



**British
Association
Landscape
Industries**

**British Association of Landscape
Industries**

Quality Standard

Accredited Designer Membership

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Introduction

These guidelines have been established to enable individuals wishing to apply for Registered Designer membership to clearly see the requirements of the Association. It is the benchmark for assessors completing the assessment of an applicant.

This document and any implications resulting from the adoption and implementation of its principles is not intended to be prescriptive or restricting in any way. Adherence to this standard is considered the minimum requirement for applicants. The assessor will apply its principles as appropriate.

Purpose

The purpose of these guidelines is to ensure that the individual being assessed can demonstrate that they have sufficient knowledge and skills to consistently meet relevant customer, legislative and regulatory requirements in a measured and professional manner. As well as showcase the individual's knowledge of design principles.

Assessment Criteria

Three individual projects are to be submitted for desktop assessment. Each project should, as far as possible, differ in details and scope. **(Registered Members of SGD and LI may submit only two)**

Each of the projects must be accompanied by the following drawings and documentation:

1. Client Brief
2. Fee Proposal and Contract
3. Site Survey and Analysis
4. Proposal Drawing, Masterplan, Concept or Presentation Plan
5. Setting Out and Drainage Plan
6. Construction Drawings
7. Other Plans
8. Scope of Works or Specification
9. Risk Assessment/CDM
10. Planting Plans
11. Plant Schedules
12. Before and After Photographs

Please ensure when collating the projects that each project and element is clearly labelled i.e.

- 1.1 Project 1 – Client Brief
- 1.2 Project 1 - Fee Proposal and Contract
- 2.1 Project 2 – Client Brief
- 2.2 Project 2 - Fee Proposal and Contract
- 3.1 Project 3 – Client Brief
- 3.2 Project 3 - Fee Proposal and Contract

In addition to the three (or two in the case of Registered Members of SGD & LI) core projects, applicants can also provide four further pieces of design work, should they

wish. These drawings do not require the supporting drawings and documentation as set out above and need not have been implemented.

NB. The following guidelines apply

- ***Show and Exhibition gardens or educational coursework will not be accepted as any of the core projects but can be submitted as part of the four additional supporting designs***
- ***All of the projects submitted for assessment must be the applicant's own work. Shared or composite work cannot be accepted. The exception to this is if any of the following specialist consultants were involved in the preparation of the projects:***
 - ***Land Surveyor***
 - ***Structural Engineer***
 - ***Drainage Consultant***
 - ***Irrigation Consultant***
 - ***Lighting/electrical Consultant***
 - ***Health and Safety Consultant***
 - ***Quantity Surveyor***
 - ***Planning Consultant***

The following items are not obligatory but may be included, in section 7, should the applicant feel they will assist in their submission:

- ***Three dimensional drawings including sketch perspectives***
- ***Coloured plans and drawings***

1. Client Brief

Guidance Notes

This should include the aims of the design, key factors and constraints of site.

Sources of Evidence:

Briefing documents, letters or emails.

2. Fee Proposal and Contract

Guidance Notes

The fee proposal sets out the price for each stage of work in the design process and should agree the following:

- Drawings to be delivered
- Meetings to be attended and time to be allowed
- Plus, any other services and extras to be charged and rates to be applied

The contract must be agreed by both parties and should include the following:

- Terms and conditions
- Public liability cover
- Complaint procedure

Sources of Evidence:

Fee proposal and contract documents.

3. Site Survey and Analysis

Guidance Notes

This should include, as a minimum, the following;

- Scale bar with the size labelled
- Northpoint
- Date
- Drawn by
- Levels
- Datum or sea level datum
- Boundaries
- Services location - Drains and overhead wires etc.
- Existing trees and sizes
- Existing hard landscaping
- Views to keep/hide
- Prevailing wind
- Extg features or plants to keep
- Other Notes
- Drainage observations

Sources of Evidence:

A site survey, drawings and notes.

4. Proposal Drawing, Masterplan, Concept or Presentation Plan

Guidance Notes

This is the drawing which sets out your intentions for the whole project and should include, as a minimum, the following;

- Scale bar and page size labelled
- Northpoint
- Date
- Drawn by
- Key, if required
- Levels (if on this plan)
- Boundaries
- Borders
- Drawing number or title
- Paving layout (alternatively, this can be shown on the setting out plan)
- Drainage (alternatively, this can be shown on the drainage plan)
- Manholes
- Downpipes
- Notation follows drawing conventions i.e. line weights, steps, ramps etc - see below
- Ramps/Slopes, ensuring arrows are in the correct direction (down) with gradient, if required
- Steps, ensuring arrows are in the correct direction (up) and from riser to riser
- Services location, where applicable

Sources of Evidence:

Plan drawing at appropriate scale for site, usually A3 or A1.

5. Setting Out and Drainage Plans

Guidance Notes:

This can be either one combined drawing or separate document and all measurements should be accurate and easy to read as well as include, as a minimum, the following:

- Offsets
- Triangulation
- Levels
- Accuracy in measurements
- Consistency of mm or m
- Scale bar and page size labelled
- North

Sources of Evidence:

Plan drawings at appropriate scale for site.

6. Construction Drawings

Guidance Notes:

These should include, as a minimum, the following:

- Dimensions
- Reference to location plan view
- Labelled, with materials and components
- Scale bar and page size labelled

You do not need to submit all the construction details for each project but ensure you have submitted the more complex items such as water features and steps to show your ability. If you rely on contractors to provide technical drawings (for example for pergolas), please also submit your own details for the elements you have designed.

Sources of Evidence:

Drawings for plans given.

7. Other Plans

Guidance Notes:

This could include any of the following:

- Lighting plan
- Visuals

8. Scope of Works or Specification

Guidance Notes:

This document describes, in words, how each component is to be constructed and to what standard. Standard specifications are the National Building Specification (NBS) or the Heather specifications. On smaller projects a scope of works is sufficient.

Sources of Evidence:

Scope of works or specification document.

9. Risk Assessment/CDM

Guidance Notes

This document sets out the potential risks that result from the proposed design and how they have been addressed in the design.

Sources of Evidence:

Risk assessment documents, CDM documents/records.

10. Planting Plans

Guidance Notes

This should include, as a minimum, the following:

- Scale bar and page size labelled
- North
- Plants labelled by correct name
- Clarity of plan for planting, with densities or numbers
- Existing trees
- Soil pH and type (or in site analysis)
- Plant compatibility and suitability should be evident within the planting design
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Sources of Evidence:

Planting plan.

11. Plant Schedule

Guidance Notes:

This should include, as a minimum, the following:

- Pot sizes, or form i.e. bulb or bare root
- Numbers
- Precise Latin name
- Tree's in centimetres, girth and height
- Form i.e. bushy, feathered, single, multi stem

Sources of Evidence:

Plant schedule.

12. Before and After Photographs

Guidance Notes:

Before and after photos are essential and should be ordered according to the plans to assist the assessor. Please note, these photographs do not need to be professional.

Sources of Evidence:

Before and after photographs.