

Appendix B – Estimated Timetable for an Extension where Planning Permission is Required

Task No.	Task Name	Duration Working Days
1	Property Inspection	10 days
2	Walk over site survey including: measured survey, identification and evaluation of the condition and suitability of existing services	2 days
3	CAD drawing of existing property	2 days
4	Design conception with recommendations and viability modelling including needs requirements, assessment and programming	5 days
5	Client design approval to proceed – presentation to tenants / Housing Management	5 days
6	Prepare documentation for planning application – scaled / detailed drawings, specification of works	10 days
7	Lodge planning application	1 day
8	Planning validation period	10 days
9	Planning application decision – maximum time 8 weeks, although may be quicker depending on volume of applications*	40 days
10	Prepare documentation for Building Regulations i.e. engineers report, specification etc	10 days
11	Lodge Building Regulations application	1 day
12	Building Regulations Decision – maximum 8 weeks, although may be quicker depending on volume of applications	40 days
13	Queries and agreement with Building Control	5 days
14	Construction tendering period	24 days
15	Contractor lead in / mobilisation period including pre contract Health & Safety Plan	21 days
16	Construction period	10 days
17	Seasonal lag – lead in and holiday periods i.e. Christmas	20 days
18	Construction period	64 days
19	Snagging	5 days
20	Handover to client	2 days

* Planning have agreed to channel all applications under this scheme to one identified Planning Officer. This will build up a close working relationship and help to minimise any delays in the process.

Appendix B – Estimated Timetable for a Loft Conversion where Planning Permission is Required

Task No.	Task Name	Duration Working Days
1	Property Inspection	10 days
2	Walk over site survey including: measured survey, identification and evaluation of the condition and suitability of existing services	2 days
3	CAD drawing of existing property	2 days
4	Design conception with recommendations and viability modelling including needs requirements, assessment and programming	5 days
5	Client design approval to proceed – presentation to tenants / Housing Management	5 days
6	Prepare documentation for planning application – scaled / detailed drawings, specification of works	10 days
7	Lodge planning application	1 day
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11	Lodge Building Regulations application	1 day
12	Building Regulations Decision – maximum 8 weeks, although may be quicker depending on volume of applications	40 days
13	Queries and agreement with Building Control	5 days
14	Construction tendering period	24 days
15	Contractor lead in / mobilisation period including pre contract Health & Safety Plan	21 days
16	Construction period	60 days
17	Seasonal lag – lead in and holiday periods i.e. Christmas	20 days
18	Snagging	5 days
19	Handover to client	2 days

* Planning have agreed to channel all applications under this scheme to one identified Planning Officer. This will build up a close working relationship and help to minimise any delays in the process.

Appendix B – Estimated Timetable for an Extension where Planning Permission is not Required

Task No.	Task Name	Duration Working Days
1	Property Inspection	10 days
2	Walk over site survey including: measured survey, identification and evaluation of the condition and suitability of existing services	2 days
3	CAD drawing of existing property	2 days
4	Design conception with recommendations and viability modelling including needs requirements, assessment and programming	5 days
5	Client design approval to proceed – presentation to tenants / Housing Management	5 days
6	Prepare documentation for Building Regulations i.e. engineers report, specification etc	10 days
7	Lodge Building Regulations application	1 day
8	Building Regulations Decision – maximum 8 weeks, although may be quicker depending on volume of applications	55 days
9	Queries and agreement with Building Control	5 days
10	Construction tendering period	24 days
11	Contractor lead in / mobilisation period including pre contract Health & Safety Plan	21 days
12	Construction period	10 days
13	Seasonal Lag – lead in and holiday periods	20 days
14	Construction Period	64 days
15	Snagging	5 days
16	Handover to client	2 days

Appendix B – Estimated Timetable for a Loft Conversion where Planning Permission is not Required

Task No.	Task Name	Duration Working Days
1	Property Inspection	10 days
2	Walk over site survey including: measured survey, identification and evaluation of the condition and suitability of existing services	2 days
3	CAD drawing of existing property	2 days
4	Design conception with recommendations and viability modelling including needs requirements, assessment and programming	5 days
5	Client design approval to proceed – presentation to tenants / Housing Management	5 days
6	Prepare documentation for Building Regulations i.e. engineers report, specification etc	10 days
7	Lodge Building Regulations application	1 day
8	Building Regulations Decision – maximum 8 weeks, although may be quicker depending on volume of applications	55 days
9	Queries and agreement with Building Control	5 days
10	Construction tendering period	24 days
11	Contractor lead in / mobilisation period including pre contract Health & Safety Plan	21 days
12	Seasonal Lag – lead in and holiday periods	20 days
13	Construction Period	60 days
14	Snagging	5 days
15	Handover to client	2 days