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Project Clarity & Risk Mapping Stage 1 Report

Client: John Brown
Property: Private residential property with outbuilding
Location: Estepona
Country: Spain
Date: Tuesday, 23 December 2025

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0. How to Read This Document

This Stage 1 report provides an independent, early-stage assessment of the client's proposed property project before professional appointments, design development or statutory submissions are made.

Its purpose is to:
– record what the client is proposing to do to the property
– analyse the site and context as currently understood
– identify the key regulatory, technical and delivery implications arising from that scope
– establish a structured project roadmap to guide informed next steps
This document does not provide design solutions, approvals or cost certainty. It is intended to support decision-making before commitment.

The report is structured to move from analysis into action.
Section 6 (Project Roadmap) is the backbone of this report. It summarises the likely sequence of actions required to take the project forward. The preceding sections provide the reasoning, constraints and dependencies that inform that roadmap and should be read as explanatory context rather than standalone instructions.

1. Executive Summary — Stage 1 Assessment

Based on the information reviewed at this stage, the proposed project appears viable in principle, but should not be approached as a purely informal or cosmetic refurbishment.

While a significant proportion of the works are internal, the brief includes a number of external and regulated elements which introduce planning, technical and sequencing dependencies. These dependencies mean that the project is likely to require:

- early appointment of a local architect
- confirmation of the appropriate municipal approval route
- coordinated technical input rather than contractor-led delivery

The primary risks at this stage are not related to construction feasibility, but to incorrect assumptions about classification, approvals and sequencing.

Stage 1 conclusion:
The project should proceed on the basis of a structured, professionally led route, with early confirmation of planning and technical requirements before any construction commitments are made.

2. Project Brief — Summary of Proposed Works

This section records the works currently being contemplated by the client, based on the initial advisory call and intake information. It establishes the reference scope against which all subsequent analysis is undertaken.

External Works

- External redecoration and associated localised repairs
- Replacement of existing metal balcony balustrades with glass balustrading
- Replacement of existing doors and windows with dark grey aluminium units
- Introduction of additional privacy screening above existing low boundary walls
- General landscaping works, including external coordination and contractor appointment

Internal Works

- Removal of the existing kitchen and installation of a new fitted kitchen
- Replacement of floor finishes with large-format porcelain tiles throughout
- Removal of the existing fireplace and adjacent low wall to open the living space
- Replacement of internal metal balustrades with glass balustrading
- Plastering over decorative wall features where present
- Replacement of bathroom sanitaryware and finishes
- Full internal redecoration throughout
- Existing internal doors and joinery assumed to be retained

Building Services & Sustainability Upgrades

- Installation of a heat pump system to provide heating and cooling
- Installation of photovoltaic (PV) solar panels
- Provision of an electric vehicle (EV) charging point

This brief reflects the client's current intentions only and has not yet been tested against planning controls, technical regulations or statutory requirements. It may be refined or expanded in later stages.

3. Site Analysis

This section summarises observations and constraints based on available information at Stage 1.

Property Context

- Existing residential property within an established coastal urban area
- Typical masonry construction consistent with the period and locality
- External elements (balconies, boundaries, openings) form part of the public-facing envelope

Observations & Known Constraints

- Internal layouts and finishes appear dated but serviceable
- External elements subject to potential visual, safety and community considerations
- Roof and external walls likely to be affected by PV panels and services installations
- No heritage designation is assumed at this stage, but this must be confirmed locally

Unknowns at Stage 1

- Whether previous alterations were formally authorised
- Whether the property is subject to community of owners rules
- Whether any municipal or urbanisation-specific constraints apply

These unknowns are typical at this stage and directly inform the analysis in Section 4.

4. Risk & Dependency Register — Stage 1 Analysis

This section interprets the proposed works (Section 2) and site context (Section 3) to identify the likely regulatory, technical and approval implications at a project-wide level.

It does not define the final route, but establishes how the project should be classified at this stage.

