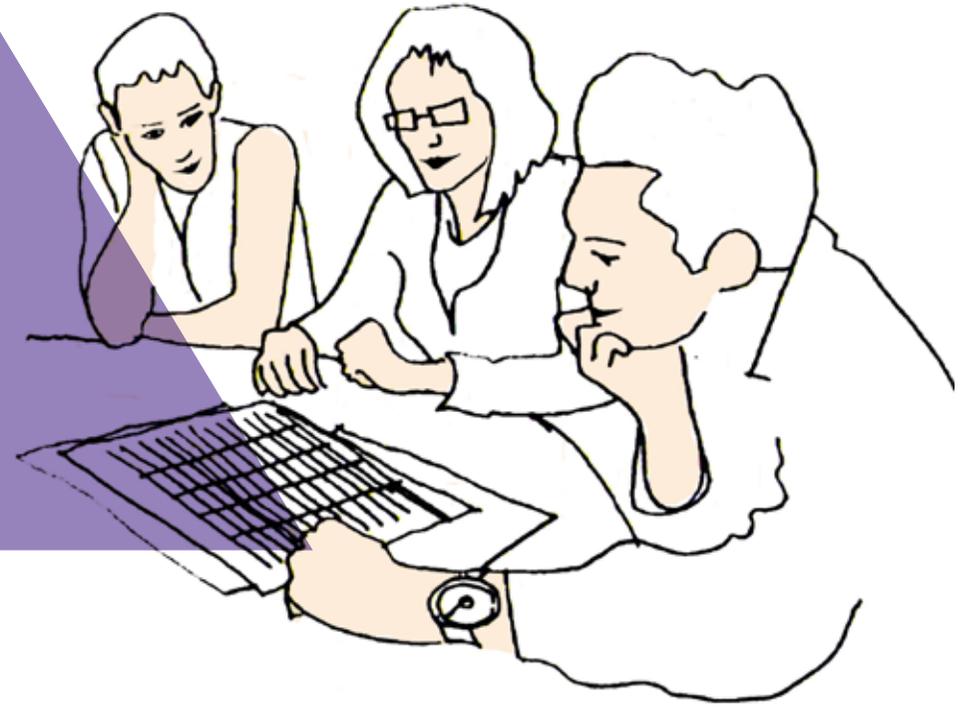




DESIGNING FOR PHYSICAL ACTIVITY

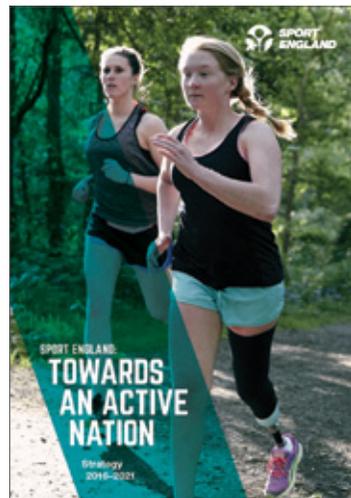
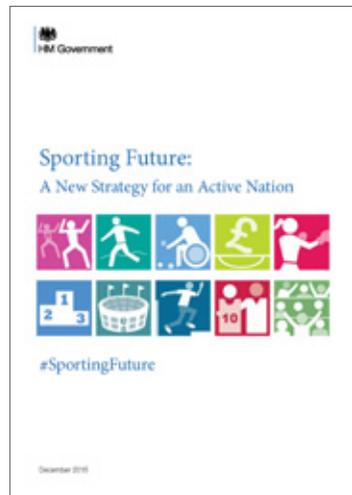
EXPLORING OPPORTUNITIES TO ENCOURAGE PHYSICAL ACTIVITY IN EVERYDAY LIFE



BUDGET COSTS



The Government's 'Sporting Future' strategy was published in December 2015 with a clear focus on the benefits that sport can bring to people and to society, built around a simple set of outcomes: physical wellbeing, mental wellbeing, individual development, social and community development and economic development.



Sport England's strategy 'Towards an Active Nation' was published in May 2016 with a vision that everyone, regardless of age, background or level of ability, can engage in physical activity.

FOREWORD

THE CREATION OF EASILY ACCESSIBLE SPACES THAT INSPIRE AND ENCOURAGE PEOPLE TO BE MORE PHYSICALLY ACTIVE AS PART OF THEIR EVERYDAY LIVES IS A CENTRAL CONSIDERATION

“ *Creating more opportunities to be physically active means thinking about many prompts and cues that enable positive changes in our behaviour. An active environment is one which responds to community needs and aspirations and provides the conditions and opportunities for people to be more active in their everyday lives. Active environments require a more coordinated and holistic approach to the design and operation of our surroundings from streets, neighbourhoods and public open spaces to the policies, standards and planning of the infrastructure of where we live and work.* ”

Charles Johnston

Executive Director of Property, Sport England

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SEE OTHER GUIDANCE ON DESIGNING FOR PHYSICAL ACTIVITY COVERING:

