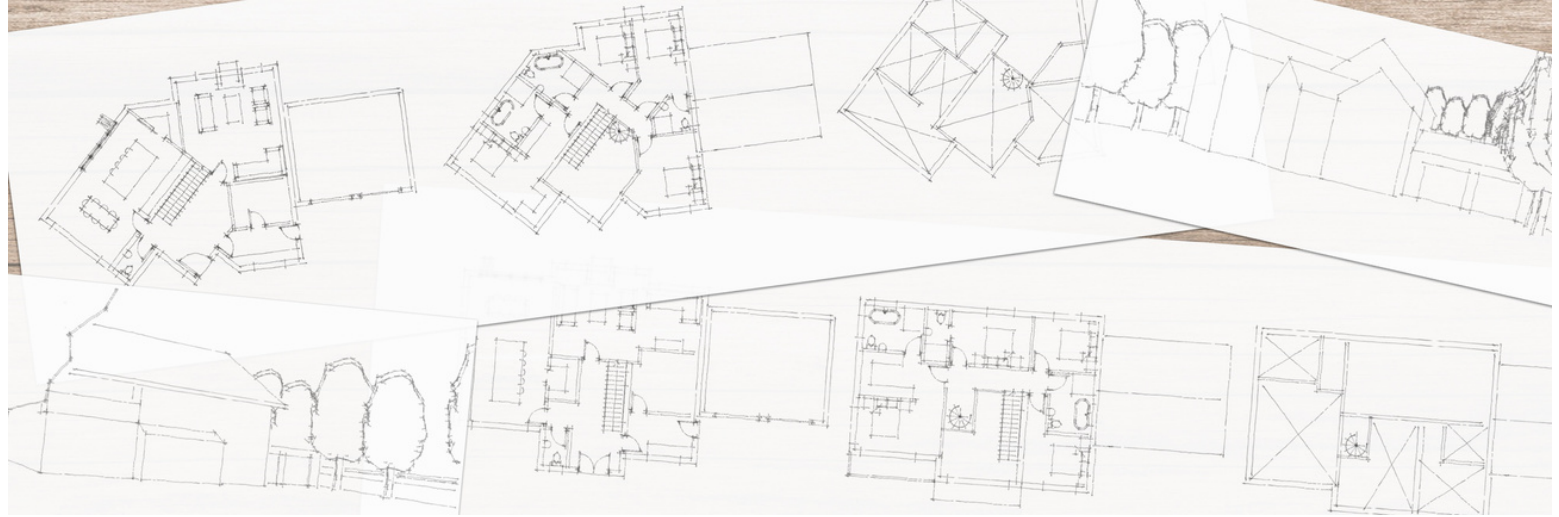




HOME PROJECT PLANNER

PLAN
ARCHITECT STUDIO

PLAN YOUR HOME RENOVATION
FROM START TO FINISH

INTRODUCTION



Extending and/or renovating your home is an exciting and complex journey. This planner is designed to help you stay organized, track your progress, and manage every detail of the process.

You have a great opportunity to create a space tailored to your unique vision and needs, from the architectural style to the finishing touches. However, with this creative freedom comes a range of challenges, including managing costs, coordinating with contractors, and navigating planning and building control.

