



*Dairy House Farm, Chester Road, Oakmere, Cheshire. CW8 2HB*

*01606 301171*

*07813 034552*

*nicola@njgdesign.co.uk*

### **The process of a typical residential project**

All projects are different and most clients have different objectives and timescales to work towards. However, this is written as a guide to the process of a typical residential extension/alteration project as a guide to what to expect from the Local Authority and njg design.

Following your initial enquiry, I will come to meet you in your home to discuss your initial ideas, how they might be achieved, and what other ideas may also be considered. This first meeting will be followed up with a fee quotation, which you are then free to accept or decline, with no strings attached.

Should you wish to accept, the next stage would be to make a measured survey of the property and to refine your ideas. This discussion will form the brief for the work and an initial set of drawings will be produced. During this process, there is time for client feedback to help refine and hone the specifics of the design.

Planning Permission is usually required for most forms of building development. There are certain proposals that do not require a formal planning application such as small extensions and loft conversions. We will be able to advise you of the appropriate planning process during our initial consultation. There are also other permissions that are required, the most common being for Listed Building Consent, Conservation Area Approval or Tree Preservation Orders which again we can advise about over the course of the works.

The drawings will be issued by post or email and will usually incorporate existing and proposed plans and elevations as well as any relevant sections or 3d visualisations. There may then be a further meeting, to explain the drawings and discuss them with you. Thereafter, there may be some changes made to the drawings; in a complex design, there may be several sets of changes to make sure that everything is just right. This may mean further visits or, for minor changes, a revised set of drawings will be sent out to you by post or email. I encourage all my clients to consider the design implications carefully. It is always cheaper to change the design whilst it is still on paper rather than move walls on site!

For most clients, the next stage is to submit the Planning Application including all forms and accompanying design statements. It is usual for a Planning Application to take six to eight weeks to process, so make sure that you have allowed for this time within your timetable. Remember that there is always the possibility that your application may be refused, in which case the time needed for amendments and re-submissions can be even lengthier. Planning Application fees will be payable directly by you to the Council.

The next task is normally to perfect your drawings and write a specification for all the work which details the materials and basic construction, and submit your Building Regulations Application. The Building Regulations are there to ensure that buildings are made to a minimum standard in many areas such as structure, fire escape, drainage, ventilation, insulation and so on. The Building Control department will approve the plans submitted to ensure that they comply with the regulations. This is known as Full

Plans approval and this is what njg design will obtain on your behalf. It may be at this point that other people such as Structural Engineers, Landscape Architects, Acoustic Specialists or Heat Loss Specialists become involved in the project. We will organise anybody else you need and we will tell them what they need to do – but they will be employed and paid directly by you.

If we are confident that Planning Approval will in all probability be granted, than this can all be done while the Planning Application is still being processed. Building Regulations fees will be again payable directly by you to the Council.

Here, you can go in two directions. If you have a builder in whom you are confident and your scheme is reasonably simple, this may be all you want us to do. However, if you are at all anxious about builders and want to be confident that they will build exactly what you want and that you will only pay for what they do, then we can help you further.

Having issued you with a check list, we would again visit you to discuss the fine details such as what you would like to go on the floor, walls etc, what is happening in the garden, what sort of bathroom suite you would like, what will the lighting be like and a host of other things. This information will then be put together with details of how the work should be carried out, and the contract terms under which you will employ your builder and will sent out to tender to three or more builders with relevant experience in building schemes like yours, who will be asked for prices. It may take anything between a few weeks and several months before the builder can start depending on his workload.

A well thought out design saves everyone time and money, and possibly a good deal of unnecessary emotional upheaval. Njg design will guide you through the building process, will share your concerns, and will help you to translate your vision into reality. To any building project, no matter how small, we will bring imagination, value for money and freedom from worry. Step by step, by consultation and agreement, njg design will lead you through the entire process.

Please give me a call to discuss your individual requirements. I look forward to hearing from you.

A handwritten signature in black ink that reads "Nicola Gibson". The signature is written in a cursive, flowing style.

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