



**A guide to visualise your journey  
through Design & Planning.**

Home Extensions & Loft Conversions

[www.fcextensions.co.uk](http://www.fcextensions.co.uk)



# Congratulations

You've made the decision to create your new space.

**Who should you contact first?  
A design technician or a builder?**

## We find...

Some design technicians are reluctant to offer cost advice for your building project.

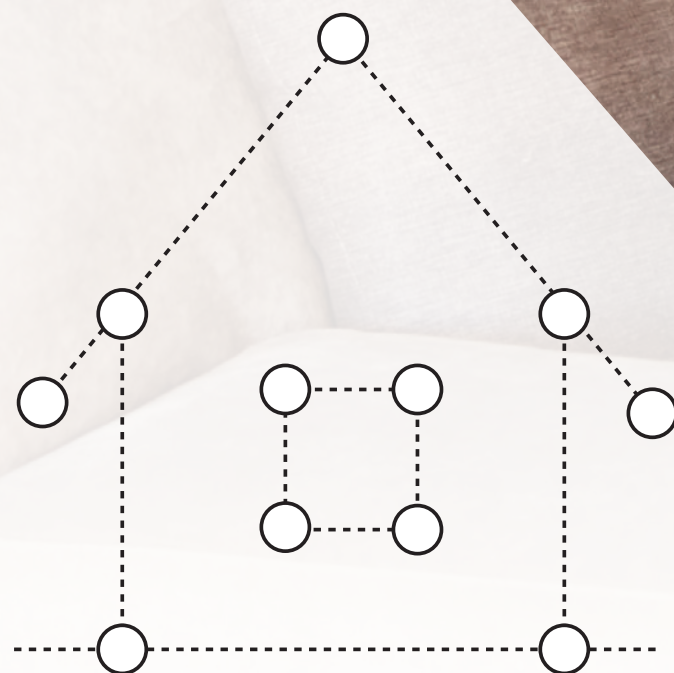
Some builders will not provide an estimate without your full technical drawings.

This process often leads to an unaffordable design scheme being developed.

## First Choice can help

Our **Design & Planning service** connects the dots between the design and build stages of your project.

Our advice during your home consultation, bridges the gaps between both the **design & planning stage** and the **tender & build phase**.



We will also provide advice on many of your concerns:

Is my property suitable for my design?

Do I need planning permission?

Do I need building regulations?

Can I remove structural walls to create my open plan design?

Do I need to advise my neighbours?

How long is it before I can start the works?

How long will the works take?

How much will it all cost?

Do I set the final build budget?

**We have the answers to all your home predicaments, offering a full, end-to-end building solution.**



# How Much Will It All Cost?

## Your Home, Your Space, Your Design, Your Choice

Instinctively you want the largest space possible, built to the highest specification, constructed in the quickest time and delivered at the lowest price.

**Design Economics** and cost planning are among the primary competencies of a quantity surveyor.

At **First Choice** our QS is here to help with this critical function at the concept phase of your project.

Accurate cost planning and budget advice is the key to a succesful project.



# Setting a Budget

Only you know what you want to spend on your project.

