

CLIENT

WELCOME PACK



LUCAS FREIRE
ARCHITECTURE

REFINED SIMPLICITY



Thank you for choosing to work with Lucas Freire Architecture, we are excited to have you on board and start making your dreams a reality!

Starting a renovation is an exciting commitment but can feel like a daunting task! After all you likely have never been through something like this before. That is where we come in, to help guide you through this process!

In this brief pack you will find important information relating to your project, to make this journey as smooth for you as possible. This includes:

1. An introduction to your dedicated team
2. How we work
3. The services included in your project
4. The next steps

WELCOME

MEET THE TEAM

Brussels team



Pedro LUCAS FREIRE

Principal Architect - 16 years experience

✉ Pedro@lucasfreire.be

Pedro is the founder of the company and is responsible for the general overview of the company.

Sam WEBB

Junior Architect

✉ sam@lucasfreire.be

Sam is your main point of contact. He will be the one responsible for the design, drawings and day-to-day management of your file. He's been in the company since 2022



Lauana GOMES

Junior Architect

✉ lauana@lucasfreire.be

Lauana recently joined the team and is originally from Brazil.

Dima KHOUKAZ

Junior Architect & Media & Communication

✉ dima@lucasfreire.be

Dima started as an intern and was hired thereafter. She is originally from Syria.



Ezgi ÇIRPANLI

Intern Architect

✉ ezgi@lucasfreire.be

Ezgi is our newest intern, she is from Turkey.

MEET THE TEAM

Remote team

Veysi ÖZKORKMAZ

Architect

✉ veysi@lucasfreire.be

Veysi is responsible for the submission of your file for the permit application. He's been in the company since 2019



Hilal SEVIM

Architect

✉ sevim@lucasfreire.be

Hilal is also from Türkiye and works remotely from there. She's been in the company for 3 years.

Şamil Yeşilyurt

Architect

✉ sam@lucasfreire.be

Şamil joined the team a year ago and also works remotely from Turkey.



Misagh HOSSEINZADE

3D Artist-Designer

✉ misagh@lucasfreire.be

Misagh has been working with us for three years on high-quality, realistic renderings for clients who need them.



CONTACT

Our operating hours are 9am-6pm Monday - Friday.

Renovation is an exciting process and we know you will likely have lots of questions, thoughts and ideas during the design phase. This is great! We love to help you create the perfect vision for your home!

That being said, we also know that we need to streamline this process, to make it as efficient and peaceful for you. We therefore ask that all ideas are collected together into one email. All emails are checked regularly and you will receive a reply within 3 business days.

Email

01

Communication is via email. For ease of communication and to ensure that your project runs as efficiently as possible, we prefer to have everything in writing. As we work on site and managing multiple projects time is dedicated to each project, so if you do not receive an instant reply, do not worry your request is being handled.

02

Office Meetings

For the same reason, we will also provide you with a brief summary of the notes of the items discussed at our office to ensure that we have everything noted down. This also ensure that we are all on the same page and nothing gets forgotten!

03

Site Reports

Reports are created on site alongside the meeting itself. This is then reviewed back at our office, along with images of the works discussed. A PDF of the final report will then be emailed to you during the week.



PROJECT TIMELINE

01

Initial Meeting

At our initial meeting we can discuss precisely what it is .

(1h free initial consultation)

02

Measurement

Next we will come to the property to measure to make sure that the last known drawing are accurate to the existing situation.

(1h/ floor on average, depending on the complexity of the building)

03

Existing Situation

We will draw the existing situation based off the measurements that we took.

(1-2 weeks depending on workload)

04

Concept + Design

We start working on the initial proposal for the new situation. This will be sent to you via email to review. We will then arrange a meeting at our office to go through any points you may have.

(1-2 weeks depending on workload)

05

Revisions

The revisions are made and the modified files are sent back to you for you to review. Up to 2 rounds of revisions are permitted before being charged at an hourly rate.