4.1 Planning / Licensing Implications (High-Level)

The proposed works will be subject to local planning and licensing control and must be reviewed and confirmed by an appointed local Architect (Arquitecto) before any works commence.

Within Spain, building works are typically controlled through a municipal licensing system, with the applicable route determined by the nature, extent and impact of the proposed scope. While the precise classification is municipality-specific, projects of this type commonly fall within one of the following categories:

- Licencia de Obra Menor (minor works), generally applied where works are limited in scope and do not materially affect structure, external appearance, safety or regulated systems; or
- Licencia de Obra Mayor (major works), applied where the scope includes more substantial intervention, external alteration, structural involvement, changes to layout or regulated building systems.

Some municipalities also operate simplified procedures for limited categories of work, commonly framed as Declaración Responsable and/or Comunicación Previa. The availability, thresholds and documentation requirements for these routes vary and must be confirmed locally.

Where works extend beyond superficial refurbishment, it is common for the municipality to require an architect-led submission, typically framed around a Proyecto Básico for licensing purposes and, where required, a Proyecto de Ejecución to support technical definition and construction.

In addition to the scope of works itself, the local Architect must verify whether the property is subject to any wider constraints that could influence the approval route or impose additional requirements. These may include:

- planning designations or controls within the local planning framework (PGOU or equivalent)
- coastal, environmental or other territorial constraints where applicable
- community of owners or urbanisation rules affecting external appearance or shared elements
- any protected status, easements, or limitations arising from the property's title or planning history

At Stage 1, this assessment is sufficient to establish that the project should not be assumed to proceed without formal municipal control and that the correct licensing route must be confirmed before contractor engagement or contractual commitment.

Action required:
Once appointed, the local Architect is to confirm the specific municipal route, classification and documentation requirements applicable to this property and scope, and to advise what approvals must be in place prior to commencement of works. This confirmation informs the Project Plan (Section 6) and subsequent stages.

4.2 Technical Submittals — Stage 1 Assessment

The proposed works extend beyond purely cosmetic renewal and include elements that typically require formal technical definition, coordination and sign-off within the Spanish system.

Based on the current scope, the project should be assumed to require a coordinated technical package, rather than informal contractor-led specifications. This is due to the presence of external alterations, safety-critical components, and upgrades to regulated building systems.

In practice, projects of this nature are commonly supported by an architect-led technical submission appropriate to the municipal approval route, with additional technical input introduced where required by the scope of works or by the authority.

At a high level, the technical documentation typically associated with projects of this type may include:

- verified as-built information to establish the existing condition as a reliable technical baseline
- architectural documentation sufficient to define the works for licensing and construction purposes (often framed locally as a Proyecto Básico and, where required, a Proyecto de Ejecución)
- structural assessment and documentation where elements are removed, altered, or discovered to be load-bearing

- building services documentation where electrical, plumbing, ventilation, air-conditioning or renewable systems are installed or materially upgraded
- fire and life safety considerations where layout, circulation or risk profile is altered
- energy or thermal documentation where regulated upgrades to the envelope or services are triggered
- construction phase health and safety documentation as required under local practice

The preparation, coordination and certification of this documentation typically sits with the appointed local technical team, led by an Architect (Arquitecto) and supported, where required, by a Technical Architect (Arquitecto Técnico / Aparejador) and/or Engineer (Ingeniero) depending on the nature of the works.

At Stage 1, this assessment is sufficient to establish that the project should be planned and budgeted on the basis that formal technical input will be required, even though the precise document list and consultant appointments will only be confirmed once the municipal route and scope classification have been verified locally.

This assumption informs the Project Plan (Section 6) and the recommended sequencing of appointments and approvals.

4.3 Approvals Process

Any required approvals will be administered by the relevant Municipality, based on documentation prepared and submitted by the appointed local professionals.

Within the Spanish system, the approvals process is typically architect-led and is closely tied to the classification of the works, the applicable licensing route, and the level of technical documentation required.

