

1. General information

	Detail	Guidance
1.1 Client Name		
1.2 Site Address		
1.3 Project Name		Give your project a snappy name.
1.4 Describe the problem that you want the problem to fix?		Are you looking to add a bedroom? A bathroom? Is your main aim to increase your property's value? Try and include as much information as you can.
1.5 Any key features that you want to be incorporated?		This can include external features like archways, bespoke windows, or roof lantern windows, and internal features like a bespoke kitchen, home automation, floor coverings and decoration, for example. Do you want to meet or exceed standards for insulation etc.
1.6 Budget to nearest £10k		Be honest. There will be a number that you are comfortable with.
1.7 When do you want it completed by?		Think about Easter, Christmas and Summer Holidays.
Notes		

2. Site information

	Detail	Guidance
2.1 Location of work		Front, rear, north elevation, south elevation, near to a road or footpath, any trees or hedges nearby etc.
2.2 How close to the site boundary and neighbouring buildings will the work be carried out?		Measure in metres.
2.3 Location of incoming services, shipping companies and reference numbers?		Rough position and brief description of location. Account numbers, MPAN numbers etc
2.4 Location and depth of drains?		Rough position, rough diameter and approximate depth from cover level. Dimensions in millimetres.
2.5 When was the building built?		Approximate year.
2.6 Do you have any as built information?		Plans, photographs, commissioning certificates etc.
Notes and Sketches		

3. Design/Planning

	Detail	Guidance
3.1 Describe what level of service you want from your designer?		This can include Concept sketches, Pre application advice from the council, Planning application, Building regulations drawings, Interior design, Tendering of works, Site inspections etc. You don't need to stick to this, but it's good to have an initial idea of what you want.
3.2 Name and contact details for Designer No1.		A recommendation is always a good place to start. If not try either of these. https://www.architecture.com/find-an-architect/ https://ciat.org.uk/find-a-practice.html or email us on enquiries@rshconstruction.co.uk
3.3 Name and contact details for Designer No2.		When you talk through the project make sure the prospective designers understand what you have written in 1.4, 1.5, 1.6 and 1.7. You will need to talk about 3.1.
3.4 Name and contact details for Designer No3.		Ask if they have done any similar projects, do they know the local planning authority? Ideally the fee should be broken down into stages to allow you to accurately compare.
3.5 Will a Structural Engineer be required?		Your Designer should be able to advise.



3.6 Name and contact details for Structural Engineer No1		Your Designer should be able to make a recommendation. If not, then refer to: https://www.istructe.org/find-an-engineer/ or email us on enquiries@rshconstruction.co.uk
3.7 Name and contact details for Structural Engineer No2.		
3.8 Name and contact details for Structural Engineer No3.		
3.9 Will a Party Wall Surveyor be required?		Your Designer should be able to advise.
3.10 Name and contact details for Part Wall Surveyor		Your Designer should be able to make a recommendation. If not, then refer to: https://www.ricsfirms.com/ or email us on enquiries@rshconstruction.co.uk



3.11 Any other surveys required?		Bat, ecology, asbestos etc. Your Designer or Local Authority Planning Department should be able to advise.
3.12 Name and contact details for additional surveys.		Your Designer should be able to make a recommendation. If not, then email us on enquiries@rshconstruction.co.uk
3.13 Who is the Local Authority?		https://www.gov.uk/find-local-council
3.14 Is there any planning history?		Refer to the Planning Section of your Local Authority Web page or https://www.planningportal.co.uk/ . Look for applications in the immediate vicinity as well as your address.
3.15 Will the proposed works leave you enough space to store materials, plant and skips?		A builders skip needs approximately 4 metres x 2 metres of clear space. The skip lorry will need an opening of at least 2.5 metres. Don't underestimate how much space is needed for storing materials.
3.16 How do you think your neighbours will react to the project?		A new structure may adversely impact their property or garden. How will the building works affect them?
Notes		

4. Choosing Builders and Contractors

Whether you want a single builder to manage the works or you want to manage the individual contractors yourself you should go through some quick checks before you sign on the dotted line. It might be that you want to employ a Project Manager to help.