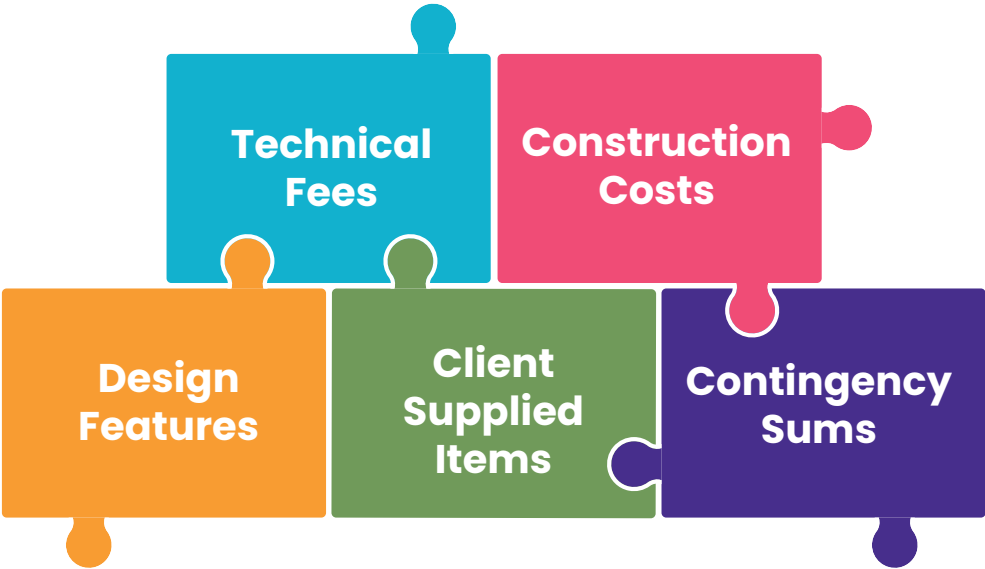


Did You Know

### How much value does an extension add?

Nationwide’s research found that an extension to an average three bedroom house, comprising a double bedroom and en-suite, can add up to 23% to the value of the property. (16th Oct 2020)

When setting your budget the **FIVE** main areas to consider are:



## Same budget, different space!

What is most important to you?	Option 1 Size	Option 2 Design	Option 3 Lifestyle
Technical fees:	£2,000.00	£2,000.00	£2,000.00
Construction costs:	£62,000.00	£50,000.00	£36,000.00
Design features:	£2,000.00	£8,000.00	£16,000.00
Client supplied items:	£10,000.00	£16,000.00	£22,000.00
Contingency sum:	£4,000.00 (5%)	£4,000.00 (5%)	£4,000.00 (5%)
Totals	£80,000.00	£80,000.00	£80,000.00

# What's Included?

Our step-by-step guide will help you visualise your journey and detail the services you will receive from our Drawings Service.

**Your First Choice Drawing Package will include:**

- ✓ Free home consultation
- ✓ Full measured survey of your property
- ✓ Unlimited drawing amendments
- ✓ Planning advice and submission of application
- ✓ Full building regulation pack & submission
- ✓ Structural calculations & report
- ✓ Detailed specification of works
- ✓ Fixed price quotation

## TIMELINE

4 weeks from your first consultation to your full drawings package.

**WEEK 1 →**  
Concept Design

### STEP 1

**Free home consultation**

During the initial home appointment, we would develop a scheme that meets your family's needs and that will also comply with the requirements of the Local Authority.



### STEP 2

**Full measured survey of property**

Our surveyor will visit your home to complete a property survey. This allows the production of a scaled set of CAD drawings detailing your existing property and your final design scheme.

**WEEK 2 →**  
Developed Design

### STEP 3

**Unlimited drawing amendments**

Following completion of the technical drawings, any minor amendments, alterations, or additions to your scheme are completed free of charge.



### STEP 4

**Planning advice and submission of application**

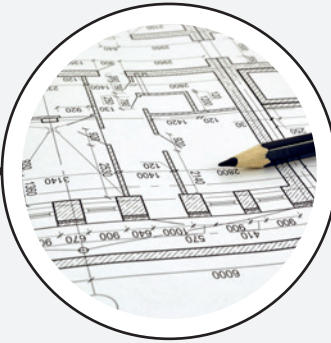
Complete guidance throughout the planning phase. If planning permission is required or if your scheme falls under permitted development, we will submit your application to your Local Planning Office and provide email updates on the progress of your application.

**WEEK 3 →**  
Technical Design

### STEP 5

**Full building regulation pack & submission**

Completion of technical construction drawings and submission of any building control notices with email updates on the progress of your application.



### STEP 6

**Structural calculations & report**

Your final design scheme may include structural alterations to your property. Our structural engineers report will contain all the information required for the design scheme construction and your Building Control Officer.

**WEEK 4 →**  
Tender Documents

### STEP 7

**Detailed specification of works**

Ensuring your personal touch creates the home you desire. A comprehensive internal/external list of specified items will be captured. These products can then be considered at the tender stage.



### STEP 8

**Fixed price quotation**

We would provide a detailed fixed price quotation for the construction of your project.



# Free Home Consultation

Extending your home is an exciting opportunity to redesign your home in a way that works better for you and your family.

When extending your most valuable asset you should be completely comfortable with the company you choose to instruct for both the **Design** and the **Build Phase**.