While procedures and terminology vary by municipality, projects of this nature generally follow a structured sequence.

In broad terms, the process commonly involves:

- initial scope review and contextual checks by the local Architect, including planning designations and any relevant title or planning history considerations
- confirmation of the correct approval route, whether a minor or major works licence or an applicable simplified declaration/notification procedure
- preparation of the required submission package, led by the Architect and supported by additional technical input where required
- submission to the Municipality and payment of any associated municipal fees or taxes
- a municipal review period, the length of which varies significantly depending on municipality, workload and scope
- issue of a decision, authorisation or request for further information
- progression of works under the oversight and certification framework required by the chosen route

- completion and sign-off, typically involving certification by the appointed professionals and, where applicable, municipal acknowledgement

At Stage 1, the critical point is not the precise mechanics of this process, but the sequencing risk it introduces.

Regardless of which approval route ultimately applies, the principal risk arises where works are commenced, or construction contracts are entered into, before the correct route, documentation and professional oversight arrangements have been confirmed.

This sequencing risk has direct implications for programme, cost and exposure to enforcement or delay, and should be treated as a gateway issue for the project.

Stage 1 conclusion:
The project should be planned on the basis that formal approval will be required and that confirmation of the correct approval route must occur before contractor engagement or commitment to works.

Action required:
Following the local Architect's initial review, the approvals process can be refined to confirm the applicable route, documentation requirements and anticipated lead times. This confirmation informs the Project Plan (Section 6) and the sequencing of subsequent stages.

4.4 Contractor Engagement & Tendering Approach

Once the appropriate approval route has been confirmed and sufficient technical documentation is in place, the works are typically procured through a structured contractor engagement or tender process.

At this stage, no contractor strategy has been selected. However, based on typical practice for projects of this nature, the following approaches are commonly used (subject to advice from the appointed local professionals):

- Competitive tender to a limited number of suitable contractors, based on an agreed scope and technical package
- Negotiated tender with a preferred contractor, following initial cost benchmarking
- Phased or early contractor engagement, where limited input is sought prior to full pricing (higher risk if approvals or scope are not yet confirmed)

The suitability of each approach depends on:

- the confirmed scope of works
- the approval route and documentation available
- local market conditions and contractor availability
- the client's risk appetite and programme priorities

A key risk at this stage is premature contractor appointment or pricing, before:

- the approval route is confirmed
- the scope is fully defined
- the required technical documentation is in place

This commonly leads to cost escalation, scope disputes and rework.

Action required:

Following confirmation of approvals and technical submittals, the appointed Architect (and Technical Architect where applicable) should advise on the appropriate tender strategy, documentation level and contractor selection process. This will be formalised and managed within Stage 3.

4.5 Stage 1 Risk Summary

Based on the Stage 1 assessment, the principal risks associated with the project at this stage are not related to construction feasibility, but to process, sequencing and classification.

In particular, the key risks and dependencies are:

- misclassification of the proposed works at an early stage
- premature engagement of contractors or cost commitments
- late identification of planning, licensing or technical requirements
- scope escalation after budgets, programmes or contracts have been set

These risks are common in overseas property projects and typically arise from incorrect assumptions rather than technical complexity.

At Stage 1, these risks can be materially reduced through correct sequencing, early confirmation of the approval route, and structured professional appointment — as reflected in the Project Plan (Section 6).

5. Professional Roles & Jurisdictional Context

The project is located in Spain and will be subject to local professional, regulatory and statutory frameworks. Responsibility for design, approvals and statutory compliance therefore sits with appropriately qualified and locally registered professionals.

Based on the Stage 1 assessment, the project is anticipated to require, at a minimum:

- appointment of a locally registered **Architect (Arquitecto)** to confirm the planning and licensing route, prepare or coordinate submissions, and act as the lead professional within the local system
- engagement of additional technical specialists where required by the scope of works and the confirmed approval route

Habitar's role is to provide independent client-side advisory support. This includes helping the client to:

- understand what professional input is required at each stage
- interpret and challenge advice received where appropriate
- maintain control over sequencing, scope decisions and risk exposure

Habitar does not undertake design, submit applications, or replace local statutory roles. All formal approvals and certifications remain the responsibility of the appointed local professionals.