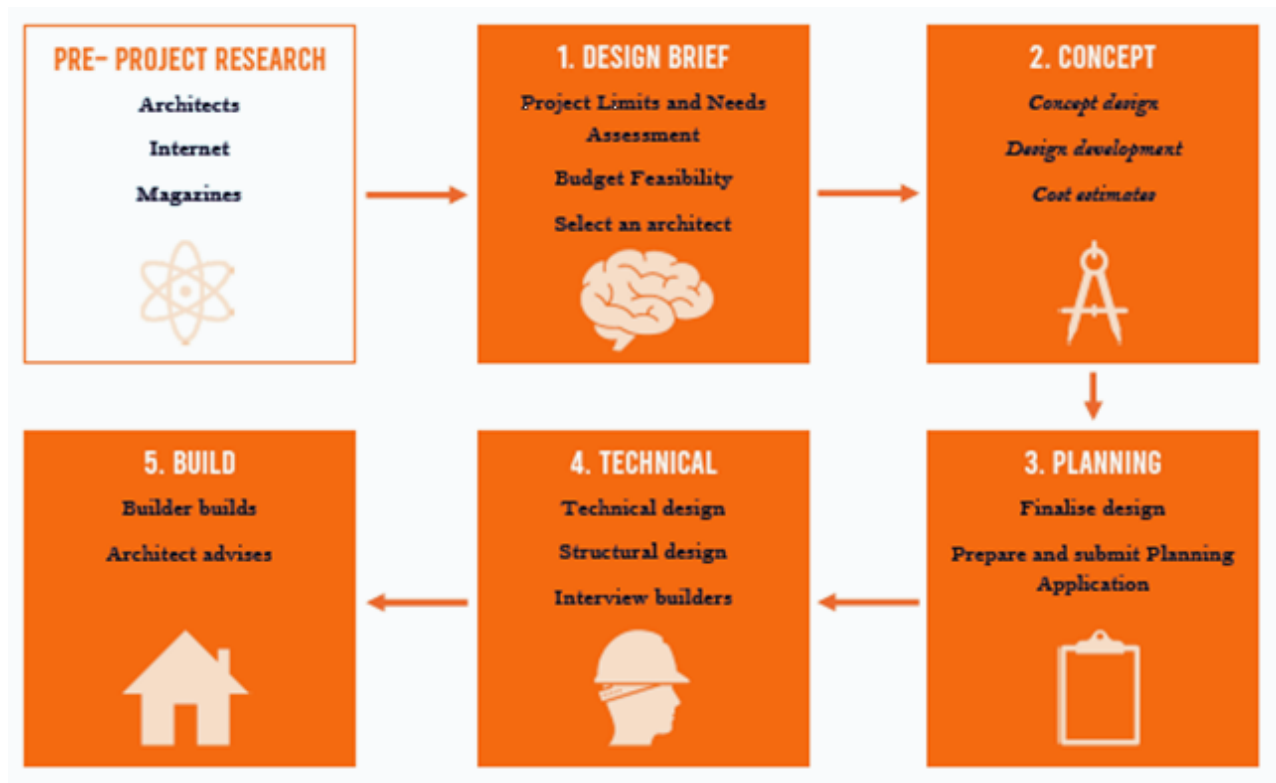
Proper planning and a clear understanding of each construction phase are essential to avoid costly mistakes and delays. From securing the right financing and choosing a qualified builder to managing timelines and ensuring quality workmanship, every step requires thoughtful decision-making. Knowing what to expect at each stage—from laying the foundation to installing the final light fixture—can help you anticipate challenges and maintain control over the project.

You are unlikely to be able to complete this guide in sequence, each section is set out to provide prompts in sequence, but you will find you are able to add more detail to each section as you delve deeper into the whole process!

You may find it helpful to look through the guide in full to prepare yourself for the journey to come, but complete it as and when you compile more information and as your thoughts progress and you learn more about what you want and what you need.

INTRODUCTION

Right now, you are likely in the Pre- Project Research Phase. This is where you are gathering information and playing around with ideas. At the point you want to get serious, you will want to check the feasibility of your ideas and understand what the project constraints are.



At the start of a project, the options and possibilities are endless. This is the most important stage, this is when to get things right.

The biggest mistake people make when extending, renovating or building is not planning the project properly. Most clients (and Architects!) are in a hurry to get straight to the design without fully exploring the limits and needs of the project.

The best way to minimise risk and fully understand the full potential of your project in order to spend your money effectively is to fill the gaps in your knowledge in order to reduce the risk of future surprises, and ensure you are getting the best result possible. This is done during the project research and briefing phase.

These initial questions should help you decide where to start with your Architect and the briefing process.

CONTACT LIST

CONSULTANT, CONTRACTOR & SUPPLIER CONTACT LIST

PREPARING YOUR BRIEF

ALL DECISION MAKERS SHOULD
DISCUSS THE QUESTIONS BELOW;

WHY DO YOU WANT TO MAKE CHANGES TO YOUR CURRENT HOME?

IS MOVING AN OPTION, OR DO YOU DEFINITELY WANT TO STAY PUT?

WHAT ARE THE MAIN PROBLEMS WITH YOUR HOME AS IT IS?

WHERE DO YOU CURRENTLY SPEND MOST OF YOUR TIME?

WHY THIS SPACE?

PREPARING YOUR BRIEF

ALL DECISION MAKERS SHOULD
DISCUSS THE QUESTIONS BELOW;

WHERE WOULD YOU LIKE TO SPEND MOST OF YOUR TIME IN YOUR HOME?

WHY THIS SPACE OR SPACES?

WHAT DO YOU WANT TO ACHIEVE?

WHAT STYLE IS YOUR HOUSE CURRENTLY AND WHAT DO YOU LIKE ABOUT IT?

