and Austria. It was marked by the ornate use of natural, organic flowing forms like waves, flames and flowers rather than historically derived elements. In Britain. Charles Rennie Mackintosh was an important exponent: in Spain, Antonio Gaudí was the leading figure.

Arts and Craft

A creative movement that came to fruition in 19th century Britain led by William Morris and his fervent disgust at the perceived soulless-ness of mass production and the factory system. Thus a group of architects and designers attempted to revive simple

handicraft techniques.

In architecture they looked to local traditions of barns, mills, and cottages for inspiration. It eventually spread across much of Europe to America and Australia.

Art Deco

A popular design of the 1920s and 1930s characterised by bold outlines, geometric and zigzag forms.

Awning Window

A window hinged along the top edge.

Axonometric

An axonometric drawing shows all three dimensions of a building at the same time – length and width in relation to height. They are drawn to scale and so do not recede into the distance as a perspective drawing would. This can sometimes make them look a bit awkward, but they are immensely useful because you can take measurements directly off them.

Baroque

An architecture of flamboyance and swaggering excess that characterised the 17th century.

Baroque architects gave their buildings an unprecedented amount of ornamentation and created particularly dramatic and complex interiors.

Bauhaus

The architecture, design and fine art school established by the German architect Walter Gropius in Weimar in 1919, transferred to Dessau in 1925, and finally moved to Berlin 1932. It closed in 1933 after increasing political interference. Its influence was worldwide, and Gropius was largely thought of as the grand-daddy of Modernism.

Bay Window
A set of two or more windows that protrude out from a wall. Generally done to provide more light and wider views.

Bearing Partition

An interior wall that supports weight from above.

Brief

The initial instructions you give an architect to explain what you want. Ask yourself how do I

want my home to help me live my life? You can start with ideas as vague as I'd like more light in the lounge to I need more space for books. An architect can translate these desires into functional solutions. They will probably ask you lots of questions to help them, and you, work out what is required. It is useful to put even these early thoughts in writing so they can be referred to as a project progresses. A detailed brief is the next stage, and is a more specific list of your requirements.

Brutalism

A short-lived architectural movement of the 1960s that championed a brutally frank expression of the nature of modern materials, for example bare concrete and the unadorned detailing of joints and openings.

Box Sash Window

The typical London window that slides up and down as opposed to in and out like a door.

Budget

The amount of money you want to spend, subtly different from how much a project is estimated (see "Estimate") to cost! There are many horror stories of spiralling budgets but with a properly prepared brief and careful preparation of your scheme, this does not have to be the case. But do make sure you are fully aware of ALL the costs normally involved in a building project. These start with the actual building materials.

Then add on contractors mark ups and costs. Architects fees. Other legally required consultants fees – structural engineers, quantity surveyors, service engineers etc brought in to make sure your building is safe, and efficiently constructed, not just because they know the architect! Then there are the charges payable to the planning authorities and for the building regulation applications. And don't forget VAT! Once you take off all of these unavoidable costs you may have less "Budget" than you thought.

Build Cost

The cost of the building materials and labour alone, ie the bricks and mortar without contractors overheads and profits, consultants charges, architects fees etc. A large part of your budget but by no means the total cost of a project. See Budget.

Building Code

A set of laws drafted by the governing body of a borough, town or city to control building construction "to promote the public health, safety and general welfare" of the people in that locality.

Building Contract

An arrangement between a builder and a homeowner to have work carried out. The need for putting these details into writing is directly proportional to its complexity and the potential for misunderstanding. Note legally your

building contract is between you and the builder, not the architect and the builder, although you can ask (and therefore pay for) an architect to help you prepare it and monitor the progress on site.

Building Regulations

A set of official rules, sometimes called Building Control, that govern health and safety, energy conservation, accessibility requirements and basic construction performance standards. Provided that the design and construction of your building or extension meets the minimum standards required, it will receive building Regulation approval (also called consent). It is quite normal to apply for Building approval and receive an amendments letter or conditional approval that requires changes to be made before your scheme can be approved. Do not be dismayed, they are simply trying to iron out potential problems before work starts – it is a lot easier to change a drawing than it is to knock walls down! Note Building Regulations are different to Planning Regulations. And an application for either incurs a statutory fee. Plus possible extra fees for site visits if required.