6. Project Roadmap & Master Project Plan

The Project Plan in Section 6 sets out the agreed start-to-finish roadmap for the project, based on the Stage 1 analysis above.

All subsequent stages reference this plan and refine it as further information becomes available.

	Activity	Details	Start Date	Weeks
1	Prepare the initial brief (based on the information provided)	This has been established through the initial consultation and is summarised in section 2. The brief may be developed and tweaked when an Architect is appointed, planning constraints clarified and sketch designs developed.	30/05/25	1
	By:	Client / **Habitar** / Architect		
2	Initial site / building appraisal	An initial appraisal is included in section 3 and has helped to inform this report. Once appointed, the Architect will make their own visit / judgements in order to develop initial proposals.	06/06/25	1
	By:	Client / **Habitar** / Architect		
3	Establish the budget	Set the realistic budget at the outset (item d below) and then cross-check against other costs as they become known. As the design develops it may become clear that the budget either needs to be stretched or the brief adjusted to suit.	13/06/25	1
	a. Consultant fees	TBC		
	b. Application fees	TBC		
	c. Build cost	TBC		
	d. Total Budget	TBC		
	By:	Client / **Habitar** to assist		
4	Establish the Project Programme	The estimated dates and timeframes in this project plan will give an indication of the possible programme and can be adjusted as things become more defined. If there are particular deadlines which must be met this will help to highlight whether this is feasible and where time-saving may be required.	20/06/25	1
	By:	Client / **Habitar** to assist		
5	Clarity Review & Project Mapping (Stage 1 Report)	Preparation of the 'Clarity Review & Project Mapping' document (this report) to assess the project feasibility, highlight points to consider and to set-out a clear 'map' of how to take it forwards.	27/06/25	2
	By:	**Habitar**		

6	Professional Route & Appointment Advisory (Stage 2 Report)	Section 5 sets-out the anticipated local professionals required to take this project forwards. We can now prepare a brief and scope of works to send out to seek quotes. We can then assess and report-back with an appraisal of the suitability of each candidate to assist in your choice. This would be the next stage of our appointment.	11/07/25	3
	By:	**Habitar** (client to make the appointment)		
7	Delivery Roadmap and Decision Gates (Stage 3 Report)	The Stage 3 report confirms, manages and updates this outline project roadmap in response to live professional input, approvals and site conditions as they are firmed-up.	01/08/25	2
	By:	**Habitar**		
8	Survey site / existing building	The existing building or site needs to be measured and 'as existing' drawings prepared - these will form the basis of all drawings and designs. This work would usually be organised by the Architect but we can assist with preparing the brief for this work or check / comment on submittals.	01/08/25	2
	By:	Architect (to organise)		
9	Identify Planning Limitations	The appointed Architect to fully check and advise on local restrictions and the approval process. Our preliminary analysis is included in section 4.1.	15/08/25	2
	By:	Architect (**Habitar** can help assess this advice)		
10	Prepare Concept Designs	Once you have the survey drawings, ideas can be sketched out by the Architect for the proposed alterations or new buildings. We can help interpret and comment on these if required.	29/08/25	1
	By:	Architect		
11	Approval of Concept Designs	Receive the proposed designs and provide comments / feedback to enable them to be completed and approved by you.	05/09/25	1
	By:	Client (**Habitar** can advise)		
12	Prepare final developed designs	Set up the final drawings ready for the required submissions for approval to build.	12/09/25	3
	By:	Architect		
13	Technical Submittals	Where detailed technical submittals are required, further consultants may be required. Refer to section 4.2 for our initial analysis - this will be confirmed once the Architect is appointed.	03/10/25	3
	By:	Architect		
14	Approvals process	The Municipality will receive the documentation and make their decision. Refer to item 4.3 for our initial analysis - this will be confirmed once the Architect is appointed.	24/10/25	8
	By:	Architect / Municipality		
15	Tender the Works	At this stage you will have sufficient information to ‘tender’ the works and get build costs. The Architect can organise but we can assist and advise. The tender options are set-out in section 4.4	19/12/25	4
	By:	Architect (**Habitar** can advise)		
16	Compare quotes & appoint builder	Once you have prices we or the Architect can help you to assess these, comment on suitability and assist with signing of contract.	16/01/26	2
	By:	Client (**Habitar** and/or Architect can advise)		
17	Building Work	The construction phase will commence and be overseen by the appropriate local professionals. We can advise where necessary, highlighting any concerns or issues we think you should raise with your team.	30/01/26	21
	By:	TBC		

