

YOUR BUILDING GUIDE TO WORKING WITH TLC GROUP DEVELOPMENTS



DETAILS ON YOUR DREAM HOME INCLUDING:

- Guidance
- Architects & Planning
- Structural Engineers
- Final Quotation
- Schedule of Works
- Building Control
- Payments
- After Care



STARTING A PROJECT

Hello, Lee here from TLC Group Developments. Thank you for downloading this guide. I want to help you in your decision making process.

Extending your property is a huge decision and commitment so getting it right is very important. We're fully aware of the concerns you'll face and are here to help. Here's our guide to everything you need to think about when starting a new project with TLC Group Developments...let's get started.

GUIDANCE

If you're thinking of extending and are not sure where to start then let us guide you in the right direction. Call us and we'll arrange a visit to your property at no cost to firstly introduce ourselves, then talk through your ideas.

Before appointing an architect we'd like to discuss not only your ideas but also your motivations for extending as every client has different criteria and understanding your motivations will help us contribute to the right choices, both in the type of construction and layout of your extension so it works for you.

We believe that building a relationship with our clients is the most important thing and by assisting you through the initial stages we demonstrate just how committed we are to your project and will gain your trust in providing you with a great service.

ARCHITECTS & PLANNING

Once we understand what you are trying to achieve we can move you closer to the build. At this stage it may be necessary to commission an architect.

We work closely with a small number of architects who we can recommend and arrange for a quotation with no obligation. We're also more than happy to work with an architect appointed by yourself and liaise with them if needed throughout the build.

A chosen architect will firstly do a site visit and discuss your ideas and help you to get your vision onto paper. The architect is working for you and will change or amend the drawings until you approve. Once approved by you, and if the project requires planning permission, then the architect will submit the proposed drawings along with existing plans and building regulations to the planning office to wait for approval. This takes approximately 8 weeks.

ARCHITECTS & PLANNING

If the project can be constructed under a 'permitted development' then only a building notice will be required. If you are unsure that your project meets the requirements for permitted development, then you should apply for the 'certificate of lawful development'.

If a planning application is required and submitted, the architect will monitor its progress and keep you informed. If we are involved in the planning stage then we'll also can keep you updated as we work closely with the architects. We know you'll be much more at ease when well informed and aware that the process is being managed. You are also able to follow progress by your local authority planning portal.

Once Planning has been approved, you will require 'construction drawings' (building regs). These documents form part of any tender package as it informs the contractor how the building is to be constructed and what materials have been specified. They are also required for building control.

BUILDING CONTROL

Once you have received planning approval or if you're proceeding with permitted development then you will be required to appoint A building Authority known as building control.

This could be local Authority or private, you have the option of which building authority to proceed with. In some cases, the architect may have a good relationship with a particular authority as do we, which you can find on our trusted partners page on our website.

Once you have submitted the building notice, work can commence 48 hours after, if the application has been submitted to the local authority and 5 days after, if the notice has been submitted to a private building authority.

Once building control has been appointed and the correct fee paid, they will undertake site inspections at certain stages of the build to ensure compliance of the building regulations and will request the certificates upon completion that are necessary and relevant to the project. Once building control are satisfied the project has been completed and complied with all the regulations, they will issue a completion certificate.

STRUCTURAL ENGINEERS

Once approval has been granted you may need a structural engineer. Once again we can make a recommendation or obtain a quotation for a structural report.

The structural engineer will also require a site visit and will then produce a report with structural calculations which the relevant building authority will require, as will we, to construct the build.

FINAL QUOTATION

Once we have all the required information we can provide you a final free quotation to construct the project.

A quotation for a full service will cover every aspect of the construction and with this we will project manage the build. Alternatively you may have your own trades people who you would want to use and would like us to only quote for certain parts of the build, however you wish to proceed we are more than happy to cooperate.

SCHEDULE OF WORKS

When all planning has been approved and our quotation agreed we will provide a schedule of works to keep you informed of all the stages of construction week by week.

If you are living in the home while the work commences we will make every effort to minimise any disruption and where necessary keep all services up and running so you may continue to function as a normal home. We will also do our utmost to make sure your home is secure and protected against the elements while we work on your property.

Our aim is to make the whole process as painless and stress free as possible from start to finish.

CONTRACTS

When embarking on any project where you are handing over money, you want to feel protected.

What important details should you expect within the contract?

We will provide you with a contract detailing who the client is and the contractor. It will outline the detail of the works and clearly show cost of the works. A project timescale. Payment schedule and payment details.

The architects' drawings and structural report that we are working to. The Tender. Both parties will sign the contract which is our commitment and legal obligation to provide you with the outcome you are expecting.

PAYMENTS

We make payments fair and easy. Before work commences, we will issue an invoice for a 5% deposit of the contract sum.

From the date we begin, a valuation will be carried out every two weeks and an invoice issued based on the valuation. The valuation collates all materials supplied for the project and labour used within the two-week period. This forms the valuation and can be supported with invoices.

The final figure is then transferred onto an invoice and issued. We find this a fair system as you are only paying for the materials and service supplied up to date and are not at risk of too much money being handed over before the project is completed.

AFTER CARE

We are also committed to providing after care as a good reputation is the key to our success.

In the event you do have a problem once we have completed then do not hesitate to contact us. Once you're a client you're always a client and we will rectify any issues should they arise.

We are confident issues won't arise but it's good to know we won't ignore them if they do.

As you can see there is a lot to think about when starting a project but it doesn't need to be difficult or stressful.

If you are thinking of starting a project then please get in touch and let us show you how we can help. You can contact me on the details below, I look forward to hearing from you.

Lee Cauldle, Managing Director
TLC Group Developments



THANK YOU