Caryatid

The human figure used as a sculptural column as part of a classical composition, often flanking a doorway, or as a decorative detail within an interior around a fireplace.

Casement Window

A normally vertical window that opens by swinging inward or outward much like a door.

Chair-rail Moulding

A wooden moulding placed along the lower part of a wall to prevent chairs, when pushed back, from damaging it. Also used as decoration.

Chartered Surveyor

The term surveyor covers a wide range of construction specialists and there is some overlap with work done by an architect. Surveyors will generally have good knowledge of construction issues and may be appropriate for routine alterations. Party wall surveyors are specifically qualified to act in this capacity (see "Party Wall Agreements").

Cladding

The lightweight outer skin of a building that does not carry any weight or support the building, but does keep wind and rain out. A term used to describe the siding or materials covering the exterior of a building.

Classical

Refers to the architecture and design ideas of ancient Rome and Greece.

Clearstory

The upper level of a room that extends beyond the single-story height; often found in churches and filled in with windows. (Sometimes called Clerestory).

Client

That's You! It cannot be stressed enough how important you are to the whole process when it comes to doing work on your home. Architects are not mind readers, they can only respond to what you say. Take time to really work out what it is you need your home to do for you. Be realistic about your budgets. Have ideas. Be informed. Be patient. And bear in mind that work on your home can be stressful but it's important to stay focused on the big picture. At the end of the day you get an extra quality product – a home that's designed to fit in all the right places, especially made for you.

Constructivism

An avant-grade movement of the early 20th century that originated in revolutionary Russia. It tried to define a new sense of space, and embodied an imaginative understanding of geometry, and an enthusiasm for modern materials.

Contractor

The responsibility for actually building an architect's design rests with the contractor, who commits to a particular price for the work, usually in competition (see "Tender") with other builders, employs the workforce, and contracts out such specialist work as may be necessary. The best way to find a good contractor is a personal recommendation from friends or through your architect.

Cornice

The uppermost section of moldings along the top of a wall; any moulded projection of similar form.

Defects Liability Period

the period of time (minimum of 3 months) after finishing work that a contractor is liable to make good any defects in their work. Sometimes a proportion of the overall costs is kept back to cover this. You should include such a requirement in any documentation you produce and any standard contract should have a similar clause.

Design and Build

A situation in which the contractor is responsible for the design as well as the construction of a project. A contractor can also appoint an architect to develop the design. Make sure you differentiate real D&B contractors from those who are happy to "have a go"!

Detailed Proposal

The stage of work when an architect has developed your vague brief or rambling musings into a developed brief and prepared drawings such that an application for all the various planning permissions can be sought.

Directory of Practices

A listing held by the RIBA of all registered architectural practices. Search it online at www.ribafind.org

Disbursements

These are costs arising during a job that are set fees an architect may pay on your behalf to speed the process, ie planning application fees. You are of course expected to pay them back!

Drawings Only Service

This is when you employ an architect simply to give you ideas and prepare drawings accordingly. This can be very cost effective on a small job for both parties, but do not underestimate the benefits of having a professional oversee your project to the end.

Eave

The projecting lower edge of a roof.

Elevation

An elevation shows the formal composition of the front, back or side of a building, it shows its proportions, window details, joinery or brickwork.

Estimate

As in an estimate of costs. It usually given when it is not possible to tell the true cost of work until that work has started. It is fundamentally different from a quotation in that the latter is a fixed sum for a fixed amount of work. An estimate is a best guess, a quotation is, in legal terms, an offer, acceptance of which forms a contract.