DO YOU FORESEE ANY FUTURE CHANGES TO YOUR CURRENT LIFESTYLE?

ENERGY PERFORMANCE

MAKING SUSTAINABLE CHOICES WHEN IT COMES TO YOUR BUILDING PROJECT IS NOT ONLY OF BENEFIT TO THE ENVIRONMENT, BUT WILL ALSO REDUCE RUNNING COSTS IN YOUR HOME. INVESTMENT IN SUSTAINABLE CHOICES NOW WILL MAKE SAVINGS FOR YEARS TO COME

CURRENT	SATISFACTORY?	POTENTIAL IMPROVEMENTS?
HEATING SOURCE (E.G. GAS BOILER, LPG?)		
HEATING (E.G. RADIATORS, UFH?)		
EXISTING WINDOWS (E.G. SINGLE/DOUBLE?)		
EXISTING INSULATION (WALLS, LOFT, ETC.)		
ANY EXISTING DRAUGHT ISSUES OR COLD SPOTS?		
EXISTING OVERHEATING PROBLEMS?		

FUTURE GOALS?

INSPIRATION & ASPIRATIONS

Collect visual inspiration for things like window and door styles and colours, materials, roof shapes and home characteristics in order to define the overall design direction

EXISTING HOME PERIOD:

THOUGHTS ON CONTEMPORARY:

CHARACTER TO RETAIN:

MATERIALS:

use this space to draw, stick or reference images to assist the design,
a pinterest board (or similar) will help you out here,
you should also share the link with your architect

PROJECT OVERVIEW

START DATE:

DUE DATE:

PROPERTY ADDRESS:

BUDGET:

PROJECT DESCRIPTION

TOP 3 GOALS FOR RENOVATION:



WHAT PROBLEMS NEED TO SOLVE
WITH THIS RENOVATION:

SOLUTIONS:



DESCRIBE YOUR IDEAL DESIGN STYLE:

FINDING AN ARCHITECT



Architects are highly skilled and professionally trained to turn your aspirations into reality. They will guide you through the design, planning and construction process whether you are constructing a new building or adapting an existing property. Architects apply impartial and creative thinking to projects large and small. They add value, whether from maximising light and space, adding functionality, or achieving the best return on your investment'

-Royal Institute of British Architects

Unless your project is very simple, it makes sense to talk to an architect for advice before you get going. Generally, architects begin to offer a wider range of services for projects with a budget of £50,000 or more, but for a small fee, an architect can help you get the best out of your project in the early stages, regardless of size and whether they are needed later on.

Most architects offer one-off consultations and these can be incredibly useful. They will give you guidance on all aspects of your project from design and cost through to planning and construction. In a short space of time, you can gain valuable insight to help you realise your project.

All architects must be registered with the Architects Registration Board (ARB), with most taking up RIBA membership also. If an individual has neither credential then they may be operating unregulated, providing you with no guarantees of their ability to deliver the service you require.

ARCHITECT FAQs

QUESTIONS TO ASK WHEN FINDING AN ARCHITECT

- Are you a registered Architect?
- How many domestic projects do you carry out each year?
- Do you have a suitable design approach?
- Do you have a rigid or flexible design style?
- Who will be working on the project?
- What experience do you have?
- Can I see examples of work?
- How soon could you start after being instructed?
- How long will the design process take?
- How are fees calculated?
- Do you have professional indemnity insurance?
- Do you provide a written contract?
- How will you deal with differences of opinion?

ARCHITECTS CONTACTED

It is fine to contact a few Architects in your area to get a feel for how you would work together. Use the table below to assess and make a decision.

- ☐ Are they friendly, could you work together?
- ☐ Did they come across as helpful?
- ☐ Are they enthusiastic about your project goals?
- ☐ Do they have experience in this kind of work?

ARCHITECT	DATE	THOUGHTS

CHOSEN ARCHITECT

ARCHITECT:

ARB No:

RIBA No:

CONTACT DETAILS:

NEXT STEPS:

YOUR BUDGET

QUESTIONS TO ASK YOURSELF AND YOUR ARCHITECT

ASSESS YOUR CURRENT FINANCIAL SITUATION

CONSIDER THE CURRENT AND POTENTIAL VALUE OF YOUR HOME

DETERMINE WHAT WILL FUND YOUR PROJECT, E.G. SAVINGS, LOAN

FACTOR IN ALL COSTS:

- Consultants
- Planning application fees
- Building Inspector fees
- Build costs
- Interior/exterior upgrades
- New kitchens/utility/bathrooms
- New furniture
- Decorating costs
- Contingency fund (10%)



BUDGET CONTINUED

It is fine to contact a few Architects in your area to get a feel for how you would work together. Use the table below to assess and make a decision.