- **ACTIVITY HUBS**
- **COVERED OUTDOOR SPACES**
- **INDOOR SPACES**
- **OUTDOOR SPACES**
- **ROUTES AND WAYFINDING**
- **OTHER TOPICS**

THESE AND THE ASSOCIATED ACTIVE DESIGN GENERAL PRINCIPLES AND CASE STUDIES ARE AVAILABLE AT:

<https://www.sportengland.org/facilities-planning/active-design/>

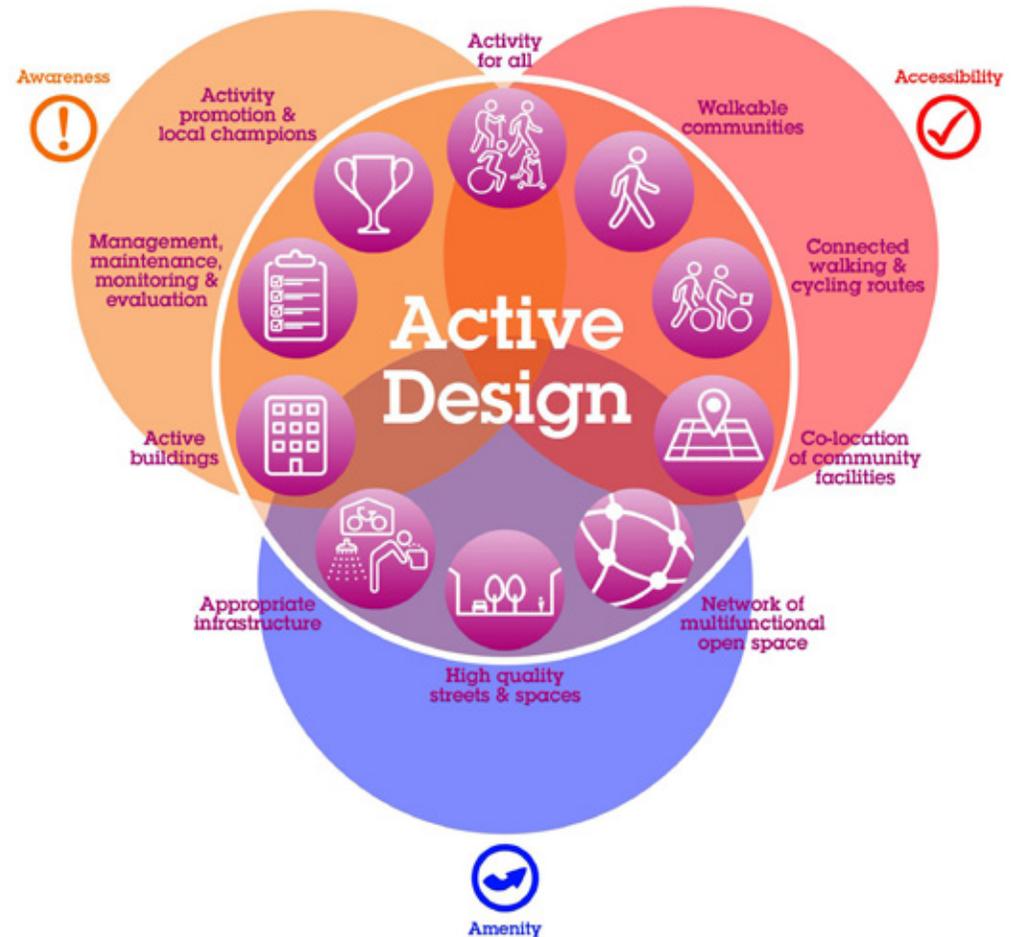
1.0 INTRODUCTION

ACTIVE DESIGN

ACTIVE DESIGN IS ROOTED IN SPORT ENGLAND'S AIMS AND OBJECTIVES TO PROMOTE THE ROLE OF SPORT AND PHYSICAL ACTIVITY IN CREATING HEALTHY AND SUSTAINABLE COMMUNITIES.

ACTIVE DESIGN IS SUPPORTED BY PUBLIC HEALTH ENGLAND AND IS PART OF OUR COLLABORATIVE ACTION TO PROMOTE THE PRINCIPLES SET OUT IN PUBLIC HEALTH ENGLAND'S 'EVERYBODY ACTIVE, EVERY DAY', TO CREATE ACTIVE ENVIRONMENTS THAT MAKE PHYSICAL ACTIVITY THE EASIEST AND MOST PRACTICAL OPTION IN EVERYDAY LIFE.

<https://www.sportengland.org/facilities-planning/active-design/>



The ten principles of Active Design - achieving as many of these as possible within an Active Environment will optimise opportunities for active and healthy lifestyles

PHYSICAL ACTIVITY AND SPORT

The term 'physical activity' can cover a wide range of informal, casual and recreational pursuits that maintain or enhance fitness, health and overall wellbeing. The term 'sport' is usually associated with more formal training or competition.

For all parts of the spectrum, easily accessed spaces that inspire and enable people of all ages to be physically active as they wish are a valuable community asset. Innovative approaches are advocated that remove barriers to participation and are proportionate and appropriate to customer needs.