18	Completion & Handover Assurance (Stage 4 Report)	We can assist with he final close-out of the project, helping to highlight what you show receive at completion and highlighting any missing elements.	26/06/26	2
	By:	TBC		
19	Completion		10/07/26	

7. How Habitar Supports the Project

Habitar's involvement is focused on:

- early clarity and risk identification
- structured project sequencing
- interpretation of planning and technical advice
- maintaining alignment between intent, approvals and delivery

Habitar does not provide design, construction or statutory approval services.

8. Recommended Next Steps

Based on the Stage 1 assessment, the following next steps are recommended:

1. Decide whether to proceed in light of the clarified scope, risk profile and anticipated approval requirements.
2. If proceeding, move to Stage 2 to confirm the professional route, consultant appointments and approval strategy.
3. Avoid contractor engagement, pricing or contractual commitments until the planning and licensing route has been formally confirmed.

9. Example & Redaction Note

This document is provided as an illustrative example only.
Property details, budgets and client identifiers have been redacted. No reliance should be placed on this document for live projects without formal engagement and project-specific review.

Appendix A: Spain — Project Responsibility Matrix (Reference Overview)

Purpose of this appendix

This appendix explains how responsibility is **typically allocated** on residential building projects in Spain. It is intended to help overseas or non-local clients understand:

- who usually decides
- who manages
- who inspects
- who certifies

This appendix is **informational only** and does not confirm appointments or replace formal professional roles.

Key project roles (Spain)

Role	Typical function
Client (*Promotor*)	Initiates project, appoints professionals, approves spend
Architect (*Arquitecto*)	Design lead, planning & technical coordination
Arquitecto Técnico / Aparejador	Site supervision, execution control, payment certification
Contractor	Executes construction works
H&S Coordinator	Safety planning and site coordination

Typical responsibility allocation

Strategic & setup decisions

- Proceeding with project — **Client**
- Defining budget — **Client (with advice)**
- Procurement route — Client (advised by Architect / AT)
- Appointment of professionals — **Client**

Design, permissions & compliance

Item	Typically led by
Design development	Architect
Planning / licence applications	Architect

Coordination of engineers	Architect
Response to authority queries	Architect

Health & Safety (Spain)

Health & Safety coordination is often undertaken by the **Arquitecto Técnico**, but this must be explicitly confirmed.

Item	Typically responsible
Identifying H&S requirements	Architect
Appointing H&S roles	Client
H&S during construction	Arquitecto Técnico / Contractor
Day-to-day site safety	Contractor

Construction phase

Item	Typically responsible
Site supervision	Arquitecto Técnico
Quality control	Arquitecto Técnico
Programme management	Contractor
Design clarifications	Architect

Cost & payments

Item	Typically responsible
Interim valuations	Arquitecto Técnico
Payment approval	Client
Variations identification	Contractor / Architect
Variations approval	Client

Completion & handover

Item	Typically responsible
Certifying completion	Architect / Arquitecto Técnico
Snagging process	Arquitecto Técnico
Providing warranties & manuals	Contractor
Accepting works	Client