INITIAL BUDGET AND FUNDING SOURCE

ALLOWANCES

CONTINGENCY (ALLOW 10% OF THE COST OF THE BUILD)	
ARCHITECTS FEES (ALLOW 5-10% OF THE BUILD COST)	
ANY OTHER CONSULTANTS FEES (EG. PLANNING CONSULTANT, BAT SURVEYOR)	
PLANNING APPLICATION FEES (TYPICALLY AROUND £500 FOR AN EXTENSION)	
STRUCTURAL ENGINEER FEES (ALLOW 5-10% OF THE BUILD COST)	
BUILDING REGULATION FEES (TYPICALLY AROUND £1200 FOR AN EXTENSION)	
BUILDING INSURANCE COSTS (DISCUSS WITH YOUR HOME INSURER)	
APPROXIMATE BUILD COSTS (ALLOW APPROX. £2000-2500 PER M2)	
NEW KITCHEN / UTILITY / BATHROOMS, ETC. (VARIES- SHOP AROUND TO GET AN IDEA)	

BUDGET CONTINUED

Some local Quantity surveyors and online companies offer a service to provide approximate costs for a project at various stages of the design work, keeping on top of this can help balance expectations and reality

INITIAL BUDGET

ESTIMATE BASED ON CONCEPT DESIGN

ESTIMATE BASED ON PLANNING PACKAGE

ESTIMATE BASED ON TECHNICAL DRAWING PACKAGE

CONTRACTORS TENDER PRICES

NAVIGATING PLANNING



Planning permission, in simple terms, is like asking if you can do a certain piece of building work. It will be granted (possibly subject to certain conditions) or refused.

With all building work, the owner of the property (or land) in question is ultimately responsible for complying with the relevant planning rules and building regulations (regardless of the need to apply for planning permission and/or building regulations approval or not). Therefore, failure to comply with the relevant rules will result in the owner being liable for any remedial action (which could go as far as demolition and/or restoration).

There are range of approaches that can be taken when it comes to planning, your architect will have a good deal of knowledge and be able to advise. In more complex applications the expertise of a planning consultant may be required, your architect will advise, and should have some valuable contacts to help you through! The cost of the application, strategy, time taken and requirements will depend on the type of application which your project requires. Again, your Architect will be able to advise on this when they fully understand the project requirements.

The prospect of applying for planning consent can be daunting, but it is not as scary as it sounds, all local authorities produce guidance in line with the national planning policy. Your architect will have a good knowledge of these requirements, and the considerations to make in order to give your planning application the best chance of success.

PLANNING CONTINUED

Does the work require planning consent?

(Guidance is available on the planning portal, but your Architect should advise)

☐ YES

☐ NO

If planning consent is not required, have you been advised to submit an application for a certificate of lawful development?

(Guidance is available on the planning portal, but your Architect should advise)

☐ YES

☐ NO

LOCAL AUTHORITY FOR YOUR PROJECT

RELEVANT PLANNING HISTORY

ANY PLANNING CONSTRAINTS? (EG. CONSERVATION, GREEN BELT, ETC.)

PLANNING CONTINUED

USE THIS PAGE TO RECORD KEY MILESTONES OF THE PLANNING PROCESS

PLANNING MILESTONE	DATE	DONE
DATE ARCHITECT INSTRUCTED TO COMPLETE PLANNING APPLICATION		
DATE DRAWINGS EXPECTED TO BE COMPLETED		
DATE PLANNING APPLICATION SUBMITTED		
DATE PLANNING APPLICATION VALIDATED		
DATE PLANNING DECISION EXPECTED		
PLANNING APPLICATION NUMBER		

ANY OTHER CONSULTANT REPORTS REQUIRED?

PLANNING CONTINUED

DATE PLANNING DECISION ISSUED

Planning Consent (or Certificate of Lawful Development) granted?



YES



NO

PLANNING CONDITIONS (OR REASONS FOR REFUSAL)

NEXT STEPS

PARTY WALL ACT

The party wall act is unrelated to planning, but now that you are about to think about construction, it would be a great time to get things moving to come to an agreement with your neighbours as required by the party wall act. you should have already discussed things with your neighbours, as good relations throughout this experience are critical!