Fees

The price an architect will charge to do work for you. There are a number of ways to calculate an architect's fees. Traditionally they are a percentage of the total building costs, anything from eight to 18 percent depending on the type of job and whether it is a new building or works to an existing building. They can also charge a fixed fee, charge by the hour or any combination of the above as you both agree. There is no standard or recommended scale of fees but the RIBA do produce a very helpful booklet called "A Client's Guide to Engaging an Architect" which includes guidance on fees. It is also worth bearing in mind that a job is traditionally divided into a series of "Work Stages", with a different proportion of the total fee payable as each stage is completed. For example 40% is usually due when a design reaches the Detailed Proposal stage, a further 35% to take it up to Preparation of Production Information stage so that tenders can be obtained, and so on. It is therefore possible on a small project to discuss hiring and paying an architect only up to an agreed work stage, and then running the project yourself.

Flashing

Sheet metal fitted around chimneys, valleys, drip caps, etc. to seal out moisture.

Foundations

The solid and level base on which a house stands. Usually concrete but the type of foundation designed depends on factors like soil type and nearby trees (watch those roots!). When thinking of extending upwards you must check that your original foundations are deep enough to carry the extra weight. Otherwise they may need underpinning to avoid future subsidence problems.

Gothic

A style popular from the 12th to 15th century. Characterised by pointy arches and massive flying buttresses (the huge piers that prop the buildings up from the outside). Despite appearances it was an architecture of lightness. Big buttresses meant more open space inside. And the less supporting the walls had to be on their own... the bigger the windows. Let the sunshine in!

Isometric

This is a drawing type that is similar to an axonometric but it looks more realistic. All the elements are scaled to their actual lengths but the horizontal edges are drawn at an angle of 30 degrees.

Le Corbusier

Great Swiss architect, arguably one of the most famous in the world. He pioneered a functionalist architecture with the use of reinforced concrete and the concept of the house as a "machine for living in". He died in 1965.

Letter of Appointment

A standard form (sometimes called a Form of Appointment), available from the RIBA for you to fill out with your architect, which defines and records the services to be provided by an architect and outlines the associated costs, fees and procedures.

Listed Building Consent

Certain historical properties are "listed" which means they are protected against willy nilly extensions, exterior works and general DIY! Consent must be granted before ANY works are carried out on a listed building. Your architect will be able to advise whether your property is listed. There may be a slight surcharge on their fees for works carried out because of the strict guidelines (even on permissible paint colours) that cover what can and can't be done.

Live Load

The weight of people, things and materials that are not always present at the same place in a building.

Load Bearing

The term used for a wall that is structural, ie a wall that is responsible for holding a building up. Non-load bearing walls are called partition walls. These are the ones that divide a space up into rooms. You can knock these down to enlarge a room, but watch out for concealed wiring! And, if they are Bearing Partition walls you will need to support the ceiling above. Always ask an architect

or engineer for advice before knocking anything down.

Minimalism

A very fashionable design style that commended absolute reduction. Less is way more here. Think monasteries and lots of cupboards. Architect John Pawson is the name most commonly associated with it and while there's certainly a lot to say for streamlined living, for most people such ascetic standards haven't got an awful lot to do with their everyday lives.

Party Wall Agreements

The wall that divides two properties, as in a semi-detached house, is called a party wall. In a terraced property each home owner usually owns one side wall and not the other. There are strict guidelines as to what can and can't be done to, or near to, a party wall. The permission of whoever owns the "party wall" must be sought before doing anything. The Party Wall Act also governs how near to a neighbour's foundations you can build or excavate. Your architect, if required, will appoint a party wall surveyor to guide you on this.

Perspective

A drawing technique used since the Renaissance based on the understanding that parallel lines converge as they recede into the distance.

Plan

Perhaps the most important drawing in the architect's portfolio. It is an imaginary horizontal cut through a building and it shows the positions of walls, doors, windows, columns, fixed pieces of furniture and floor patterns. It can also be used to show how furniture might be laid out, how much space doors take up as they open and close and how people might move from room to room.

Plan of Work

Design and construction proceeds through a number of standard stages. An architect can be employed to do all or just part of the Work Stages from A, the initial appraisal of a clients' requirements, to E, final proposals for a project. Or G, preparation and collation of documents for tender. There are twelve stages in all from A to L. A full summary is detailed in the RIBA booklet "A Client's Guide to Engaging a Architect" available from the RIBA Bookshop on 020 7251 5885.