As every project is different, it is important we fully understand what you want to gain from your home extension or loft conversion from the very beginning.

Your design consultation allows us to discuss your ideas, what you want to accomplish and your approximate budget for the build.

Our approach is to achieve your new space functions at the least cost without detriment to **quality, performance** and **reliability**.



## Top Tip

Discuss your ideas with your neighbours as disputes often arise because of a lack of communication or a misunderstanding.



## Your home consultation also provides us with the opportunity to tell you more about how we work.

We offer a two-stage process, so you are able to commit to the **Design Phase** and keep your options open when it comes to assigning a contractor for your **Build**.

Following your home appointment, if you are ready to progress with our drawing services, we can organise your home's technical survey.



# Technical Survey & Unlimited Variations

## Your Technical Survey

During a meeting at your home we will measure up your property and recap on your requirements, as discussed during your home consultation.

When we leave the meeting, we will have all the necessary information to produce the existing plans and proposed design options.

## Design Development

Following the measured survey, First Choice will prepare all the conceptual drawings for your new space.

These technical drawings will include your existing and proposed floorplans together with your existing and proposed elevations.

Once your drawings are complete, we will forward them for your appraisal.

## Unlimited Variations & Final Approval

You are free to amend your plans until you are completely happy with your final layout. We do not move forward until you feel everything is perfect.



# Planning Permission

## What is Planning Permission?

Planning permission is the consent of your local authority on a proposed building project and is in place to deter inappropriate development.

## Do I Need Planning Permission?

Once we have discussed your preferred scheme, we will advise if you require planning permission.

Our guidance in some cases can make the difference between your project getting approval or not.

If your scheme requires planning permission First Choice will prepare and submit your house holder planning application and monitor its progress with your local authority, ensuring it is validated in a timely manner.

## What are Permitted Development Rights?

On many properties, an extension or loft conversion can be considered as permitted development, so you would not need planning permission.

In this instance we would apply for a lawful development certificate which essentially proves your project was legal at the point of construction.



### Did You Know

In England around 75% of applications are granted. If your application is rejected, you can either amend and resubmit having dealt with the reasons for refusal, or you can make an appeal to the planning inspectorate.

Around 40% of householder applications that are refused are later granted at appeal.



# Building Regulations

**House Extensions and Loft Conversions need to comply with current building regulations, which set the latest standards for design and construction of buildings, checking that there is adequate health and safety for people using the dwelling.**

The building regulations contain various sections dealing with definitions, procedures, and what is expected in terms of the technical performance of building work.

**The main sections are:**

- Structure (part a)
- Fire Safety (part b)
- Site preparations and resistance to moisture (part c)
- Toxic substances (part d)
- Resistance to the passage of sound (part e)
- Ventilation (part f)
- Drainage and waste disposal (part h)
- Combustion appliances and fuel storage systems (part j)
- Protection from falling, collision and impact (part k)
- Conservation of fuel and power (part l)
- Glazing – Safety in relation to impact, opening and cleaning (part n)
- Electrical safety (part p)
- Materials and workmanship (regulation 7)

**First Choice** will produce all your technical drawings and submit them to your local building control office to complete a plan and design check.

Once validated they will provide you with a quotation to carry out the periodic inspections needed during construction.



## Impact on selling your property



**Warning**

If you do not follow the building procedures or fail to carry out work that complies with the regulation, you will have contravened the regulations and no completion certificate will be issued.

# Structural Calculations

## What is a structural engineer?

Structural engineers analyse, design, plan and research structural components and structural systems to achieve design goals and ensure the safety and comfort of users or occupants.

Included in our design and planning package is a detailed structural report developed around your final design.

We will submit your structural engineer's technical calculations and drawings to your Local Authority Building Control to support your building regulations application.





# Detailed Specification and Fixed Price Quotation

## Congratulations!

At this point, you will receive your detailed **Drawing Package**. Within this comprehensive document along with a fixed price quotation, start dates and completion dates will also be everything we have run through to date including what is being built, how it is being built and the specification of materials required to build your project to current building control standards.

## Open book accounting system

Our system provides a transparent, comprehensive quotation pack that contains a forensic level of detail, supporting robust budget management from start to finish on your project.