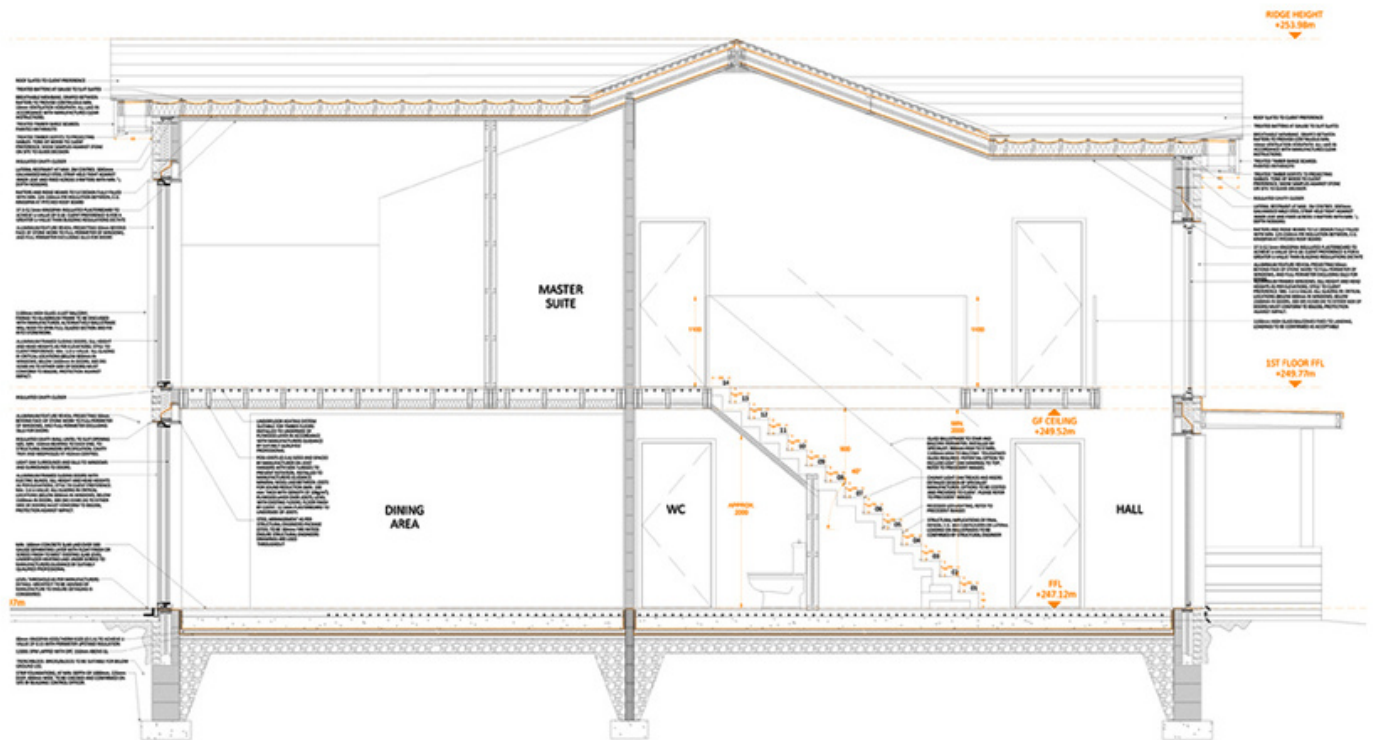
Loads of information is available on the following website;
www.gov.uk/party-walls-building-works

NEIGHBOURS TO CONSIDER

AGREEMENTS REQUIRED

When the guidance is followed and standard forms are used, this part of the process is relatively straightforward, however if things get more complicated a party wall specialist may be required, it is worth finding one, just in case!

TECHNICAL STAGE



Many people wait until they have planning consent before instructing the technical drawings and tender package, this is to reduce the risk of carrying out this stage of the project without the guarantee of planning consent.

Once the technical package is complete, it can be issued for tender, which means that you can obtain accurate costings from a number of contractors who will be available to work on the project.

At this stage a structural engineer is usually required, in most cases there is a requirement for some structural elements. You can look into local structural engineers yourself, or your Architect may be able to advise. At PLAN Architect Studio, we always obtain three quotes for the work based on the planning drawings which will enable you to gain a better understanding of what is available to you.

There may be a requirement for other services also, but you will also need the involvement of either local authority building control or a private approved inspector. This inspector will carry out a plans check on the architectural and structural information and approve the details prior to starting on site. They will then check the building work on site at specified intervals in order to ensure compliance with the approved building regulations, a legal requirement for all building work.