Planning Approval

When an architect presents drawings for Planning Permission he or she is seeking Planning Approval. This is essentially the green light for your works to begin on site. It can sometimes take several submissions of different drawings to gain planning approval if planning officers believe they need more information to make a decision. No work must take place before Approval is granted.

Planning Permission

When an architect prepares a design for you they must also submit their drawings to your local Planning Authority for approval (see above). This authority checks that it does not contravene any local laws, is not too high, doesn't block lines of sight for motorists on the road, or overshadow other buildings and so on. More controversially they can also block a design on account of what it looks like, for example if they think it's not in keeping with everything else around it. This is a cause of much heated debate between architects and planners as architects tend to feel that they are the only ones trained to make such aesthetic judgements and planning authorities have been known to be quite conservative! There is a statutory fee for this service.

Portfolio

An architect's calling card. Essentially, a book of pictures of all their previous work. You should ask to see the portfolio of any architect you are thinking of hiring in order to see what experience they have of similar projects to the one you are intending and also to get a good indication their style.

Post Modernism

A term borrowed from 20th-century literary theory and applied to architecture in the 1970s to describe a reaction against the prevailing school of

Modernism. It was an argument based on complexity rather than simplification, and symbolic content rather than issues of pure function.

Pre-fabrication

Conventional building practice is to assemble components and process raw materials on-site. Pre-fabrication, by contrast, is based on assembling complete buildings, or substantial elements of buildings, in factory conditions, possibly entirely remote from the building site, and then shipping them to the required destination as complete as possible. This allows for the most delicate tasks to be done under cover, well away from bad weather and mud, thus speeding up the construction process, reducing costs, and improving quality control.

Professional Indemnity Insurance

Architects and designers are expected to carry professional indemnity insurance so that clients are covered against claims arising from the failure of a design.

Public Liability Insurance

It is essential that your builder has sufficient Public Liability Insurance (usually a minimum of £1,000,000) so that if a bricklayer drops a brick on someone's head, you are covered. Likewise if damage is caused to a neighbouring building during construction.

Quantity Surveyor

Costs on site are managed by quantity surveyors, the construction industry's accountants. If design changes have a cost implication they will agree or argue about the effect on the contract price. For projects that take several months to complete, the QS will agree the value of the work, usually monthly, so that the contractor can be paid fairly in stages through the project.

Quotation

See "Estimate".

Reinforced Concrete

The use of steel elements set inside poured concrete to overcome the weakness of concrete in tension (being stretched or bent as opposed to being squeezed = in compression). Combining concrete with steel reinforcing rods makes the most efficient possible use of both materials, and reduces structural components to the minimum possible thickness.

Renaissance

The 15th century rediscovery of the culture of classicism, associated with the cultured flowering of Florence, and architecturally associated with the use of the classical order, dating to around 1420.

RIBA

The Royal Institute of British Architects. Only properly qualified and registered architects can be a chartered member of the RIBA, which means they are expected to uphold certain professional standards. The RIBA and its bookshop and staff are a valuable source of information on any aspect of architecture.

Scale

Because it's impractical to draw buildings at the same size as they appear in real life, architects use different 'scales' for their drawings. Drawing a building, or a detail of a building, "to scale" is a measured way of reducing all the information about a building so that it fits on a conveniently-sized piece of paper. Generally the more complicated the information, the bigger the scale. For example a scale of 1:5 (pronounced one to five) means that the real thing is five times bigger than shown. A plan is usually drawn at 1:100 ie 100th of the real size.

Schedules

A standard form prepared by the RIBA for recording the requirements, the services to be provided, fees and expenses, and the appointment of any consultants, specialists and site staff.

Section

A drawing device that makes a vertical cut through a building in the same way as a plan makes a horizontal cut. A section shows the height of the building, changes in floor levels and the upstairs in relation to downstairs.

Shuttering

The temporary framework into which concrete is poured to cast complex and self-supporting structures.

Small Works

Works that costs under £100,000 to build.