### Fixed Price Quotation

The main difference between an **estimate** and a **quotation** is that:

- An estimate is an approximate price that may change
- A quotation is an agreed fixed price



**Top Tip**

## BEFORE THE BUILD

### 1.0 Your Quotation

#### CLIENT DETAILS:

Mr & Mrs Macdonald  
87 Fordham Rd, Hale, Cheshire, WA15 6JN

#### DATE OF REPORT:

4th September 2020

#### PROJECT:

Rear Extension & Ground Floor  
Refurbishment

#### TOTAL PRICE:

**£84,631.00** (including VAT)

### 1.1 Contract Period

#### NEXT AVAILABLE START DATE:

8th February 2021  
(Guaranteed for 7 days)

#### COMPLETION DATE:

28th May 2021

#### DURATION OF WORKS:

16 weeks

#### TIME PENALTY:

£860.00 (per week)

In the unlikely event we run over, we'll apply this weekly refund to your final invoice.

### 1.2 Working Drawings & Structural Calculations

All works as described in documents completed by First Choice Extensions

### 1.3 Final Finish Specification

#### Electrical Specification

Double Sockets (USB)	18
Spur Sockets	4
Velux Feed	2
Spotlights	30
Pendent Lights	4
RCD Consumer Units	1
Linked Smoke Detectors	2
Heat Detectors	1
Water Bond	1
Gas Bond	1
Extractor Fan & Feed	2
Kitchen Hob Extractor Feed	1
Cooker/Hob 6mm Feed	1
Double Socket	1

#### Plumbing Specification

Install Vertical Radiator	3
Install Supplied Sink	1
Provide New Gas Supply	1
Wet Underfloor Heating (m2)	36
Provide New Tap	1
Supply Waste to Island	1

#### Windows, Doors & Internal Joinery Specification

Windows Aluminium	2
Folding Door Aluminium	2
Un-Glazed Primed Door	5
MDF	Yes
Install Kitchen & Appliances	Yes
Install Island	Yes

#### Wall & Floor Specification

3mm-10mm Latex Floor Screed	36m2
Laminate Flooring	26m2
Floor Tiles (upto 800mm)	68m2
1st Spray Out Walls/Ceilings	Yes
Walls Painted	Yes
Ceiling Painted	Yes
Paint Arcs/skirts/Casings	Yes
Paint Internal Doors	Yes

#### Refurbishment

Remove All Plaster to Walls	Yes
Remove All Plaster to Ceilings	Yes
Remove Coving	Yes
Remove Internal Doors	Yes
Remove Internal Arc's	Yes
Remove Internal Skirtings	Yes

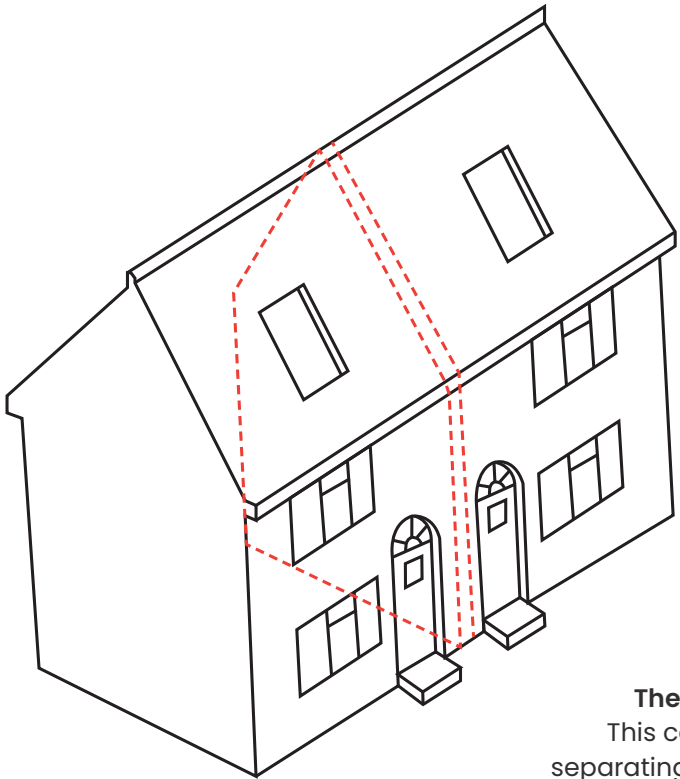


Unless you or your Building Control Officer introduces changes to the build, you won't pay a penny over what's agreed in your contract.





