Oakridge Studio

Architecture & Interior Design

Report

Office renovation · 40 Market Street

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Project report: office renovation, 40 Market Street

Greenfield Properties · Report 3 · October 2026

Summary

This report covers the progress of the office renovation at 40 Market Street during October 2026. The measured drawings and the concept design have been approved by Greenfield Properties. The planning application was submitted to Riverside Council on 21 October and is expected to be decided within eight weeks.

The works remain within the approved budget. Two items were added at the request of the client: an acoustic study of the meeting rooms and a 3D visual of the new entrance. Both are included in the figures below.

Progress this month

Phase	Status
Survey and measured drawings	Complete
Concept design	Approved 14 October
Lighting and acoustics	Quotations requested
Entrance area	In planning application
Furniture plans	Workstations ready for review
Planning application	Submitted 21 October
Tender documents	First draft in progress

The lighting plan for the open office is complete and has been sent to two installers for quotation. The furniture plan for the workstations is ready for review; the plan for the kitchen and lounge follows once the supplier has confirmed the delivery times of the preferred range.

Planning application

The application concerns the new entrance door, the two widened windows on the ground floor and the new sign above the entrance. The frames are dark grey aluminium, matching the neighbouring buildings. The council has confirmed that the application is complete; no further drawings have been requested so far.

The two lime trees in front of the building are protected during the works. The fencing plan and the statement on the protection of the trees were included with the application.

Budget and invoicing

Of the approved budget of 13,145.00 excluding VAT, 7,420.00 has been invoiced up to and including October. The two additional items (acoustic study and 3D visual) amount to 980.00 and were approved by e-mail on 9 October. The October invoice follows this report; the next invoice is planned for the end of November, after the tender documents have been issued.

No further additions are expected before the contractor is appointed. Costs for the building permit and the structural engineer are charged directly to Greenfield Properties and are not included in these figures.

Next steps

In November we will complete the tender documents and brief the three shortlisted contractors. The client meeting on 12 November will cover the quotations for the lighting and the final choice of floor finishes. A decision on the planning application is expected in mid-December, after which the contractor can be appointed and the start date confirmed.

We would be glad to walk you through the plans at the council offices or on site. Please contact me if you need any further information.

Kind regards,

Alex Morgan
Project Lead, Oakridge Studio

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1. Applicability
These terms apply to every proposal, assignment and agreement of Oakridge Studio.

2. Proposals
A proposal is valid for the period stated in it. Prices exclude VAT unless stated otherwise.

3. Execution
We carry out every assignment to the best of our knowledge and ability.

4. Client information
The client provides all information we need in time and is responsible for its accuracy.

5. Changes and extra work
Extra work is charged at our current rates after the client has approved it.

6. Payment
Invoices are payable within 14 days. After that period, statutory interest is due.

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8. Liability
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If the client cancels an assignment, work already done is charged.

10. Disputes
Disputes are settled by the competent court in the place where we are established.