(1-2 weeks depending on workload)

06

Submission

Once you are happy with the results. We will finalise your file and submit your project to the commune. They have 3 months to review your file and give their decision.

(1-2 weeks + 3 months)

07

Tender

While the permit is being approved we can already start with contractors to give prices for the work that can be done without a permit. In order to not lose time.

(2-4 weeks)

08

Execution

Once the building has gone into construction we will follow up on the works.

(until completion)

..Lucastfreirebe8

If there are not many changes to the plans, if your feedback on our emails does not take too long and if the urban development department follows their own deadlines, this is the expected timeline:

[illegible]

WHAT'S INCLUDED

01

CONCEPTION

- Site visit and measurement
- Photos of existing situation and consultation with the client
- Concept design
- CAD drawings. Files of the existing and new situation
- Advice on materials and structural solutions
- Demolition plans
- 3D visualizations (if necessary)
- Request archive plans from the municipal archive (costs of plans not included)

02

BUILDING APPLICATION REQUEST

- Site visit and measurement (surveyor fees not included)
- Photos of the current state and design proposal in consultation with the client
- Request for old plans from the municipal archives (plan fees not included)
- Advice on materials and structural solutions
- CAD drawings / 3D diagram. Files of the authorized, existing and new situation
- Plans, sections, facade drawings, land profile, site plan, location plan and urban planning context
- Obtain information from the Urban Planning Department (if necessary)
- Presentation of PEB Agents (if necessary)
- Urban Planning Permit Application Form
- Building Permit Statistics Form
- Photographic report
- Explanatory Note
- Ventilation plans (ventilation system report not included)
- Drainage plans
- Submission of all documentation to the Urban Planning Department
- Certificate - Order of Architects
- Submission of the planning permission application

03

CONSTRUCTION

- Execution plans
- Project management (PEB, engineer, contractor, etc if necessary)
- Bill of quantities
- Specifications
- Presentation of Contractors
- Site monitoring
- Provisional acceptance

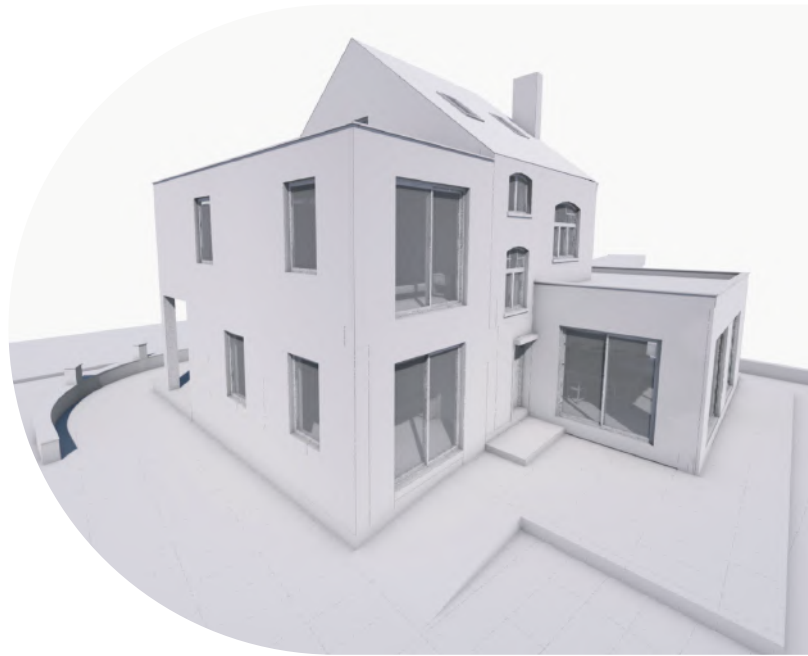
VISUALISATIONS

We use BIM software to accurately draw your project. From this we can cut plans and sections to get accurate drawings of your project.

The advantage of this is that a 3D model is also created in the construction of the drawings so the base for the 3D visualisations are made simultaneously with the 2D drawings. This allows us the ability to provide base 3D models at various points of the project.

