

**For Home Extensions,
Renovations & Loft
Conversions (UK)
By DARK Construction
Solutions.**

**Everything you need to
consider to get your project
underway.**

1. Project Feasibility

- Define your goals (e.g. new kitchen, extra bedroom, improved flow)
- Set a realistic budget range (affordability)
- Check if your idea is structurally possible (e.g. foundations, load-bearing walls - may require professional advice)
- Consider neighbours, rights of light, and local context (seek advice if unsure)

2. Measured Survey & Initial Design

- Arrange a measured survey of your existing property
- Work with a designer or technician to create initial layout options
- Agree on a proposed scheme suitable for planning or permitted development

3. Planning Status Check

- Verify if your project needs full planning permission, or qualifies under Permitted Development Rights (PDR)
- Check for planning restrictions (e.g. conservation area, listed building, AONB, previous conditions)
- Check local Article 4 directions that may remove PDR
- Consult with the Local Planning Authority (LPA) if in doubt
- Seek pre-application advice if planning is likely to be sensitive

4. Hire Professionals

- Appoint an architectural designer, technician, or architect
- Choose a planning consultant (if complex or sensitive site)
- Consider appointing a structural engineer early for feasibility input
- Appoint a planning agent or consultant to manage the application if needed

5. Prepare & Submit Your Application

- Prepare planning drawings (plans, elevations, site/block location)
- Write or review the design and access statement (if required)
- Pay the planning fee (typically £206 for householder applications in England)
- Submit via the Planning Portal or directly through the LPA

6. Await Decision

- Track application status
- Allow 10–12 weeks for a standard householder application (depending on local authority may take longer)
- Be ready to respond to LPA queries or revisions
- If approved with conditions, note them carefully (especially pre-commencement conditions)

7. Building Regulations

- Hire someone to prepare building regs drawings/specifications
- Choose your route:
 - Full Plans submission
 - Building Notice (for smaller/simple work)
- Submit to your Local Authority Building Control or Approved Inspector
- Pay building control fees
- Book site inspections during works

Tip: Even small jobs can have complex layers. Bringing us in early ensures every step is covered and compliant - no corners cut, no surprises.

8. Other Key Checks & Requirements

- Party Wall Act: Serve notices if work affects shared walls or boundaries
- Build Over Agreement: Required if building near/over a public sewer
- Highways Licences: Needed if scaffolding or skips on public road
- Tree protection: Check Tree Preservation Orders (TPOs)
- Ecological surveys: Required in some rural or bat-sensitive areas
- Contamination report: May be required for conversions or brownfield sites
- Flood Risk Assessment: If in a flood zone
- Sustainable drainage (SuDS) or surface water plans (for larger extensions)

9. Prepare To Build

- Finalise detailed construction drawings
- Issue tender packages or get quotes from builders
- Create a construction programme / timeline
- Ensure insurance is in place where required (public liability, structural works cover, etc.)
- Finalise contracts (JCT homeowner contracts or similar)

10. Commence Work

- Notify Building Control before starting
- Notify neighbours (courtesy & Party Wall if needed)
- Keep records of all approvals and conditions
- Monitor progress – or appoint a project manager (like DARK)
- Track all inspections, variations, and sign-offs
- Ensure completion certificate is issued when works are done

Need help putting this into action? Contact us today for an expert-led consultation.

[GET IN TOUCH](#)

[REQUEST A CALL BACK](#)



darkconstructionsolutions.com

The checklists provided by DARK Construction Solutions are intended as helpful, general guidance only, based on current UK industry best practices and regulations at the time of publication. While every effort has been made to ensure accuracy and completeness, building regulations, planning policies, and product standards can change - sometimes without notice. DARK Construction Solutions does not accept liability for any loss, damage, or delay arising from reliance on these documents. We always recommend seeking tailored advice from qualified professionals and consulting your local authority or building control officer where applicable. For personalised support or full project oversight, please contact us directly.