	Detail	Guidance
4.1 First thoughts on how you want the work to be done? Single builder? Self-managed contractors? Professional Project Manager to assist with either.		<p>A single builder should provide you with a single point of contact but may not be as cheap as self-managing the different contractors.</p> <p>Don't underestimate how complicated it will be to manage a few different contractors, and do your day job etc.</p> <p>Professional Project Managers should be members of a professional body.</p> <p>https://www.ricsfirms.com/</p> <p>https://www.ciob.org/company-membership/chartered-building-companies/register</p>
4.2 Name and contact details for Builder or Contractor No1.		<p>Your Designer should be able to make a recommendation. If not, then email us on enquiries@rshconstruction.co.uk</p>
4.3 Name and contact details for Builder or Contractor No2.		<p>The Federation of Master Builders and the NHBC maintain a register of builders that meet their membership standards.</p>
4.4 Name and contact details for Builder or Contractor No3.		<p>http://www.fmb.org.uk/</p> <p>http://www.nhbc.co.uk/Homeowners/check-the-register/</p>



<p>4.5 Are they who they say they are?</p>		<p>Check on social media and look up company information at https://www.gov.uk/get-information-about-a-company</p> <p>If the company has a Facebook page there may be feedback from other customers. Although this information may not be totally reliable.</p>
<p>4.6 Can they provide references?</p>		<p>Follow these through. Check the names of the referees on social media and at Companies House (website above). They might be friends or business partners.</p>
<p>4.7 Can they show you examples of their work?</p>		<p>If not, why not? There may be a perfectly plausible reason. Perhaps they have just started a new business? Or there could be something to hide.</p> <p>The quality of work may look good in pictures, but these can be edited.</p>
<p>4.8 When they are asked to provide you a cost make sure that you breakdown the work into stages.</p>		<p>The headings in section 5 would be a good place to start.</p>
<p>4.9 Before they start work, make sure the builder or contractor signs a contract.</p>		<p>It obviously depends on the value of the work. But big-ticket items should be instructed using one of these:</p> <p>https://www.jctltd.co.uk/category/home-owner-contracts</p>



		<p>https://www.architecture.com/knowledge-and-resources/resources-landing-page/riba-domestic-building-contract</p> <p>Members of the Federation of master Builders will have access to their own contracts.</p> <p>The builder or contractor may not have worked under a formal contract before so if they seem reluctant there may be a perfectly plausible reason. Ask them.</p> <p>If you're in any doubt feel free to email us at enquiries@rshconstruction.co.uk</p>
<p>Notes</p>		

5. Budget

5.1 Headline Budget Cost Plan exc VAT	
Designer	£
Structural Engineer	£
Other consultants/surveys	£
Planning fees inc Pre-Application Advice.	£
Design/Planning Total	£
Approved inspector	£
Substructure/Foundations	£
Drainage	£
Concrete Slabs	£
Superstructure	£
Roof	£
Windows & External Doors	£
Internal Walls	£
Internal Joinery	£
Plumbing	£
Electrical	£

Decoration	£
Floor coverings	£
Kitchens	£
Bathrooms	£
Landscaping/External Works	£
Build Total	£
Project Total	£

5.2 Value Added Tax

Depending on the type of project the rate of VAT may change.

Construction of new qualifying dwellings and communal residential buildings, and certain new buildings used by charities.	0%
Conversion for a housing association of a non-residential building into a qualifying dwelling or communal residential building.	0%
Conversion (other than for housing associations) of a non-residential building into a qualifying dwelling or communal residential building and conversions of residential buildings to a different residential use.	5%
Renovation or alteration of empty residential premises.	5%
Approved alterations to listed dwellings and communal residential buildings, and certain listed buildings used by charities (rate shown with effect from 1 October 2012).	20%
Alterations to suit the condition of people with disabilities.	0%



Installation of energy saving materials; and grant funded heating system measures and qualifying security goods.	5%
First time gas and electricity connections.	0%
Installation of mobility aids for the elderly for use in domestic accommodation.	5%
Notes	

6. Programme

Programme is an element that is all too often overlooked or looked at too optimistically. Below is an indicative headline programme with some example durations. The durations would be typical for a residential project.

6.1 Headline Programme	
Concept Design	2 weeks
Pre-Application Advice	2 – 6 weeks
Coordinated Design	2 – 4 weeks
Planning Period	8 – 12 weeks
Mains Services Upgrades	6 weeks
Tender Period	4 weeks
Construction Period	?
Project Duration	

The purpose of the example programme is to highlight that design, planning and procurement can take 18 to 28 weeks to complete. That is approximately 4 to 7 months from the point of instructing a designer before works on site can commence.

Notes