

A Guide to Extending, Altering or Building Your Home.



Are you thinking of building a new extension, altering or building a new home?

It is an exciting prospect and can sometimes be overwhelming when you don't know where to start.

Mathew Calvert Architect has reputation for producing high quality and functional design solutions for domestic clients. Based in Laleham, Middlesex, the Practice is suitably located to look after your project requirements within the Surrey, Middlesex and Berkshire Areas.

It is very important though that you enter into the process well informed. So to help you we have compiled this straightforward summary. Generally speaking there are four stages:

1. Brief taking and Design
2. Planning Permission
3. Building Regulations Approval
4. Tendering/ Works on site



Scope and Design

Once appointed we will visit the property to carry out a measured survey so we can produce a set of Existing drawings. We can then sit down with you and discuss your requirements and the various options that are available to answer your brief and to fit within your budget.

The design process is usually quite 'fluid' and there can be several options/alternatives to discuss. If required, and thought beneficial, we can produce Computer CGI's of the proposal which can also be very useful within the Planning Process.



Planning

Once we have agreed on the design within your budget, the next stage is to get Planning Approval.

We can offer you expert planning and development advice for your project though on more complex schemes the services of a Planning Consultant may be required. We also have considerable experience in relation to Listed Buildings and also works within areas designated Conservation Area, Green Belt and Flood Plain.

We can also advise as to what works can be carried out under what is called Permitted Development. This means that certain works do not require Planning Approval but it is usually prudent to apply to the local Authority for a Certificate of Lawful Use.

Once a Planning Application has been submitted to the relevant Local Authority it will generally take 8 weeks or so to be determined. (Longer on more complex or sensitive applications)



Building Regulations

Once Planning Approval has been granted the next stage is the more technical design of the building with regards to the structure, drainage, materials, insulation etc.

During this stage the services of a Structural Engineer will be required to design and provide calculations for any structural elements (steels, timber beams etc).

The detail drawings along with the Structural Engineers calculations are then submitted to the local authority (or an Approved Inspector) for Building Regulations approval.

A Building Regulations application usually takes approximately 3-6 weeks to be approved but in some cases it can take longer.



Tendering/Works on Site

At this stage our involvement can be flexible. Some clients have their own builders and we can pass the drawings and information on to them and have no further involvement. Other clients like us to go out to tender to a number of Contractors to obtain prices. From these prices/interviews the most suitable contractor can be chosen and a Contract issued for them to commence the works. We can be involved to administer the Contract and make regular site visits to check on progress and workmanship. This will culminate in the final snagging inspection and certification.

During this stage the Local Authority Building Control Officer (or Approved Inspector) will make regular visits to ensure the works are being carried out as per the approved drawings.



Other important things to consider:

1. You may require a Party Wall Agreement with your neighbour, if you are building close to a property boundary.
2. If trees on or close to your property have Tree Preservation Orders (TPOs) they will not be able to be removed to make way for an extension, alteration or new build without obtaining permission from the local authority.
3. Is your property freehold or leasehold? If you don't own the lease you will need to check with the leaseholder before embarking upon your project.
4. Does your property have easements, covenants or rights of way that may restrict your project. This information should be on the deeds to your property.
5. In some cases, your property may require an asbestos survey before works can take place.
6. You may need permission from the utility company before embarking upon your project, if you have shared drains or services on your property.
7. Planning and Building Regulations approval last for 3 years. Permissions will expire and you will have to make you applications again, if you don't start the works within the 3 years time frame.
8. If your property is listed, or is within a conservation area boundary you are more likely to need full Planning Permission.
9. Sometimes the viability of extending an existing building is such that a complete demolition and new build are considered. The process for this is the same as an extension but there may be more information required at the Planning Application Stage.





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