Snagging

Just before a job is officially deemed completed, an architect will prepare a snagging list, in other words a list of any small details that need to be finished, corrected or otherwise put right.

Specification

The name used for the selection of materials, finishes and techniques to be used by a contractor in the construction of an architect-designed building. Many disputes in domestic construction work are about what was supposed to be included in the contractor's price. A detailed specification will avoid most of these problems and ensure that all tendering contractors are pricing for the same thing.

Statutory approval

An architect is expected to work within the law relating to construction work, planning regulations and so on in order to gain approvals

from the statutory bodies. He or she will advise on the steps that must be taken to ensure compliance, and can make the necessary submissions and conduct negotiations with them in order to gain approval. It must be borne in mind of course that they can not guarantee outcomes beyond their control.

Structural Engineer

He or she works alongside an architect to advise on the ability of any building to stand up, under its own weight or because of additional loads placed upon it. At its most simplistic they calculate how big beams must be, how deep foundations should be or how much reinforcement should be used in concrete.

Structural Walls

The main walls in a building that take the weight of everything above it. In a house they are usually the ones around the outside. Depending on the size of a building though some internal walls may be load bearing as well, especially if the building in question is an apartment in a block of flats for example. Tapping internal wall to see what it is made of is a good quick test – if it sounds like it's solid leave it alone!

Technical Specifications

These are the precisely drawn details that tell an engineer or contractor exactly how big everything should be, how it all fits together and what

everything will be made of, and where it should all go.

Tender

The process of "going to tender" means the point at which an architect sends drawings to a selection of different contractors or builders to find out how much they will charge to do the work. It is tempting to pick the cheapest, but it is advisable to take other factors like personal recommendations, history of reliability and past experience of your type of project into consideration.

Truss

A number of supports forming a framework to bridge a space such as a roof.

Underpinning

Not something to be taken lightly. Underpinning is the process of literally propping up an existing foundation or building by forming new foundations beneath the original ones. If your extra storey/extension means underpinning is definitely required, the cost may render the project unviable. Without doubt one of the first things you should do when planning an extension is to check the suitability of your existing foundations by digging a few trial holes down alongside them. Your architect can, of course, help you with all this.

VAT

Value Added Tax is unfortunately always added on to the cost of all home improvement works. And at 17.5% this can be quite a sum, often more than you pay your architect!! (Note: some insulation and heating works attract a lower rate.) BUT, if your project is a new build project VAT is refundable (perhaps why some buildings get knocked down and rebuilt rather than renovated?). Also if your project involves a change in use from industrial to residential, VAT is refundable. And if the work is being done for business purposes ie you are self-employed and having an office built in the garden...

Veneer

A thin covering of any material disguising the fact that it is not made solidly of that material. Ie an oak veneered table could have a thin layer of oak stuck onto an MDF frame, or a brick veneered wall has a thin layer of bricks fronting (sometimes called "facing") another material. It is an inexpensive way to get the look.

William Morris

Pioneer of the 19th century Arts and Crafts movement. One of his most famous entreaties, that still holds true today is "to have nothing in your home that is not either useful or beautiful."

Enough said.

for further information...

The professionals:

A UK-wide network of professional and membership institutes – which exist to promote architecture and represent architects – offers services ranging from a database of architects and information on competitions, awards and exhibitions, to on-line bookshops and links to other architectural websites of interest.

So, if you want to find an architect working in your local area, are considering architecture as a career, or would just like to boost your architectural knowledge, one of these 'one-stop shops' is the best place to start!

The main UK professional institutes are:

Royal Institute of British Architects (RIBA)
www.architecture.com

Royal Incorporation of Architects in Scotland (RIAS)
www.rias.org.uk

Royal Society of Architects in Wales (RSAW)
www.architecture-wales.com

Royal Society of Ulster Architects (RSUA)
www.rsua.org.uk

plus, in Ireland:

Royal Institute of Architects in Ireland (RAIA)
www.riai.ie

Architecture Centre Network

There are a whole range of organisations around the country promoting architecture via exhibitions, discussions and debates, or to provide hands on architecture education resources. These organisations have all teamed together to form the Architecture Centre Network. The network is supported by Arts Council England and the Commission for Architecture and the Built Environment.