We understand that for our clients it is not easy to understand how a 2D plan will look in 3D and therefore are happy to show you the 3D images to give you a better understanding of how the space will look.

A simple white render (right) is constructed alongside the drawings as we make them. Therefore it is relatively easy for us to provide you with visualisations like this.



Once the project has progressed and if you would like us to help with the interior design of your space, then we are also able to start developing more detailed 3Ds. This allows us to create more realistic visualisations of your space (left).

These take a lot longer to create as we have to assign each texture, add the finer details to the model and set all of the lighting parameters.

PROCEDURES

Often there is a miscommunication that 'just a plan' is required. This diminishes the perspective of how much work is required in order to submit the application. We have outlined the minimum requirements in order to submit each application type below.

Urban Permit

The documents needed for an urban permit:

Administration

- Permit application form
- Descriptive note of the project
- Proof of payment
- EPB proposal
- Title deeds
- Significant photos

Existing situation

- Situation plan 1.1000
- Location plan 1.500
- Implantation plan 1.200
- Terrain profile
- Plan (1 per floor) 1.50
- Section 1.50
- Front facade 1.50
- Back facade 1.50
- Legend

New situation

- Situation plan 1.1000
- Location plan 1.500
- Implantation plan 1.200
- Terrain profile 1.200
- Plan (1 per floor) 1.50
- Section 1.50
- Front facade 1.50
- Back facade 1.50
- Legend

Regularisation Change of use

- All documents from the Urban Permit list

The regularisation follows the same procedure as the urban permit, as if the works had not yet been completed. Therefore the **existing situation** would become the **legal situation** and the **new situation** becomes the **fractual situation**

- Copy of the latest planning permission
- Application form (appendix 1)
- Significant photos
- Situation plan 1.1000
- Implementation plan 1.200
- Plans (existing and new) 1.50

Additional Documents

(if applicable)

- Warning to co(owners) (appendix 2)
- Opinion SIAMU - fire department
- Fire safety plans (1 per floor) 1.50
- Fire safety section 1.50

WHAT WE NEED FROM YOU

For the submission of the file there are a few things that we need to fill out all of the admin parts of your file. This includes the following :

But we can put you in touch with the service providers.

01

EPB Report

From our experience it can be easier for you to get the EPB report. This is a mandatory requirement for all permit applications. Stability and ground study may also be required depending on the needs of the project.

02

Personal Details

For the Formulaire 1 we need to fill out your personal details including:

Full Legal Name

Current Address

National Identity Number

03

Signature

We require that all of the drawings that we submit are signed by the client for approval. We will only send the plans once they are approved by you, Once you are happy with the plans, please send us a scan of your signature so we can digitally add it to the drawings.

04

Title Deeds

We need the title deeds of the property. This can be requested by emailing the following address:

- rszsj.bureau.bruxelles1@minfin.fed.be (Etterbeek, St-Josse-Ten-Noode, 1000 Bxl Pentagone)
- rszsj.bureau.bruxelles2@minfin.fed.be (Anderlecht, Forest, Uccle, St. Gilles, Watermael-Boitsfort)
- rszsj.bureau.bruxelles3@minfin.fed.be (1000 Bxl-13e division (canal area), Laeken, Neder-Over-Heembeek, Haren, Evere, Koekelberg, Ganshoren, Berchem St. Agathe, Jette, Schaerbeek)
- rszsj.bureau.bruxelles5@minfin.fed.be (Auderghem, Ixelles, Molenbeek, Woluwe St. Pierre, Woluwe St. Lambert)



CONTRACTORS

While we prefer to work with contractors that we have previously worked with, as we then know their capabilities and how they work, you are, of course, free to choose any contractor that you wish to work with.

However, if this is the case we advise that you check the following before starting on your project to ensure yourself:

- ☐ **Have you received the contractor's ten-year civil liability insurance?
(You cannot start work without this document)**
- ☐ **Have you checked that the contractor is registered in all NACE
codes? You cannot start work without this document)**
- ☐ **Have you checked the tax returns for the last two years?**

All visits and reports drawn up protect you and guarantee that the work carried out by the contractor is validated and that the invoices can be paid - or that payment of the invoice is suspended until the reported defects are corrected.

