



# Surrey Lofts Client Checklist

[www.surreylofts.co.uk](http://www.surreylofts.co.uk)

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To help you plan your loft conversion and assist with you with your organisation, please find our recommended client checklist below. We have compiled this list to make it easier for you to check-off each stage as it happens.

### BEFORE THE WORKS START:

yes no n/a

Deposit paid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building control fee paid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Architectural drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of lawful development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning permission <sup>[1]</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Party wall agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dormer connection agreement <sup>[2]</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pre-start meeting with Contracts Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Start looking into sanitary ware / bathroom tiles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### WHILST THE BUILD IS HAPPENING:

Clear garden furniture and pots	<input type="checkbox"/>
* Scaffolding erected	<input type="checkbox"/>
Delivery of skips, portaloo and rubbish chutes	<input type="checkbox"/>
* Materials delivered, steel beams craned into place and floor structure completed.	<input type="checkbox"/>
Order sanitary ware and have it delivered by week 3 of the build.	<input type="checkbox"/>

### WHILST THE BUILD IS HAPPENING CONT:

* Structural construction of the roof complete <sup>[3]</sup>	<input type="checkbox"/>
* First fix electrics and plumbing completed	<input type="checkbox"/>
* New staircase installed	<input type="checkbox"/>
* External windows / French doors installed	<input type="checkbox"/>
* External tiling and Velux windows completed	<input type="checkbox"/>
* Second fix electrics and carpentry completed	<input type="checkbox"/>
Completion and snagging complete	<input type="checkbox"/>
Completion payment due	<input type="checkbox"/>
Building control to carry out final inspection <sup>[4]</sup>	<input type="checkbox"/>
Removal of scaffolding, skip and portaloo	<input type="checkbox"/>
Site clearance	<input type="checkbox"/>
<b>AFTER THE BUILD IS COMPLETE:</b>	
Building control to issue final certificate	<input type="checkbox"/>
Surrey Lofts to send out guarantee pack	<input type="checkbox"/>

#### \* PAYMENT ISSUED FOR THIS STAGE THEREAFTER

[1] - Planning permission is not always required, however, if you would like the following it may apply. You can always speak to a surveyor, the architect or your local planning office to find out more information.

- The new converted space will be over 50m<sup>2</sup> if a detached property or 40m<sup>2</sup> if a terraced property.
- The dormer will be within 20cm of the original eaves of the roof.
- The dormer will be higher than the current roof's highest point.
- You live in a listed property.
- You live in a conservation area or Site of Specific Scientific Interest.

[2] - This only applies when connecting to your neighbour's full width dormer

[3] - Construction of dormer, L-shaped dormer, etc.

[4] - Sometimes a party wall surveyor will want to carry out a final inspection before the scaffolding is removed.