Where there is a clear need for formal sports spaces, then the relevant prevailing guidance from national governing bodies of sport (NGBs), Sport England, Department for Education or Education Funding Agency should be followed. However, a distinction should be made between the formal requirements of spaces for sport and more informal spaces for physical activity, albeit that the underlying principles of any relevant prevailing guidance should not be disregarded.

Local context, potential users and site specific risk assessments¹ are all important considerations during the design and briefing stages of a project. For further advice on good practice, visit the Sport England, The Royal Society for the Prevention of Accidents (RoSPA) and the Health and Safety Executive (HSE) websites.

BUDGET COSTS OVERVIEW

This document highlights the need to establish realistic budget costs for all community projects at an early stage and the key factors that should be considered as the scope of the project is defined. Typical budget check list templates are provided with indicative costs of example facilities and interventions.

THERE ARE MANY TYPES OF FACILITIES THAT WILL ENCOURAGE AND SUSTAIN COMMUNITY ACTIVITIES. THIS MAY MEAN CREATING NEW BUILDINGS, RE-MODELLING AND ADAPTING EXISTING FACILITIES OR A COMBINATION OF THE TWO.

THIS DOCUMENT EXPLAINS SOME OF THE FUNDAMENTAL PROCESSES WHICH ARE COMMON TO MOST PROJECTS AND HOW THESE ARE BEST CONSIDERED TO ESTABLISH A REALISTIC IDEA OF COSTS.

¹ For example risk assessment considerations, see page 15 of 'Indoor Spaces' document

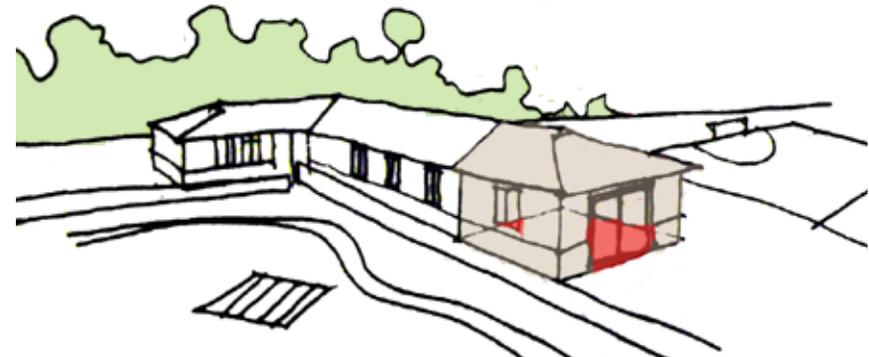
***FACILITIES FOR PHYSICAL ACTIVITY
SHOULD BE OF APPROPRIATE SCALE
FOR THE COMMUNITY SETTING***

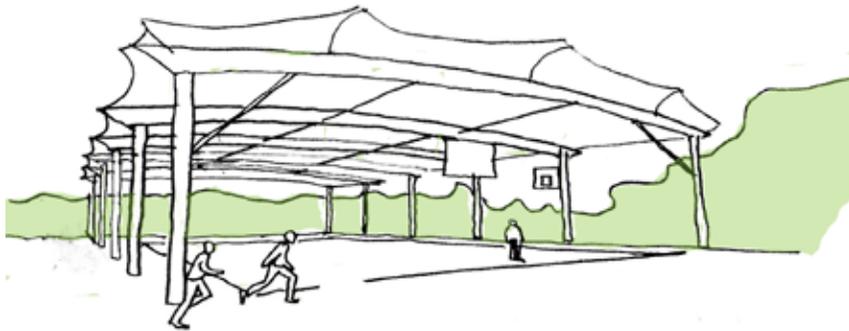
2.0 CONSIDERATIONS

It is important that the financial implications of a project are fully understood from the outset. It should go hand in hand with the definition of the scope of the work that is envisaged, the proposed timescale and decisions on how the project is to be funded.

A budget costs check list should be in a simple document format that can be understood by all of the project team and be easily updated during the project management process. It should be based on the most up-to-date and realistic cost information available. It should be seen as a tool that can help test key issues such as the project affordability, whether there are more cost-effective options, and the general value for money that will be achieved.

A cost-benefit analysis can help with understanding and discussing the short and long-term outputs that the project will give to the community against the costs that will be incurred. It can help give a business perspective and cover such things as the tangible benefit, financial performance, and estimates of income and payback times. It can also be useful in comparing alternative options.





THE PROJECT TEAM

One of the most important tasks is for the organisation to establish a team of people to set out the needs and aspirations for the project and make key decisions along the way. Members of the project team should be selected based on their knowledge and understanding of how the organisation or group operates and their background and experience in areas like business planning, design, funding or construction.

Members of a project team might include:

- Officers of the lead organisation
- Members with specialist knowledge / expertise
- Local council officers or members
- Stakeholder representatives (partners, facility operator, neighbouring clubs, community groups etc.)
- Representatives of the main customers
- If applicable, NGB officers (at an appropriate stage).

