

checklist building an extension



- If you have access to the Internet, log onto **planningportal.gov.uk**

This Government planning portal is a great place to start your research into planning your new extension which will not only provide you with additional space but also add value to your home.

- If you already have a builder in mind, arrange for them to meet with you to discuss your ideas and for them to make suggestions on how best to utilise the space you have. If you do not have a builder then the best place to find one is through word of mouth – ask friends, neighbours or even someone you meet in the park whilst walking the dog!
- Following the visit from a builder the next step would be to engage a Property Consultant or an Architect to draw up your plans and create an 'idea in principle'. MJ Property Renovation and Building Services works closely with a local Property Consultant who can provide you with this service or you could approach an architect of your choice. Please note, even if planning permission is not required building regulations will be. Typical costs for this service range between £300 - £1000 depending on the scheme.

Useful numbers

Bradford Metropolitan District Council - Bradford Council Planning Office

w: bradford.gov.uk/bmdc/the_environment/planning_service **t:** 01274 434605

Harrogate Borough Council - Planning Division **w:** harrogate.gov.uk/planning **t:** 01423 500600

Craven District Council – Planning Services **w:** cravendc.gov.uk/planning **t:** 01756 706470

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- Additional costs to consider will be the cost of planning and building regulation fees – these vary depending on the size of construction. MJ Property Renovation and Building Services will be able to guide you on what these might be.
- Once your plans have been drawn up and you are happy with the scheme you or your chosen architect will lodge the plans with your local council. Planning consultation can take up to 8 weeks and building regulations up to 4 weeks.
- Once the local council approves your plans, your builder will be able to provide you with a quote to the approved specification. Remember that when selecting a builder it does not always come down to price. You need to feel confident in the builder you are choosing – have they arrived on time to your meetings, are they polite, respectful, sensibly priced and focused on ensuring that your needs have been met? If you have any queries why not ask to speak to previous clients about works they have completed.
- Aside from choosing a builder, you may also need to select other trades such as a plumber, electrician, decorator etc. Why not let us take away the headache of you having to manage a number of different trades effectively on site? MJ Property Renovation and Building Services offer a 'full circle package' for these types of projects - we have a close working relationship with a number of local trades who are used to working in tandem with our building project services. Should you feel this is the best solution for you, ask us for more information. Additionally, we are always open to working with new tradesmen should you have one you prefer to use.
- Once extension works commence, site safety and security is paramount – MJ Property Renovation and Building Services understand the importance that family life must continue as normal despite changes to your property. We will always ensure that your property is safe and secure at all stages of the build and that health and safety regulations are adhered to.
- Once your builder has completed your new extension, and if you have taken advantage of our full circle package the decorators will also have finished and new carpets been laid, all you'll need to do is sit back and enjoy your new living space and the extra value this has added to your home!

We hope this checklist will answer any questions you may have on planning and building your home extension. If you have any additional questions please get in touch, we will always make time to speak to you or make a personal visit to see how we can help. Contact us on 01943 511 978 or 07427 604 773 or email us at michael@propertyrenovation.uk.com