TECHNICAL CONTINUED

USE THIS PAGE TO RECORD KEY MILESTONES OF THE TECHNICAL DESIGN PROCESS

TECHNICAL DESIGN MILESTONE	DATE	DONE
DATE ARCHITECT INSTRUCTED TO COMPLETE TECHNICAL DESIGN		
DATE DRAWINGS EXPECTED TO BE COMPLETED		
DATE DRAWINGS COMPLETE		

ADDITIONAL CONSULTANTS REQUIRED

STRUCTURAL ENGINEERS CONTACTED

The structural Engineer will design any steelwork required, joist and rafter sizes and any padstones, etc. They will produce calculations to back up their design which will need to be approved by the Building Inspector. The engineer will also advise if any bespoke foundation design is required, and can help with ground investigation if so. It is fine to contact a few Structural Engineers in your area to get a feel for how you would work together, your Architect may also have a preference or list of recommendations.

- ☐ Are they friendly, could you work together?
- ☐ Did they come across as helpful?
- ☐ Are they enthusiastic about your project goals?
- ☐ Do they have experience in this kind of work?

ENGINEER	DATE	THOUGHTS

CHOSEN STRUCTURAL ENGINEER

STRUCTURAL ENGINEER:

CONTACT DETAILS:

NEXT STEPS:

BUILDING INSPECTORS CONTACTED

The building inspector will check the design information for compliance with building regulations and advise if any alterations need to be made, or further information supplied. You can use your local authority or a private approved inspector company. Your Architect or Contractor can advise here and may have a preference based on recent local experience.

- ☐ Are they friendly, could you work together?
- ☐ Did they come across as helpful?
- ☐ Are they enthusiastic about your project goals?
- ☐ Do they have experience in this kind of work?

INSPECTOR	DATE	THOUGHTS

CHOSEN BUILDING INSPECTOR

BUILDING INSPECTOR:

CONTACT DETAILS:

NEXT STEPS:

CONSTRUCTION



This is the big one!

This is the most exciting part of the process, but it can also be the most daunting and is without a doubt the most expensive! This is why it is so important to be in control of the project before anything is done on site!

You need a plan for moving forward through this stage, and a you need a strong contract with a great builder to get you there.

An Architect can help you find suitable contractors to approach if required, and assist with the process of interviewing builders and preparing contracts.

You may decide to go it alone with your drawing package and your builder. For smaller projects this is probably a perfectly suitable approach, for larger projects it is definitely advisable to employ an Architect or Project Manager to help.

At PLAN Architect Studio, our involvement at this stage is entirely up to you, we can manage the project on site to make sure everything is done perfectly, and ensure we are on hand for any queries or surprises that arise! Alternatively we also offer site visit packages with an agreed fee for 3 site visits at critical stages throughout the construction process.

CONSTRUCTION CONTINUED

Whilst for some items you may need to be flexible, e.g. start date could be dependant on the best builders availability, having an idea of the following will help as initial enquiries are made with the builder shortlist

IDEAL START DATE

WILL YOU BE MOVING OUT? IF NO, HOW DO YOU PLAN TO SEPARATE LIVING AREAS

WHAT ARE THE COMPLEXITIES TO ALLOW FOR? (E.G. ACCESS)

PRIORITIES FOR THE COMPLETED PROJECT

PRIORITIES WHILST PROJECT IS ON SITE

HOW TO FIND A BUILDER

QUESTIONS TO ASK WHEN FINDING A BUILDER FOR YOUR PROJECT

WHERE TO FIND A BUILDER:

- Ask people for recommendations (your architect / friends / neighbours)
- Local site boards
- Internet sites (such as federation of master builders)
- Local publications
- Contractors may contact you based on your successful application

METHODS OF EVALUATION:

- Initial phone call/email-First impressions
- Check out membership of organisations
- Experience
- Behaviour and communication
- Availability
- Readiness to quote
- Contract conditions

RED FLAGS!!!!

- No business address
- Use of logos for accreditation to which they are not entitled
- Immediate availability with no explanation
- Reluctance to use a contract
- Unrealistically low quote

BUILDERS CONTACTED

It is fine to contact a few Builders in your area to get a feel for how you would work together. Use the table below to assess and make a decision.

- ☐ Are they friendly, could you work together?
- ☐ Did they come across as helpful?
- ☐ Are they enthusiastic about your project goals?
- ☐ Do they have experience in this kind of work?

BUILDER	DATE	THOUGHTS

CHOSEN BUILDER

BUILDER:

CONTACT DETAILS:

INSURANCE DETAILS:

NEXT STEPS:

WHAT IF SOMETHING GOES WRONG?