The project team should 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 particular task related to their specific knowledge or expertise. The key role of the project team is to understand the aim, purpose and development of the project and ensure that everyone is kept informed.

THE BRIEF

A summary of the project's requirements is often referred to as the 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 project team might initially create a simple statement of requirements (SOR) that can be developed in more detail as the project progresses. A set of bullet points of the key aspects can often provide an effective way of consulting with the community and help to ensure that everyone is behind the project. Any development plans should be supported by all the relevant stakeholders and user groups that are involved.

REVENUE AND CAPITAL COSTS

Revenue refers to the business planning and financial viability of a project. In essence, it is a realistic view of the level of income that can be generated compared to the running costs.

Capital refers to buildings and facilities and all the probable associated costs of getting the project built and open for business.

This guidance focusses on establishing realistic capital costs.

EXISTING FACILITIES

Based on the feedback from the community consultation, all the facilities should be listed and consideration given to how well the spaces are used and what additional facilities or changes would be required.

Facilities that are to be retained should be accessible to everyone. Consider players and visitors with temporary injury, physical disability or illness. The proposals should include improvements to the access arrangements as well as ensuring that new parts of the building are fully compliant with current standards and expectations.

NEW FACILITIES

Based on the community consultation, it may be useful to prioritise the proposals to allow an overall plan to be established but allowing it to be realised and delivered in a number of separate packages. The key questions in setting priorities for the plan are:

- Will it increase involvement and participation?
- Will it match the most important aspirations of the community?
- Will it create or increase income?
- Will it reduce running costs?

PROFESSIONAL SUPPORT

Members of the project team may have particular professional skills and knowledge that can help develop a detailed brief and SOR. Alternatively, an external consultant may need to be involved.

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 generally advisable to seek 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. For 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.

THE SITE

Any legal agreements on the land, such as a lease agreement or covenants for allotments or farming, which may be affected 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 PERMISSION

At this stage, the club should also be aware of the planning policy for the site. Telephone or visit the local authority. Many will have local development plans as an interactive map on their websites. They can highlight any issues with the site (e.g. Green belt or conservation area) and suggest the likelihood of gaining planning permission for your project.

BUILDING REGULATIONS

Building Regulations are entirely separate to planning permission. They relate to the technical aspects of how a facility 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.

FOR FURTHER INFORMATION ON DEVELOPING A PROJECT, SEE SPORT ENGLAND'S CLUBHOUSE 1 PROJECT MANAGEMENT DOCUMENT AT:

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

FOUNDATIONS AND OTHER GROUNDWORKS

Groundworks such as levelling, retaining walls and below ground foundation and substructure work can have a significant cost implication. Subject to ground conditions and engineered solutions, pad, strip, raft or pile foundations may be required. In particular, if the works are to take place on made up ground, a more expensive method of substructure may be required. Also, if excavated material is contaminated this would require removal to a classified waste site.

SERVICE CONNECTIONS

Service connections are the connection of gas, drainage, water, electricity and telecoms from the existing service networks to the new facility. Permission to connect into these networks is required and a connection fee will be charged. The location and capacity of any existing services can have a significant cost implication and need to be determined as early as possible. New drainage runs for surface water and foul drainage may be required together with appropriate connection into an existing system. For new build sites, existing drainage systems may not be available or of large enough capacity, therefore early considerations of the drainage should be investigated. If mains connection is not viable, septic tank, on-site sewage treatment systems and soakaway solutions could be considered.

EXTERNAL WORKS

The external works, that effectively link and locate the building or facility in its context, are sometimes overlooked in budget allowances. However, they are an essential part of the overall project so that a facility is not isolated, is readily accessible and is enabled for 'trading' effectively from day one after practical completion. Items to consider are based on understanding how the site and the facility will be accessed and should include signage, paths, fencing, decked or paved areas, security lighting, canopies, ramps and guarding. Other general access requirements for car parking, access for maintenance, deliveries and emergencies should also be considered.

EQUIPMENT, FITTINGS AND FIXTURES

Appropriate allowance should be included for required fixtures and fittings to serve the facility. This is best carried out 'room by room' or 'space by space' so that all items from benches and coat hooks to fridges and noticeboards are all considered.

RISK AND CONTINGENCY

A contingency sum should be included in addition to the project budget for the design and construction stages to cover the cost of unforeseen items as the scheme develops. This sum should be reviewed regularly as the design and project information is developed and risk mitigated and managed.

VAT

VAT is usually payable on construction costs and professional fees and should be allowed for in the overall costs, unless there is absolute certainty of any partial or total exemption. The level of VAT payable may sometimes be reduced subject to the status of the club. A clear understanding of the VAT position should be established early.

TYPES OF BUILDING AND PROCUREMENT

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 documentation, it is possible to tender the work early 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 concurrently with the construction getting 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 client 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 the '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.

Modular or Pre-Engineered Off-Site Construction

Modular construction is the process of manufacturing / pre-engineering sections of buildings in an off-site 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.

