



BRIGHTON & HOVE
— LOFT CONVERSION —

NEW PROJECT CHECKLIST

The start of any build project can seem daunting. To help you plan your loft conversion and get organised, we have compiled the checklist below.

BEFORE THE WORKS BEGIN

- 
- ☐ Agreement Signed
 - ☐ Deposit Paid
 - ☐ Architectural drawings
 - ☐ Planning submitted
 - ☐ Permission granted*
 - ☐ Party wall agreement in place
 - ☐ Structural calculations
 - ☐ Building control application
 - ☐ Start looking into sanitaryware/tiles
 - ☐ Create a Pinterest mood board to help you get inspiration for the interior of your new space
 - ☐ Think about any additional works that you might want to add to your project works programme
(see the additional works section below)
 - ☐ Clear items out of the loft and find alternative places to store
 - ☐ Move garden furniture and pots to a safe place
 - ☐ Pre-start meeting

Things to consider:

- You have two options with building control. You can make an application directly to your local authority but as with most Local Authority departments, resources are stretched, so response times can be slow which can result in project delays. Alternatively, you can let us take control of the whole process and use the private company that we have an established relationship with. It's your call! (The building control application needs to be submitted at least a week prior to works starting).
- Sanitary ware will be required on site 3 weeks into the build. Most supplier's delivery lead times are 3-7 days however some high end supplier's delivery lead times might be longer so make sure start thinking about what type of sanitaryware and tiles you want early on in the project and always check what their delivery lead times are.
- We supply standard white plastic click light switches and plug sockets. If you want to opt for a dimmable or a different range of switch and plug plates, you can discuss this during your prestart.
- We supply standard white radiators. You can supply your own if you want to opt for something a bit different such as column or Victorian radiators.

DURING THE BUILD



- ☐ Scaffold erected
- ☐ Delivery of skips/portaloos
- ☐ Loft strip out complete
- ☐ Steels in place and floor structure complete
- ☐ Construction of the roof (hip to gable/dormer etc)
- ☐ First fix plumbing
- ☐ First fix electrics
- ☐ New staircase installed
- ☐ External windows installed
- ☐ External roof tiling and V installed elux windows
- ☐ Second fix plumbing
- ☐ Second fix electrics
- ☐ Completion and snagging
- ☐ Completion payment due
- ☐ Building Control to carry out last inspection
- ☐ Removal of scaffolding, skip and portaloo
- ☐ Site clearance

ONCE THE BUILD IS COMPLETE

- ☐ **Completion pack received (containing electrical and fire safety certificate, Building Control Final Certificate, Guarantee, Warranty and Velux Warranty)**
- ☐ **Surrey Lofts Google review written with accompanying photos (five star reviews receive a £50 John Lewis voucher)**
- ☐ **Sit back, relax and enjoy your new space!**

ADDITIONAL WORKS WE OFFER

The cost for your project has been fixed to include the completion of a beautiful space that is practical and fits in with your lifestyle. If your budget allows, there are other works we can provide for you during your build. I have listed these below. If there is anything not on the list, always ask the question and if we can, we will always be happy to help;

- **Plastering**
- **Floor coverings such as LVT and engineered wood flooring**
- **Replacement of existing windows**
- **Landscaping**
- **Kitchen fitting**
- **General renovation works**
- **Other building works such as re-configurations, extension and garage conversions**
- **Renewal of existing guttering**
- **Renewal of existing soffits and fascia**
- **Chimney repairs**
- **General roof works or renewal of your entire roof tiles**
- **Bespoke carpentry (under stairs, wardrobes and much more)**
- **Painting and decorating**
- **Plumbing and electrical works in other areas of your property**