CLIENT PACKAGES

BASIC

You are someone that likes to organise their own time and the workers around them. You have lots of ideas already and just want us to help advise you on the best options. You just need us really for the technical side of submitting. You are working with a limited budget and are happy to organise a lot of the things yourself, but would like us to be there if necessary. You can read plans and have some knowledge of construction.

Package:

Flexibility - Offering an basic package of our responsibilities with add on options. Eg if they actually do want a metre it can be added on from the additional options list.

1 meeting review session before permit submission.

STANDARD

You have a rough idea what you like and don't like, but need our help to bring it to reality. You know when you see it if its right or not but can't imagine it beforehand. You are okay with taking some of the responsibility of the project organisation, but would like us to be there to help guide you.

Package:

Helping hand - more inclusive package. Again options to add additional items if they would like, but more of a set price. 3D renders included to visualise the space.

2 meeting review session before permit submission.

Add ons are priced slightly higher as an additional service, if multiple add ons are foreseen it might be best to give for the premium option - where everything is included in our most premium package.

PREMIUM

You are hiring an architect because you want us to organise the project. You want us to take the responsibility off your shoulders and trust us to deliver a beautiful project to you. You want us to make weekly site visits to check the full details of the project and ensure everything runs smoothly once you have signed off on the design. You are okay to invest a premium for the peace of mind of not running the project.

3 meeting review session before permit submission.

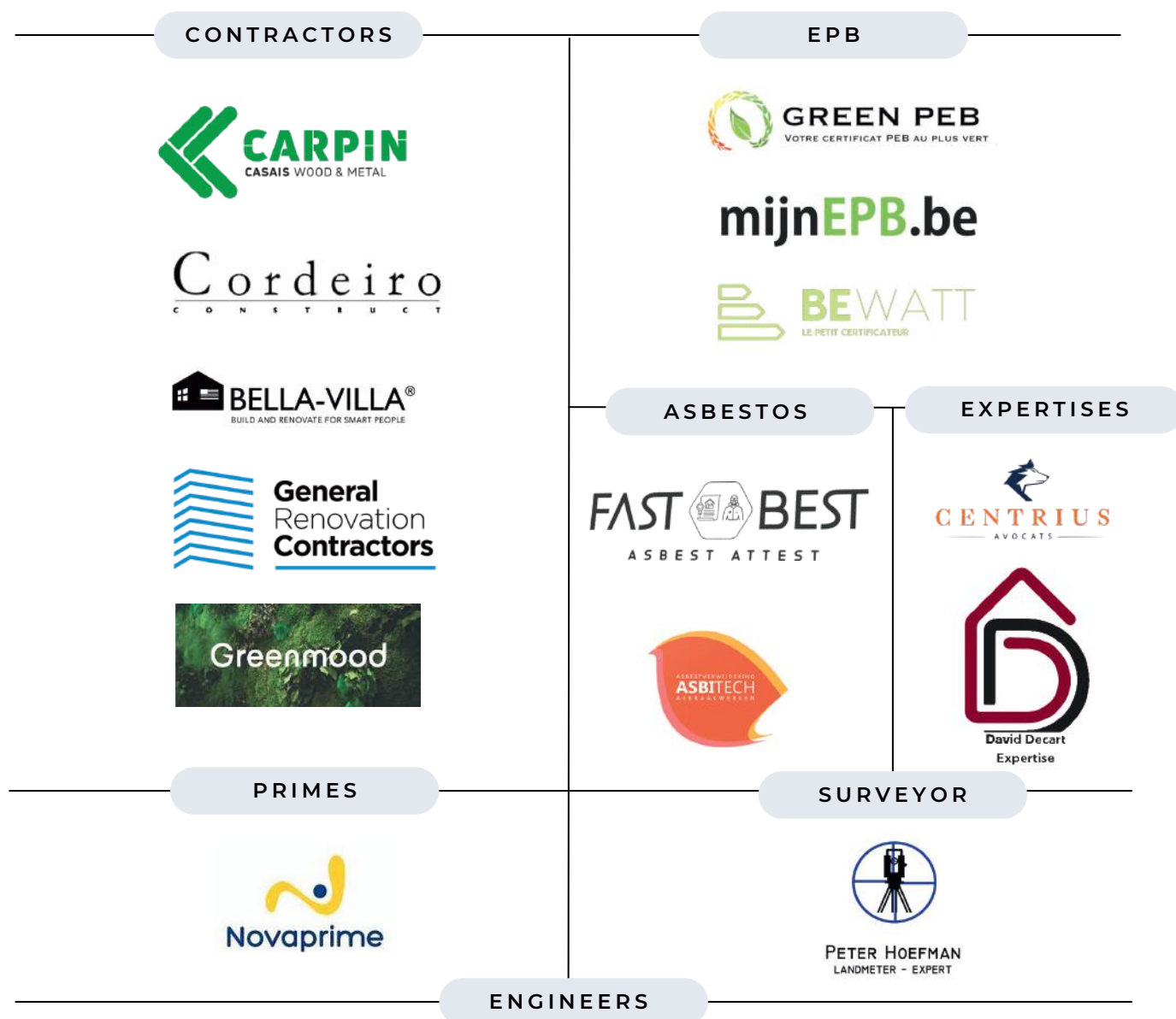
Package:

Fully inclusive. Set price per sqm

COLLABORATION

A selection of the partners we have enjoyed working with on previous projects.

We do not receive any commission from the partnerships



AWARDS



Dedalo & Minosse

PREMIO INTERNAZIONALE ALLA COMMITENZA DI ARCHITETTURA / INTERNATIONAL PRIZE FOR COMMISSIONING A BUILDING
UNDICESIMA EDIZIONE 2018 / 2019 ELEVENTH EDITION

dezeen awards

Dezeen Awards 2019 interiors longlist

MUSE
DESIGN
AWARDS
2019
PLATINUM
WINNER



Guesthouse Rupelmonde by Lucas Freire
Architecture International Residential Architecture
Awards 2020



Apartment Brussels by Lucas Freire Architecture
International Residential Architecture Awards 2020



Paradiso Eco-Resort by Lucas Freire Architecture
International Residential Architecture Awards
2020



Leading
Designer Awards



LUXURY LIFESTYLE AWARDS 2024

16th Annual

Design Skill

M A G A Z I N E

2024

houzee

A W A R D S



Adaptative Reuse &
Renovation 2024



Space Transformation
2024



Adaptative Reuse &
Renovation 2024



Interior Transformation
2024

CLIENTS



PUBLICATIONS



Guest House Ruppelende by Lucas Freire Architecture | International Residential Architecture Awards 2020

Lucas Freire Architecture Winner of International Residential Architecture Awards 2020. The renovated house was given an extension to be used as a Guest House.

Having use of the garden and full access from neighbours, it becomes a great place to enjoy a calm sunny morning.

The extension includes a double bedroom, a living room, a kitchen, and a bathroom, separated from the rest of the house.

As this was a partial renovation, breaking the white back of the house.

The backside of the building now features a long garden. The Guest House gets a lot of natural light and allows the roof to be used as a terrace.

The old bedrooms, separating the adjacent properties over land and cleared, in order to preserve the memory of the place and the old gardens.

The office was designed in a way that the whole footprint could become a cloak. Over the separation are made, so that it can be decided later to have a different purpose.

In the bathroom we decided to make a strong shared courtyard, to allow a smooth circulation. Three massive oak beams, designed taking into account the loads chosen and the bathroom, so they could fit underneath.

Winner: International Residential Architecture Awards 2020



Apartment Brussels by Lucas Freire Architecture | International Residential Architecture Awards 2020

Lucas Freire Architecture Award of International Residential Architecture Awards 2020. This apartment has been a special project.