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



OTHER COST INFORMATION:

- Sport England guidance for Facility Costs and Lifecycle Costs
<https://www.sportengland.org/facilities-planning/design-and-cost-guidance/cost-guidance>
- The Building Cost Information Service (BCIS) of the Royal Institution of Chartered Surveyors (RICS)
<https://www.rics.org/fr/products/data-products/>

3.0 INDICATIVE CAPITAL COSTS

The budget cost template below includes generic indicative capital cost categories that can be applied to a range of project types. Cumulative subtotal entries indicated in red provide commonly-used cost breakdowns.

Item	Cost	Commentary
1 Land or Building Purchase including Legal Costs		Dependent on project specifics.
2 Survey Costs		Could include topographical, existing utilities, incoming services, condition, asbestos and ground investigation reports.
3 Statutory Fees for Planning		Dependent on project specifics. Any fees required to be paid to the Local Authority.
4 Statutory Fees for Building Control		Fees are required to be paid to the Local Authority. Discussions with the Local Authority can also inform this figure.
Sub total £		
5 Construction		Dependent on project specifics.
6 Ground works & foundations		Dependent on project specifics.
7 External Works		Could include signage, paths, fencing, decking/paving, security lighting, canopies, ramps and general access requirements.
8 Service Connections		Dependent on project specifics. Could include water, electricity, gas and telecoms.
9 Fit out, fixtures & equipment		From an operational perspective, appropriate allowance should be included for required fixtures and fittings to serve the facility.
Construction Sub total £		
10 Professional Design and Project Management Fees		For early budget purposes it is common to include 10 -15% of the construction cost to allow for e.g. Architect, Quantity Surveyor, Services Engineer, Structural Engineer and Principal Designer fees as appropriate.
11 Contingency		A 10% - 15% contingency sum is advisable at the early stages of project development.
Sub total £		
12 VAT		VAT is usually payable on construction costs and professional fees.
Total Budget Cost £		

The tables on the following pages give indicative 2018 costs for three completely hypothetical projects. They are intended to give initial indications of how costs could be applied to a project and to stimulate a discussion. However, it should be noted that costs can vary greatly due to a host of factors such as market conditions, geographical location and site specific issues. It is important that project specific feasibility work and option appraisals are carried out.

EXAMPLE 1 : New Building - Indicative project items for a new build changing facility

Item	Cost	Commentary
1 Land or Building Purchase including Legal Costs		It is essential to understand and allow for any initial costs for land acquisition, legal costs and fees related to ownership and surveys of the site.
2 Survey Costs		There are a number of surveys that may be required. It is advisable to undertake these surveys early in the process as the results can impact on the feasibility of the project.
Topographical Survey	£1,000	Topographic surveys are used to identify and map the contours of the ground and existing features on the site. This survey will advise on items such as the required earthworks and drainage/manhole gradients and depths etc.
Existing Utilities survey	£600	Underground services surveys are an important aspect of any site construction work. Existing records may indicate routes however consideration of a survey using scan detection equipment can normally determine depth and measurements for cables, metal pipes and drainage runs.
Incoming Services survey	£600	An understanding of available services to the site or vicinity of the site is essential, together with required capacity/pressure. This survey will inform budget costs and viability of servicing the building.
Ground Investigation Report	£1,500	Ground investigations are a means of determining the condition of the ground. This should take place before construction works and will influence the foundation solution of the building.
Asbestos Survey	nil	Unlikely to be required on a site that does not require demolition works to existing buildings. However if demolition works are required, it is likely an asbestos survey would be needed. This would be supplied to the Contractor prior to the works being undertaken.
Others		There are a range of other surveys that may be required such as flood risk assessment, ecological survey, acoustic surveys. The Club's professional advisor and discussions with the Local Authority Planning department should assist in establishing these requirements.
3 Statutory Fees for Planning	£770	Fees are required to be paid to the Local Authority. A guide to the required cost can be found by completing details on the planning portal. Discussions with the Local Authority can also inform this figure.
4 Statutory Fees for Building Control	£750	Fees are required to be paid to the Local Authority. Discussions with the Local Authority can also inform this figure.
	Sub total	£5,220
5 Construction	£360,000	The Sport England website contains elemental cost and design information relating to a wide selection of traditionally built changing and club room facilities. This can act as a good starting point in determining budgets and what could feasibly be delivered for the available budget. In some instances early engagement with a local contractor may provide a good starting point to establish a cost for the intended scope of works and o/or to establish an affordable brief. As the design progresses and competitive tender for the work is sought, it is important to ensure that tendering contractors are pricing works on a like for like basis. The Club's appointed professional should ensure good practice is adhered to.
6 Ground works & foundations	inc above	The results of the ground investigation report will determine possible foundation solutions for the proposed building. The below ground foundation and substructure work can have a major cost impact on the project. Subject to ground conditions and engineered solution, a pad, strip, raft or piled solution may be required. For example, if the works are to take place on 'made ground', a more expensive method of substructure such as piling or a raft solution may be required. Also if excavated material is contaminated, this would require removal to a classified waste site. Early ground investigation surveys should be undertaken by a suitably qualified person. It is not advisable to assume the easiest and cheapest option.
7 External Works		It is essential that these works are carried out as part of the overall project so the building is not isolated, is readily accessible and able to 'trade' effectively from day one. Items to consider include; internal and external signage, paths, fencing, decking/paving, security lighting, canopies, ramps for guarding and accessibility. General access requirements should be considered for the likes of; car parking (inc. number of spaces), bin collection and delivery vehicles. In this example;
2nr accessible parking bays	£5,000	Accessible parking bays are required to the building therefore the existing carpark may require extension.
Repairs to existing carpark	£2,500	Areas of the existing carpark are in disrepair - allowance for making good.
External security lighting to carpark	£2,000	The clubhouse will be used in the evenings for events and training. Improved external lighting may be required for safety.
Signage	£500	Allowance for way finding signage to the new facility.