# Party Wall Agreement



## PARTY WALL ACT 1996. What is a party wall?

**The main types of party walls are:**

A **wall** that stands on the lands of 2 (or more) owners and forms part of a building. This wall can be part of one building only or separate buildings belonging to different owners.

A **wall** that stands on the lands of 2 owners but does not form part of a building, such as a garden wall but not including timber fences.

A **wall** that is on one owner's land but is used by 2 (or more) owners to separate their buildings.

**The Act also uses the expression 'party structure'.**  
This could be a wall or floor partition or other structure separating buildings or parts of buildings.

**First Choice** can introduce you to a party wall surveyor. They will provide straight forward solutions to complicated party wall matters.



**Did You Know**

Is it not illegal to not have a party wall agreement but you do always need written consent from the households involved. A party wall agreement is only needed if your neighbour does not give consent or does not respond to your notice within 14 days.

Only then will you need to go about arranging a party wall agreement, and investigate getting surveyors onboard.

# Asbestos Containing Materials



## Making sure your new space is risk free and correctly managed.

Under the Control of Asbestos Regulations 2012 (CAR 2012), regulation 4 places an explicit "Duty to Manage Asbestos" on the duty holder. This includes building owners and means

that they must manage asbestos containing materials (ACMs) within their buildings, and the associated risk.

To ensure compliance, **First Choice** will introduce you to an approved leading asbestos consultancy based in Manchester. They have built a reputation for delivering a reliable and professional asbestos service.

They are a fully accredited and insured asbestos management company with decades of experience within the industry.



**Did You Know**

**ASBESTOS FACTS YOU NEED TO KNOW**

If your building was built before 2000, there is a high probability that it contains asbestos. At its peak, asbestos was used in more than 3500 materials.

## Highlighted below are the services they can provide



**Surveys**

- Management Surveys
- Refurbishment & Demolition Surveys
- Annual Re-Inspections in accordance with regulations & guidelines



**Sampling**

- In house UKAS accredited Laboratory
- Bulk sampling with rapid turnaround



**Testing & Air Monitoring**

- Full range of air monitoring tests
- 4 Stage clearance



# Design & Planning Price List

Project Type	Item No.	Total List Price	Total Package Price*	Direct Building Control Inspection Fees**
Garage Conversion	1	£1156	£1040	£510
Loft Conversion	2	£1622	£1460	£445
Single Storey Extension	3	£1622	£1460	£540
Double Storey Extension	4	£1889	£1700	£575
Single Storey Extension Plus Garage Conversion	5	£1989	£1790	£685
Loft Conversion & Garage Conversion	6	£2022	£1820	£636
Wrap Around Extension/Split Storey Extension	7	£2022	£1820	£685
Single Storey Extension & Loft Conversion	8	£2356	£2120	£949
Double/Split/Wrap Extension Plus Garage Conversion	9	£2422	£2180	£749
Single Storey Extension Plus Loft & Garage conversion	10	£2689	£2420	£1099
Double/Split/Wrap Extension Plus Loft Conversion	11	£2789	£2510	£999
Double/Split/Wrap Extension Plus Loft & Garage conversion	12	£3022	£2720	£1149

\* The Total Package Price is a discounted rate made available if a full drawings bundle is ordered.

### Your Total Package Price Above Includes:

- ✓ Free Home consultation
- ✓ Full measured survey of property
- ✓ Unlimited drawing amendments
- ✓ Planning advice and submission of application
- ✓ Full building regulation pack & submission
- ✓ Detailed specification of works
- ✓ Fixed price quotation

### Additional fees

If required, these fees are to be paid directly to your local authority and inspectors.

#### PLANNING

£231 (if applicable)  
Householder planning application fees.

Or

£128 (if applicable)  
Lawful Development Certificate for proposed use application (LDC).

#### BUILDING CONTROL

\*\*above fees to be paid directly to local authority

#### ASBESTOS

Survey & report fees:  
£210 (typical 3 bed) or £270 (typical 4 bed)

## Get in Touch

We'd love to hear about your dream extension or loft conversion.