Going overbudget;

This is almost inevitable, most projects go overbudget. This is why it is so important to plan an affordable project from the outset by exploring all the potential options, and perusing the most suitable for your budget and brief. It is also why it is so important to set aside a contingency at the start. Careful planning, detailing at a solid building contract are also crucial.

Delays on site or even to start;

There are often delays to intended start dates for innocent reasons, previous projects overrunning, poor weather, material availability,, unexpected site discoveries etc. and the best thing to do is have an honest discussion with the relevant parties to establish a revised strategy. If this is happening a lot and you are starting to get suspicious of your contractor then it is worth taking further investigation and creating a back up plan.

Poor Quality Workmanship or materials;

Poor quality materials are often used as the cheapest available material to keep costs down for the builder or the client if this was the request. A thorough and detailed specification provided and included in the contract should avoid this, if you find that this was done and the builder is still using shoddy materials then it will need to be discussed. Poor quality workmanship will unfortunately occur if there is not proper supervision on site, or proper inspections by an Architect or Project Manager.

Unexpected Costs;

This may occur, where existing details or conditions are concealed then more expensive building solutions than expected may be required.

Inadequate planning;

There will be so many decisions that need to be made, many in the correct sequence in order for the project to run smoothly.

Unrealistic expectations;

This is a quite likely scenario in most cases. The best way to avoid this is to carefully plan your project from the outset. The concept should be based on the most appropriate solution to the most precise brief, which solves the actual problems that you are trying to resolve, rather than just a vague instruction to a local Architect. Thorough up front research will help you prioritise the issues that you need to resolve and lead you towards the most appropriate solution for your budget. Once you are of this mindset, your expectations will be more accurate and you can go into the building construction stage with the confidence that you are investing the appropriate budget to meet your requirements.

INTERIORS



You may have an idea of exactly how you want the interior to feel, or you be completely lost, or overwhelmed by all the options available. You can hire a professional to come up with some concepts, or a full design, or you can go it alone, experiment and do your own thing!

The best starting point is to compile images from magazines or online sources to gain a feel for what you do and do not like, and create an interior concept that may form the basis of your interior design decisions.

INVENTORY CHECKLIST

Keep track of what you already own & what you need to buy, reuse or replace during your home renovation or decorating project

ITEM / FURNITURE	ROOM	CONDITION	ACTION	NOTES
		 Excellent  Good  Fair	☐ Keep ☐ Replace ☐ Sell	
		 Excellent  Good  Fair	☐ Keep ☐ Replace ☐ Sell	
		 Excellent  Good  Fair	☐ Keep ☐ Replace ☐ Sell	
		 Excellent  Good  Fair	☐ Keep ☐ Replace ☐ Sell	
		 Excellent  Good  Fair	☐ Keep ☐ Replace ☐ Sell	
		 Excellent  Good  Fair	☐ Keep ☐ Replace ☐ Sell	
		 Excellent  Good  Fair	☐ Keep ☐ Replace ☐ Sell	
		 Excellent  Good  Fair	☐ Keep ☐ Replace ☐ Sell	
		 Excellent  Good  Fair	☐ Keep ☐ Replace ☐ Sell	

E

BUDGET OVERVIEW SUMMARY

CATEGORY	ESTIMATED COST	ACTUAL COST	PAID	NOTES
TOTAL				

BUDGET TRACKER

DETAILED EXPENSE TRACKER BATHROOM & KITCHEN FIXTURES

ITEM / FIXTURE	QTY	ROOM	COST	STORE	PAID
					
					
					
					
					
					
					
					
					
					
					
					
					
					
					
					
TOTAL					

BUDGET OVERVIEW

MONTHLY SPENDING OVERVIEW

MONTH	PLANNED SPEND	ACTUAL SPEND	NOTES
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
TOTAL			

TIMELINE PLANNER

MONTHLY PLANNING & TASKS

MONTH	START - END DATE	KEY ACTIVITIES / PHASE	STATUS
			Not Started In Progress Done
			Not Started In Progress Done
			Not Started In Progress Done
			Not Started In Progress Done
			Not Started In Progress Done
			Not Started In Progress Done
			Not Started In Progress Done
			Not Started In Progress Done
			Not Started In Progress Done
			Not Started In Progress Done