DESIGNING FOR PHYSICAL ACTIVITY - BUDGET COSTS

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EXAMPLE 1 : New Building (Cont/d...)

Item	Cost	Commentary
8 Service Connections		The results from the Services surveys noted above will inform this allowance. Any new facility will require services connections to the building. The location and capacity of any existing services can have a significant cost impact on the feasibility of any project. Items for consideration include Water, Electricity, Gas, Telecoms/Wi-Fi. The early involvement of a Mechanical and Electrical Engineer is recommended. In some instances it may be cost prohibitive to provide certain mains connections and the M&E engineer can advise on alternative solutions.
Water	£1,000	Allowance
Electricity	£1,000	Allowance
Gas	£2,000	Allowance
Telecoms	£500	Allowance
9 Fit out, fixtures & equipment	£20,000	From an operational perspective, appropriate allowance should be included for required fixtures and fittings to serve the facility. Items such as changing room benches and coat hooks, kitchen equipment inc. whitegoods etc. should all be considered. These items could be scheduled out on a room by room basis.
Construction Sub total		£399,720
10 Professional Design and Project Management Fees		With the majority of projects, unless the work is very minor, it is 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. The nature of the proposed works will inform the sort of professional assistance required. For early budget purposes it is common to include a percentage for Professional Fees of between 10 -15% of the construction cost. The Sport England Clubhouse Design Guidance Note 1 Project Management document provides details of the roles and responsibilities of these professionals.
Architect Quantity Surveyor Services Engineer Structural Engineer Principal Designer	£40,000	An allowance of 10% of the anticipated construction cost has been included for the purpose of this exercise, albeit where possible a fixed price lump sum quotation related to a schedule of service should be sought.
11 Contingency	£40,000	A contingency sum should be included with the project budget to cover the cost of unforeseen items as the scheme develops. This sum should be reviewed regularly as the design and project information is developed and risk mitigated and managed. A 10% - 15% contingency sum is advisable at the early stages of project development. A percentage allowance of 10% of the build cost has been included for this exercise
Sub total		£479,720
12 VAT	£96,000	VAT is usually payable on construction costs and professional fees. VAT should be accounted for in the overall costs and cashflow forecast. The level of VAT payable may sometimes be reduced subject to the status of the club. A clear understanding of the VAT position should be established early. If there is uncertainty, the maximum liability should be assumed at budget formulation stage.
Total Budget Cost		£575,720 *

(* Please note, the above figures are best estimates based upon previous projects but must be considered as indicative. If more accurate figures are available for any of the cost lines, then they should be used.

EXAMPLE 2 : Refurbishment - Indicative project items for the refurbishment of an existing clubhouse ²

Item	Cost	Commentary
1 Land or Building Purchase including Legal Costs		Not required. If the facility is on a long lease, appropriate permission may be required from the landlord to undertake the works.
2 Survey Costs		There are a number of surveys that may be required. It is advisable to undertake these surveys early in the process as the results can impact on the feasibility of the project.
Condition Survey	£1,000	A condition survey is usually undertaken by a suitably qualified Building Surveyor. A condition survey inspects the fabric and condition of the building and is strongly recommended prior to undertaking improvement works. For example the condition survey may identify issues with the roof or existing services that are best addressed in advance of any refurbishment work. The report may be set out to cover general points but also presented on a room by room basis. The Condition survey could also inform the club regarding future planned maintenance works.
Asbestos Survey	£700	Unlikely to be required on a site that does not require demolition works to existing buildings. However if demolition works are required, it is likely an asbestos survey would be needed. This would be supplied to the Contractor prior to the works being undertaken.
Others		There are a range of other surveys that may be required, for example if extension works are to be undertaken ground investigation surveys may be required. If significant improvements works are planned the testing of the existing services capacity may be required to meet increased loads and usage. The Club's professional advisor and discussions with the Local Authority Planning department should assist in establishing these requirements.
3 Statutory Fees for Planning		Most likely not required in this instance, unless undertaking works outside of the building line or for example adding illuminated signage.
4 Statutory Fees for Building Control	£750	Fees are required to be paid to the Local Authority. Discussions with the Local Authority can also inform this figure.
	Sub total	£2,450
5 Construction Works	£80,000	A Scope of Works document should be established to identify the required works. The above noted Condition survey could act as the basis of the scope. In some instances early engagement with a local contractor may provide a good starting point to establish a cost for the intended scope of works and/or to establish an affordable brief prioritised. As the design and scope of work progresses, a competitive tender for the work can be sought. It is important to ensure that tendering contractors are pricing works on a like for like basis. The clubs appointed professional should ensure good practice.
6 Ground works & foundations	nil	Generally not required
7 External Works		It is essential that these works are carried out as part of the overall project so that the building is not isolated, is readily accessible and able to 'trade' effectively from day one. Items to consider include; internal and external signage, paths, fencing, decking/paving, security lighting, canopies, ramps for guarding and accessibility. General access requirements should be considered for the likes of; car parking (inc. number of spaces), bin collection and delivery vehicles. In this example;
Ramp to main entrance	£3,000	Accessible ramp required to main clubhouse entrance to facilitate wheelchair users.
Signage	£250	Allowance for way finding signage to the new facility.