Members of this network include:

Architecture Centre, Bristol
www.arch-centre.demon.co.uk

Architecture Foundation, London
www.architecturefoundation.org.uk

The Building Exploratory
www.buildingexploratory.org.uk

Centre for Urbanism and the Built Environment (CUBE), Manchester
www.cube.org.uk

Kent Architecture Centre
www.architecturecentre.org

The Lighthouse, Glasgow
www.thelighthouse.co.uk

Liverpool Architecture and Design Trust
www.ladt.org.uk

London Open House
www.londonopenhouse.org

Northern Architecture, Newcastle-Upon-Tyne
www.north.org.uk

Some Essential Reading...

If we've got you interested in architecture – here are some ideas about how to find out more.

40 Architects Under 40: Young Architects for the New Millennium by Jessica Cargill Thompson
Discover the next generation of architects who are shaping the future of architecture, re-defining the relationships between culture, environment, structure and space. (Taschen)

Architecture Now – Volume 2 by Philip Jodido
The best of architecture from around the world from 100 contemporary architects. (Taschen)

The House in the 20th Century by Richard Weston
A detailed and comprehensive history of the modern house with many classics as examples plus some less well known ones too. (Laurence King)

Designing the 21st Century by Charlotte and Peter Fiell

What does the future look like? The clues are in the work of today's 100 most forward-thinking designers. Includes popular names like Philippe Starck, Ross Lovegrove, Jonathan Ive, Ron Arad, and Marc Newson. (Taschen)

The House Book

A visual feast of 500 iconic houses and traditional dwellings from all over the world. From Hadrian's Villa to Palladio's Villa Rotunda and Le Corbusier's Villa Savoye through to the contemporary houses of modern architects like Richard Rogers and Frank Gehry. (Phaidon)

Modern Architecture by Alan Colquhoun
A new account of international modernism exploring the work of the main protagonists such as Frank Lloyd Wright, Le Corbusier, and Mies van der Rohe. (Oxford University Press)

XS: Big Ideas, Small Buildings by Phyllis Richardson and Lucas Dietrich

An overview of cutting edge buildings focusing on small-scale, non-standard, idiosyncratic contemporary buildings and structures. (Thames and Hudson)

Choice websites to surf...

Here is a selection of architecture websites – some are useful, some interesting, some fun, some might take you to a whole new virtual world!

www.architectureweek.org.uk

See next page for more information.

www.architecture.com

The official website of the RIBA is one of the most extensive sites devoted to architecture. Here you can find out everything from details about individual architects to learning how to become one.

www.greatbuildings.com

The Great Buildings website is a gateway to a world of great architecture across the ages. Features hundreds of buildings and leading architects with 3D models, photographic images and architectural drawings, plus commentaries, bibliographies, and web links.

www.vam.ac.uk

Where else can you find calligraphy and graffiti, Medici and Gucci, stained glass and fibre glass? Where else but the Victoria and Albert Museum, the world's greatest museum of applied and decorative arts. Check the website for a taster.

www.channel4.com/4homes

General information on property based around the popular Channel Four show. Includes useful items like a mortgage calculator and the pros and cons of buying a new home.

www.architect-yourhome.com

Founded in response to the demand for a more affordable, straightforward approach to commissioning an architect. Its aim is to offer clients as little or as much help as necessary by breaking down the overall service offered by architects into individual, tailor-made tasks.

www.cabe.org.uk

the government's architecture watchdog has information about contemporary housing design – search for 'Building for Life' and 'CABE library' within the site.



architecture week will get you looking,
thinking and exploring.
20–29 June.

One of the inspirations for this booklet is Architecture Week, the annual celebration of all that is exciting about architecture. There are over 300 events all over the country, from Birmingham to Bristol, London to Liverpool. Each event is designed to make you think about The Way We Live, question how your surroundings affect you; or even imagine what our homes, schools, hospitals, or cities might look like in the future. It's all about architecture, which means it's all about you!

How do you find out what's on? It's easy, check out the Architecture Week website www.architectureweek.org.uk for full listings and more details on any of the following...

