

CLIENT CHECKLIST

It can be confusing, with so many different hoops to jump through. Keep this checklist somewhere handy so you can keep track of what's been done and what's next.

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- 01 **Figure out what you want to achieve.**
Visit our FAQ page for help with this.
- 02 **Calculate your budget for the project.**
If you don't know, we can help you.
- 03 **Find out any restrictions on the site.**
eg. listed building or conservation area.
- 04 **Send your brief to architects for quotes.**
You should get at least 3 for comparison.
- 05 **Appoint an architectural designer.**
We hope you chose us!
- 06 **Let the creative process happen.**
Review it, improve it then approve it.
- 07 **Appoint other consultants if needed.**
eg. planning consultant or tree surveyor.
- 08 **Submit a planning application.**
We can do this for you.
- 09 **Get planning permission for your project.**
Or permitted development approval.
- 10 **Start the technical design process.**
For building control and your builder.
- 11 **Appoint a structural engineer.**
To do some clever calculations.
- 12 **Appoint other consultants if needed.**
eg. SAP assessor or quantity surveyor.
- 13 **Get quotes from Builders.**
Appoint a builder of your choice.
- 14 **Get a health and safety representative.**
Sometimes known as a principal designer.
- 15 **Obtain building reg plans approval.**
The tech spec meets the requirements.
- 16 **Get a buildover agreement.**
If building over or near a sewer.
- 17 **Get a party wall agreement.**
If building close to the boundary.
- 18 **Make sure the building is insured,**
during the construction phase.
- 19 **Issue a site notice to Building control,**
to let them know you're about to start.
- 20 **Start building.**
Time to turn those dreams into reality.
- 21 **Get the building inspector to visit site.**
Your builder should take care of this.
- 22 **Get building regs approval for the works.**
Great, your building is safe and legal!
- 23 **Builder sign off & warranty of the works.**
So they can fix anything that goes wrong.
- 24 **Don't forget to insure your property,**
or update it to include the extension.