TO-DO LIST

STAY ON TOP OF RENOVATION TASKS,
DEADLINES & RESPONSIBILITIES

TASK DESCRIPTION	PRIORITY	DUE DATE	ASSIGNED TO	STATUS
	High Med Low			Not Started In Progress Done
	High Med Low			Not Started In Progress Done
	High Med Low			Not Started In Progress Done
	High Med Low			Not Started In Progress Done
	High Med Low			Not Started In Progress Done
	High Med Low			Not Started In Progress Done
	High Med Low			Not Started In Progress Done
	High Med Low			Not Started In Progress Done
	High Med Low			Not Started In Progress Done

INSPIRATION & MOODBOARD

Collect visual inspiration for each space and define the overall design direction

ROOM NAME:

STYLE KEYWORDS:

MATERIALS:

NOTES:

ROOM-BY-ROOM PLANNING SHEET

LIVING ROOM

GOALS FOR THIS ROOM ★ ★ ★	DESIGN STYLE ★ ★ ★
COLOR PALETTE ★ ★ ★	MUST-HAVE ITEMS ★ ★ ★

KEY MEASUREMENTS + WORK NEEDED

FEATURE	MEASUREMENT	
TASK	ASSIGNED TO	NOTES

SHOPPING LIST

Keep track of all the items you plan to buy for your renovation
from decor to materials and large furniture.

ITEM / PRODUCT	ROOM	COST	PRODUCT IMAGE	DELIVERY STATUS
				 Ordered  Received
				 Ordered  Received
				 Ordered  Received
				 Ordered  Received
				 Ordered  Received
				 Ordered  Received
				 Ordered  Received
				 Ordered  Received

PAINT TRACKER

Track paint colors & where they'll be used during your renovation

ROOM:

COLOR NAME:

BRAND:

FINISH: ☐ Matte ☐ Satin ☐ Gloss

NOTES:

COLOR SAMPLE

ROOM:

COLOR NAME:

BRAND:

FINISH: ☐ Matte ☐ Satin ☐ Gloss

NOTES:

COLOR SAMPLE

ROOM:

COLOR NAME:

BRAND:

FINISH: ☐ Matte ☐ Satin ☐ Gloss

NOTES:

COLOR SAMPLE

ROOM:

COLOR NAME:

BRAND:

FINISH: ☐ Matte ☐ Satin ☐ Gloss

NOTES:

COLOR SAMPLE

PROJECT REVIEW: BEFORE & AFTER

COMPARE THE BEFORE AND AFTER & CAPTURE YOUR
FINAL THOUGHTS

ROOM NAME:

BEFORE

AFTER

Did the project stay on budget and on
schedule?



How has your lifestyle changed after
the renovation?



Would you share this project with
friends or online?



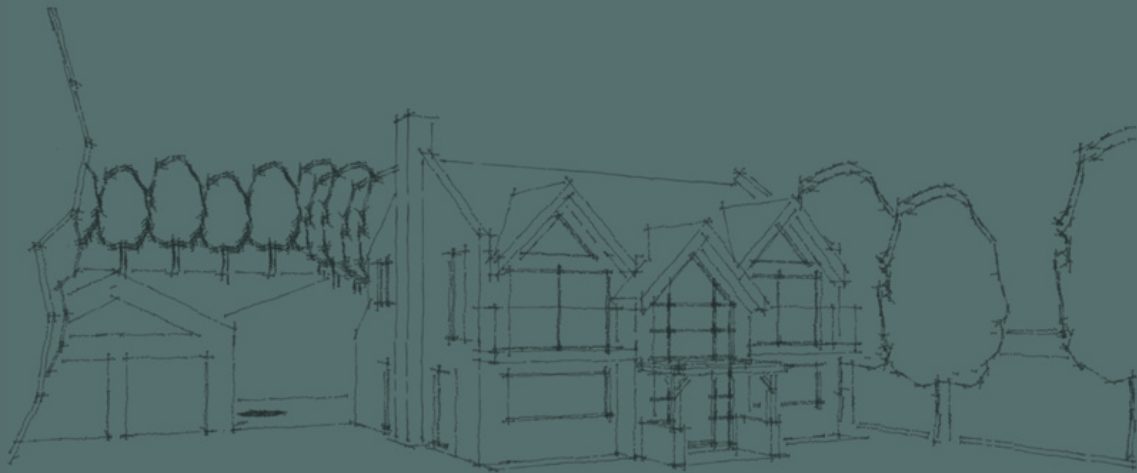
Did this planner help you stay organized
& confident during renovation process?



LET'S CELEBRATE THE SUCCESS!

PROJECT PLANNER

FROM START TO FINISH



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