Appointments are available 7 days a week.

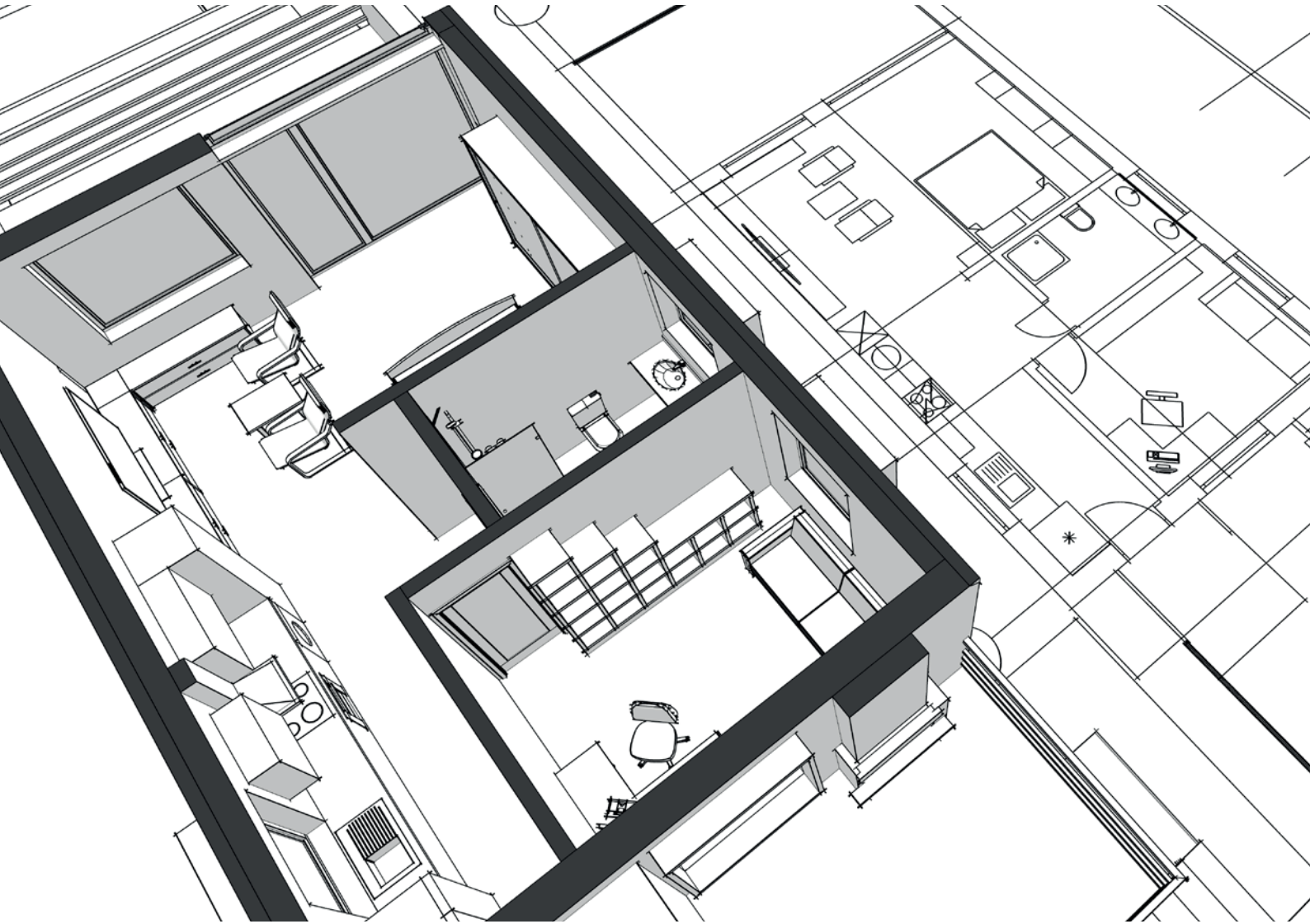
To arrange your FREE Home Consultation contact us on:

**enquiries@fcextensions.co.uk**  
**01625 885 030**



# First Choice

DESIGN & PLANNING



[www.fcextensions.co.uk](http://www.fcextensions.co.uk)