Arts Includes events at Tate Modern, The Design Museum, Hampstead Theatre, New Art Gallery Walsall, FACT Liverpool, De La Warr Pavilion, Bexhill, Royal Pavilion, Brighton and of course don't miss V&A Friday Late on 27 June.

Day Out Maps, visits, trips and talk 'n' tours – plenty of ways to discover architecture for yourself. If you are planning a trip to London, look out for the Channel 4 Architecture Week bus – catch it outside the V&A – check the website for details.

Hands On Events and workshops geared to help you find out more about the built environment.

Children Family fun and online activities for children at www.architectureweek.org.uk

Education A range of activities that support the National Curriculum developed in association with teachers. Email archweek@artscouncil.org.uk for information about using architecture as a teaching resource.

Future How will we be living in the future? See what the future generation are up to and visit an end of year degree show at a School of Architecture across the country. Or look at www.architecture.com and check the box named 'careers' for the low-down on what's involved in becoming an architect.

Open Practice Architectural practices across the country open their doors so you can see what they do and maybe get some advice for free! and in London join the Open Practice Trail on 24 June.

There really is something for everyone!

But that's not all...

RIBA Architect in the Store at Habitat in association with Arts Council England

Visit one of 11 participating Habitat stores (see below) and find out how an architect could help bring your home ideas to life. We're offering half hour expert consultations with an RIBA registered architect in return for a £10 donation to Shelter, which will help Shelter's work with homeless and badly-housed people. Just bring your photos, floor plans and an open mind.

Show up between 11am and 5pm but it's first come, first served, so arrive early to avoid disappointment! We'll be serving complimentary wine all day and if you spend £100 or more in store on the day, we'll give you a £20 gift voucher in exchange for the coupon below. Plus customers in Habitat's King's Road store can also meet with a Habitat interiors consultant for additional advice.

RIBA Architect in the Store at Habitat will take place at Habitat stores in Birmingham, Brighton, Cambridge, Edinburgh (supported by the Royal Incorporation of Architects in Scotland), Exeter, Leeds, London King's Road, London Tottenham Court Road, Manchester, Nottingham and Oxford.

See www.habitat.net for store locations and opening hours or call 0845 60 10 740.

**Receive a £20 Habitat
Gift Voucher when
you spend £100 or
more in store on
Saturday 21 June 03.**

Participating stores only, conditions apply. See reverse for details.

habitat 

RIBA Architect in the House

During Architecture Week hundreds of architects are primed, ready and willing to come to your house for up to an hour to discuss your design problems, in return for a £20 donation to Shelter. Register at www.architectinthehouse.com to be partnered with a participating architect. Subject to availability. Organised by the RIBA, sponsored by Bradford & Bingley.

V&A Sense and the City Too

Friday 27 June (6.30-10pm) sees the V&A and Arts Council England hosting a late night event that involves St Etienne DJ-ing in the Pirelli Courtyard and leading architects and design professionals giving tours of their favourite V&A exhibits. Plus a special RIBA/V&A Architecture For All lecture by Daniel Libeskind in the V&A Lecture Theatre.

Architect in the Hotseat

Wednesday 25 June, 6pm (free) at the RIBA. Everything you wanted to know about working with an architect, but were afraid to ask. A joint RIBA, Evening Standard 'Homes & Property' talk. Architects Peter Thomas de Cruz, Barbara Weiss and Hugo and Judith Tugman of 'Architect your Home' will answer questions and offer advice on how to make your home improvements as valuable as possible. To book call 020 7307 3699 or email gallery@inst.riba.org

Would you consider hiring an architect?

Yes No

Mr Mrs Ms First name

Surname

Address

Postcode

Email (optional)

@

Please add me to the Habitat mailing list

No cash alternative. Voucher has no cash value. Voucher valid against single transaction on 21 June 2003 only and cannot be exchanged or part exchanged for cash. Excludes purchase of gift vouchers and delivery charges. Does not apply to Habitat Dublin. Not in conjunction with any other offer, subject to availability.

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The Way We Live