Being a fan of Gustave Guller's work, it was an honor to be able to improve the second floor of this charming building.

The whole living area was designed to be simple, empty, and well-lit.

By size is exactly what the proposed image reaches from that position, giving enough space to circulate around the kitchen island and giving a comfortable distance to watch from the sofa.

As this was a full and total renovation, breaking the entire old situation, the budget was under a tight control.

Fully transforming the previous floor into one apartment, circular apartment, around the view.

The presence of oak, black details and concrete, brought everything together.

This spacious kitchen is the social space of the apartment. Alongside the cook, prepare drinks, while friends are over, can be as a breakfast table, etc.

The office was designed in a way that the whole footprint could become a cloak. Over the separation are made, so that it can be decided later to have a different purpose.

In the bathroom we decided to make a strong shared courtyard, to allow a smooth circulation. Three massive oak beams, designed taking into account the loads chosen and the bathroom, so they could fit underneath.

Third Award: International Residential Architecture Awards 2020



Paradiso Eco-Resort by Lucas Freire Architecture | World Design Awards 2020

Lucas Freire Architecture Winner of World Design Awards 2020. This eco-resort is located in a beautiful area, surrounded by nature and a large lake.

Because of that, and to be careful with the respect to the surrounding, the resort is to be fully made out of natural wood.

Using other local materials and techniques, such as handwoven roof, natural stone and wood, for example, it consists in a full and total renovation, breaking the entire old situation, the budget was under a tight control.

The Paradiso is all facing the common swimming pool, that look over the lake fields.

Each villa can accommodate 4-6 people.

The access is made through the back, facing the rest of the village, located in the middle of heavy vegetation of the landscape.

The landscape made between this villa and another one, the villa is a full and total renovation, breaking the entire old situation, the budget was under a tight control.

The objective is to create a full and total renovation, breaking the entire old situation, the budget was under a tight control.

All the villas have open-air bathrooms. Located in a sub-tropical climate, natural ventilation is essential, and green the high humidity and often precipitation, an outdoor private bathroom is a real opportunity.

At night, the lights will confer a special ambience and allow the visitors to enjoy a good evening by the resort.

World Design Awards 2020 | Third Award



LOOKING FOR A GROUND OR A HOUSE?

LUCAS FREIRE ARCHITECTURE: ARCHITECTURE FOR PARTIAL RENOVATIONS OR TOTAL PROJECTS

From existing pool to total project. A to Z: everything that has to do with quality architecture is a match for Lucas Freire Architecture. A logical collaboration with Virtify is the result, because they too want satisfied parties at the end of the ride.

Lucas Freire Architecture is an architecture firm with a very broad approach, although with a focus on total projects. "We think in everything", explains Freire. "From building permits to building reports and regulations to concept and design and the resulting total design of just interior or even furniture" No problem. Building a swimming pool or landscaping? We're in it too. Private homes, villas, apartments, offices... "There is no project that Lucas Freire Architecture can't handle. In fact, everything is determined by what the client expects. But the bottom line is that we can do anything."

Beautiful new projects

"We are very enthusiastic and positive about Virtify's new platform, which is truly unique in the state of construction," says Freire. "That is also why we changed to the new building beyond the results of the collaboration."



1003 CDD BANABOS

Special Mention: Kattendijk Office by Lucas Freire Architecture

APR - September 20, 2020



Lucas Freire Architecture | Kattendijk Office



Villa Brakel



Interior

Adaptive Reuse & Renovation

Completed / Built

Professional Category

f t in p u



MAISON WILRIJK



Interior

Adaptive Reuse & Renovation

Completed / Built

Professional Category

f t in p u



OUDE WAAG HOUSE



Interior

Interior Transformation

Completed / Built

Professional Category



Sablon Apartment



Architecture

Space Transformation

Completed / Built

Professional Category

f t in p u





NOTES

Thank you!