² Extent can vary significantly from replacement of finishes to adaption of existing facilities.

DESIGNING FOR PHYSICAL ACTIVITY - BUDGET COSTS

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EXAMPLE 2 : Refurbishment (Cont/d...)

Item	Cost	Commentary
8 Service Connections		It is likely that in a refurbishment project the existing services to the site will be adequate, however the early involvement of a Mechanical and Electrical Engineer is recommended.
Water		Not required
Electricity		Not required
Gas		Not required
Telecoms		Not required
9 Fit out, fixtures & equipment	£5,000	From an operational perspective, appropriate allowance should be included for required fixtures and fittings to serve the facility. Items such as changing room benches and coat hooks, kitchen equipment inc. whitegoods etc. should all be considered. These items could be scheduled out on a room by room basis.
Construction Sub total		£90,700
10 Professional Design and Project Management Fees		With the majority of projects, unless the work is very minor, it is 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. The nature of the proposed works will inform the sort of professional assistance required. For early budget purposes it is common to include a percentage for Professional Fees of between 10 -15% of the construction cost. The Sport England Clubhouse Design Guidance Note 1 Project Management document provides details of the roles and responsibilities of these professionals.
Architect	} £12,000	An allowance of 12.5% of the anticipated construction cost has been included for the purpose of this exercise, albeit where possible a fixed price lump sum quotation related to a schedule of service should be sought.
Quantity Surveyor		
Services Engineer		
Structural Engineer		
Principal Designer		
11 Contingency	£10,000	A contingency sum should be included with the project budget to cover the cost of unforeseen items as the scheme develops. This sum should be reviewed regularly as the design and project information is developed and risk mitigated and managed. A 10% - 15% contingency sum is advisable at the early stages of project development. A percentage allowance of 10% of the build cost has been included for this exercise.
Sub total		£112,700
12 VAT	£23,000	VAT is usually payable on construction costs and professional fees. VAT should be accounted for in the overall costs and cashflow forecast. The level of VAT payable may sometimes be reduced subject to the status of the club. A clear understanding of the VAT position should be established early. If there is uncertainty, the maximum liability should be assumed at budget formulation stage.
Total Budget Cost		£135,700 *

(*) Please note, the above figures are best estimates based upon previous projects but must be considered as indicative. If more accurate figures are available for any of the cost lines, then they should be used.

EXAMPLE 3 : Off-Site Construction - Indicative items for an off-site construction in association with a changing facility with a social space

