

Thank you for the enquiry!

The logo for Lukins Technical & Design Limited (LTD) is displayed in white, serif capital letters on a dark green rectangular background.

We at **Lukins Technical & Design Limited** have created this guide as an introduction to the typical process for small domestic projects, the design, the applications, and your next steps—**hopefully working with us.**

Typically we help to get you to the point in which builders will provide quotations for your project. This process is broken down here into simple stages to provide the basic flow chart.

1. RESEARCH & INITIAL IDEAS

What do you need from the design? Specifically why do you need it? For example; the family is growing and so you need a new bedroom—do you need a double or single? Have you considered if an extension and/ or loft conversion is best? Can the room in future be easily converted into a different use say a home office (which adds value, purpose)?

Have you considered the budget and how it's being financed? If it's a re-mortgage have you allowed enough time for the mortgage application process, and does the mortgage lender have any specific requirements? Have you considered sell-on value?

Have you considered time-scales? The process works best over a sensible period of time and in a staged order, rather than multiple stages all at once which could conflict with each other. This can't always be done, but the more time you allow the safer your investment and the more opportunity you have to get the design right.

Are you aware of CDM Regulations 2015 and your own responsibilities as a 'Domestic Client'? Typically you will be classed as a 'Domestic Client' under CDM 2015. You will be responsible to provide as much information and knowledge of the existing property and land and its associated history to all other participants in the project. This might include e.g. knowledge of adopted sewers & drains underground? Covenants in your deeds which affects certain aspects of the design? There are many examples, its best to refer directly to the H&S Executive.

Further information, including client responsibilities, can found via the links below:

- www.hse.gov.uk/construction/cdm/2015/index.htm
- www.hse.gov.uk/construction/areyou/client.htm

Inspiration! There are many places to find inspiration and ideas for your project including Pinterest, Google, architectural magazines or online publications, or simply family & friends or neighbours houses and investigating what worked well? What didn't? What would they have done differently?

2. STAGE 1 PLANNING OR PERMITTED DEVELOPMENT

Do all projects require Planning Permission? A number of projects can be built under Permitted Development or simply 'PD Rights' for short. Projects include single storey rear or side extensions, loft conversions, Garage conversions, etc... However, there is always design criteria to adhere to and so it's sometimes more advantageous to apply for Householders Planning Permission anyway. There is handy advice on PD found on the Planning Portal website, please see the link below:

- www.planningportal.co.uk/info/200187/your_responsibilities/37/planning_permission/2

Regardless if the project needs Planning or not (PD), you will need to make an application to the Local Authority.

Householder Planning Permission typically costs £206 and takes approx. 9 weeks to run.

Certificate of Lawful Development (PD) costs £103 and typically runs for approx. 5 weeks.

3. STAGE 2 BUILDING REGULATIONS

What happens when planning is approved? If Planning is approved, we can move onto Stage 2 Building Regulations (or Building Regs for short). Building Regulations are minimum standards for design, construction and alterations to virtually every building. They are developed by the government and approved by Parliament. It's at this stage we may need to engage with a Structural Engineer, apply to the local drainage board (which Bristol and the surrounding areas is Wessex Water), and submit proposals to Building Control at either the Local Authority or an independent private inspector.

The cost that Building Control will charge is always different based on the type of work and its size. More information on Building Regs is can be found on the Planning Portal website via the link below:

- www.planningportal.co.uk/info/200128/building_control

4. ADDITIONAL ITEMS (not always obvious)

What else should you consider? There aren't too many items here and it's the responsibility of the Principle Designer and/or Designers to make sure you are aware of these things. This list is not conclusive and each project should be approached a fresh so no stone should be left unturned. However it's always worth considering the following typical items;

Party Wall—Consider if you are likely to build on your land only, or if you need written consent from a neighbour for your proposals. Either way, you may need to 'Serve Formal Notice' as described under the Party Wall Act. It's also worth considering things like erecting scaffolding on their land? Party Wall Agreement (if required) will be your responsibility to ascertain.

Here is a link to the Government website for advice:

- www.gov.uk/party-walls-building-works

Drainage—Investigate and consider if you are building over or within 3m of an adopted drain. If you are, you will need to apply to the local drainage board for approval to do so. The resulting approval will contain requirements on foundation design and depth, so it's vitally important to understand the drainage scheme in the close vicinity.

Service Meters—Will any of your existing service (electric and gas) meter locations need to change because of the proposed work? If so, expect a charge from the local service provider as your contractors can't do it for them.

Random Items—This could be anything from surrounding trees, public rights of way, history of flooding, etc...

5. NEXT STEPS

What should you do next? We hope this beginner's guide will help inform you and you will consider working with us. Try if you can to explore some of the ideas suggested to make you enquiry to us as detailed as possible. For more details feel free to drop us an email or arrange a consultation onsite.

We look forward to hearing from you:

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