Item	Cost	Commentary
1 Land or Building Purchase including Legal Costs		It is essential to understand and allow for any initial costs for land acquisition, legal costs and fees related to ownership and surveys of the site.
2 Survey Costs		There are a number of surveys that may be required. It is advisable to undertake these surveys early in the process as the results can impact on the feasibility of the project.
Topographical Survey	£1,000	Topographic surveys are used to identify and map the contours of the ground and existing features on the site. This survey will advise on items such as the required earthworks and drainage/manhole gradients and depths etc.
Site Survey	£500	The practicalities of delivery and installation of off-site buildings requires consideration. A site survey should be undertaken to advise on the access to the site and any potential constraints. For example vehicles transporting the modular units.
Existing Utilities survey	£600	Underground services surveys are an important aspect of any site construction work. Existing records may indicate routes however consideration of a survey using scan detection equipment can normally determine depth and measurements for cables, metal pipes and drainage runs.
Incoming Services survey	£600	An understanding of available services to the site or vicinity of the site is essential, together with required capacity/pressure. This survey will inform budget costs and viability of servicing the building.
Ground Investigation Report	£1,500	Ground investigations are a means of determining the condition of the ground. This should take place before construction works and will influence the foundation solution of the building.
Asbestos Survey	nil	Unlikely to be required on a site that does not require demolition works to existing buildings. However if demolition works are required, it is likely an asbestos survey would be needed. This would be supplied to the Contractor prior to the works being undertaken.
Others		There are a range of other surveys that may be required such as flood risk assessment, ecological survey, acoustic surveys. The Clubs professional advisor and discussions with the Local Authority Planning department should assist in establishing these requirements.
3 Statutory Fees for Planning	£770	Fees are required to be paid to the Local Authority. A guide to the required cost can be found by completing details on the planning portal. Discussions with the Local Authority can also inform this figure.
4 Statutory Fees for Building Control	£750	Fees are required to be paid to the Local Authority. Discussions with the Local Authority can also inform this figure.
Sub total	£5,720	
5 Construction	£250,000	Off-site build facilities are becoming more common. Off-site construction has the benefit of a reduced period on site. When obtaining quotations it is important to understand the basis of quotations received including exclusions and assumptions. There are a number of companies that can provide such facilities, however there are a number of often 'below the line' considerations that should be accounted for such as delivery, craning, installation, temporary works to enable access, installation and making good.
Craneage of the units	£18,000	Will vary depending upon size of crane and required reach.
Temporary haul road to facilitate crane/delivery	£5,000	Existing access will influence allowance required.
Enhancements to comply with Planning / Building Regulations	inc	Allowances may be required to enhance the base elevation treatment to comply with planning requirements in more sensitive locations.
6 Ground works & foundations	£45,000	The results of the ground investigation report will determine possible foundation solutions for the proposed building. The below ground foundation and substructure work can have a major cost impact on the project. Subject to ground conditions and engineered solution, a pad, strip, raft or piled solution may be required. For example if the works are to take place on 'made ground' a more expensive method of substructure such as piling or a raft solution may be required. Also if excavated material is contaminated this would require removal to a classified waste site. Early ground investigation surveys should be undertaken by a suitably qualified person. It is not advisable to assume the easiest and cheapest option.
7 External Works		It is essential that these works are carried out as part of the overall project so the building is not isolated, is readily accessible and able to 'trade' effectively from day one. Items to consider include; internal & external signage, paths, fencing, decking/paving, security lighting, canopies, ramps for guarding and accessibility. General access requirements should be considered for the likes of; car parking (inc. number of spaces), bin collection and delivery vehicles. In this example;
New footpaths to the building	£6,000	Accessible parking bays are required to the building therefore existing carpark requires extension.
External security lighting to carpark	£2,000	The clubhouse will be used in the evenings for events and training. Improved external lighting is required for safety.
Signage	£500	Allowance for way finding signage to the new facility.

DESIGNING FOR PHYSICAL ACTIVITY - BUDGET COSTS

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EXAMPLE 3 : Off-Site Construction (Cont/d...)

Item	Cost	Commentary
8 Service Connections		The results from the Services surveys noted above will inform this allowance. Any new facility will require services connections to the building. The location and capacity of any existing services can have a significant cost impact on the feasibility of any project. Items for consideration include Water, Electricity, Gas, Telecoms/Wi-Fi. The early involvement of a Mechanical and Electrical Engineer is recommended. In some instances it may be cost prohibitive to provide certain mains connections and the M&E engineer can advise on alternative solutions.
Water	£1,000	Allowance
Electricity	£1,000	Allowance
Gas	£2,000	Allowance
Telecoms	£500	Allowance
9 Fit out, fixtures & equipment	£15,000	From an operational perspective, appropriate allowance should be included for required fixtures and fittings to serve the facility. Items such as changing benches and coat hooks, kitchen equipment, whitegoods etc. should all be considered. These items could be scheduled out on a room by room basis and should include suppliers requirements.
Construction Sub total		£351,720
10 Professional Design and Project Management Fees		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. The nature of the proposed works will inform the sort of professional assistance required. For early budget purposes it is common to include a percentage for professional fees of between 10 -15% of the construction cost. The Sport England Clubhouse Design Guidance Note 1 Project Management document provides details of the roles and responsibilities of these professionals.
Architect	£36,000	An allowance of 10% of the anticipated construction cost has been included for the purpose of this exercise, albeit where possible a fixed price lump sum quotation related to a schedule of service should be sought.
Quantity Surveyor		
Services Engineer		
Structural Engineer		
Principal Designer		
11 Contingency	£36,000	A contingency sum should be included with the project budget to cover the cost of unforeseen items as the scheme develops. This sum should be reviewed regularly as the design and project information is developed and risk mitigated and managed. A 10% - 15% contingency sum is advisable at the early stages of project development. A percentage allowance of 10% of the build cost has been included for this exercise.
Sub total		£423,720
12 VAT	£85,000	VAT is usually payable on construction costs and professional fees. VAT should be accounted for in the overall costs and cashflow forecast. The level of VAT payable may sometimes be reduced subject to the status of the club. A clear understanding of the VAT position should be established early. If there is uncertainty, the maximum liability should be assumed at budget formulation stage. Standard VAT at 20% of the project costs may be applied.
Total Budget Cost		£508,720 *

(*) Please note, the above figures are best estimates based upon previous projects but must be considered as indicative. If more accurate figures are available for any of the cost lines, then they should be used.



ALTERNATIVE LANGUAGES AND FORMATS:

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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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