

CMD/DESIGN LTD.

For all of your design & planning needs

Transforming your house into the home that you've always dreamt of!

Welcome to CMD Design Ltd & thank-you for considering us for your property project – we hope that you find this free architectural guide useful and also that we can be of service to help turn your design ideas into a buildable reality.

If you're looking at extending or converting your home, it can be quite a daunting prospect, as not only are there a whole host of procedural applications & hoops that you have to jump through in order to get your planning permission & building regulations approved, but you'll also need to ensure that your architect fully explores all available design options in order to ensure that you maximise not only your return on investment, but also the space available within your home.

Designing extensions isn't just about "moving a couple of walls about and adding a roof" – it's a complex combination of utilising space, light, aesthetics, a good design skill-set, structural elements, and blending all of these with a good understanding of how building works & a knowledge of the procedures that have to be adhered to in order to get your conversion project from "just an idea" to a buildable reality.

We've put together this guide to give you some of the background information that you'll most likely need to get your project started, and within it you'll also find:

- An introduction to the services we can offer
- A list of the processes / steps / stages that we would typically go through
- Some examples of local projects we've recently completed
- Testimonials from our clients
- A guide-line to our fees

Here at CMD Design Ltd, we take the stress out of extending your home, and alongside our strategic partners at Greenway Associates, we can provide you with a gentle guiding hand through the whole extension process. If you have any further queries with regards to this, or would like to discuss your project further, please feel free to get in touch using one of the details below.

Regards



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New-build homes in Reigate



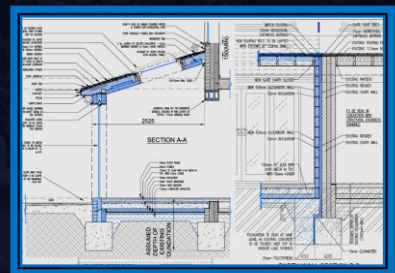
Loft conversion in Chessington



Rear extension in Reigate



New-build home in Camberley



Comprehensively detailed drawings



Rear extension in Redhill

So where do we start?

If the thought of undertaking any major works to your home fills you with dread, hopefully this guide can help lay some of those fears to rest for you.

Obviously every project is different, and so we have to look at each project on its own merits, but to give you a rough idea, below are some guidelines showing the various stages / processes that we'd typically look to undertake for a single storey extension:



Stage	Item	Description	Approx. duration / lead time / cost*
0	Initial meeting	We'd normally look to carry out an initial consultation with our design partners to ascertain project brief, feasibility studies, discuss initial ideas, confirm costs & recommend procedures for your project before getting into the detailed design phase – we will confirm our costs to you in writing.	Duration: 1hr meeting, Lead time: Approx. 2-3 weeks £125 +VAT for site meeting** £75 +VAT for online meetings**
1a	Survey and initial designs	Upon receiving your instruction, we would book in a date to carry out a detailed survey of your property to create existing plans, elevations, site plans etc., and then work with you to create multiple design solutions for your home (we'd normally recommend that this is a good time to invite your neighbours over to discuss your plans with them, as upsetting your neighbours can add a lot more time, stress and cost to a project and should be avoided wherever possible!). We'd then refine and revise these plans until you were happy with the design proposals***	Duration: 6hr survey (approx.), Lead time: 2 weeks approx. Our costs: inc. in fees on fees page
1b	Pre-planning meeting (optional)	Dependent on the scope of your project, your extension may fall under the remit of permitted development (in which case the planning phase of your project could potentially be bypassed) – if not, then a full planning application may be required. Planning can be a long drawn-out process (planning applications can take up to eight weeks), which can be a long time to wait for a potential planning refusal – therefore we often recommend holding a pre-planning meeting with your local planners to discuss your proposal and get their preliminary feedback (this is also particularly useful if your extension is large, ambitious, contentious, or if you live in a conservation area / green belt / listed building)	1hr meeting duration, Approx. 2-3 week lead time £250+VAT additional fee
1c	Planning submission (or permitted development application)	Once we've received appropriate feedback from pre-planning, we can then go ahead with submitting & managing your planning application on your behalf. At the end of this eight week period, the planners will most likely approve your application (assuming no major objections are received). In the unlikely event that your application is refused, we would work to the planner's comments to revise your scheme & re-submit a revised application at no additional charge if required****	Duration of works: 1 week (approx.) Planning lead time: 8 weeks Our fees: inc. in fees on fees page Planning fee: £175 approx.
2a	Building control drawings	Once the conditions for planning approval have been met, we can then set about upgrading your drawings to a building control level of detail, (including various construction details, building sections, services information, building notes, etc.). We'll also need to bring in A: structural engineers to work out the structural calculations, B: SAP calcs specialists to carry out energy calculations if you proposal has large areas of glazing, and C: Party-wall surveyors if you're building within 3.1m of any neighbouring structure. We may also need to consult your local water authority if building over existing drainage runs.	Duration of works: 3-4 weeks Consultants extra works: 2 weeks Our fees: inc. in fees on fees page Additional costs (approx.): Structural costs: £150 per beam SAP calcs: £200 Party walls: £700-£2,000 – see fees

* Full breakdown of costs can be found at the end of this guide

** The cost of the initial meeting can be offset against our overall planning / building regs invoice in the event you decide to go ahead with our proposal

*** Up to five sets of client revisions on any given project – further revisions may incur additional costs to cover the extra drawing / design time

**** No charge assuming that client has followed our design recommendations – variations from our recommendations may result in subsequent re-designs being charged for

Stage	Item	Description	Approx. duration / lead time / cost*
2b	Building control application	Once all of the pieces are in place, we can submit & manage your building control application on your behalf. Building control will usually take up to 4 weeks to consider the application, after which they would hopefully then issue you approval to commence building. Note that many of our clients usually take this opportunity to obtain quotes from local builders (as this can take a few weeks for them to reply – if you need builder recommendations, please feel free to ask). If you're not sure as to what kind of costs you'll be looking at, we generally tend to find that allowing a budget of approx. £2,000/m ² for the area of the single storey extension you're building (or £3,000/m ² for two story extensions), plus £500/m ² for the area you're extending from, plus any kitchens or bathrooms (these would be extra) will give a reasonable indication of your potential build cost in the current market (so a 4m x 5m extension added to a similar sized existing room = 20m ² @ £2K/m ² (£40K), + 20m ² @£500/m ² (£10K) , + kitchen (£20K) = £70,000 guideline budget . Note that whilst you are allowed to start building works as soon as your application has been received, we do not advise this, as it is entirely at your own risk / cost if building control come back with changes / amendments after building works have started.	Duration: 4 week council lead time Lead time: N/A Our costs: inc. in fees on fees page Additional costs (approx.): B/C application fee: from £180 B/C site visits: from £360
3	Specification & project management (optional extra)	Note that whilst this is not something that we actively get involved in here at CMD Design Ltd, our strategic partners at Greenway Associates are more than happy to offer these services to our clients. If you do not fancy the thought of project managing the build yourself, or would like to draw up a more detailed specification so that you can ensure that you're getting accurate prices from your builders and are comparing like-for-like quotations, then having someone project manage & specify the works for you can remove a lot of stress and headaches from the building process – please feel free to ask about these additional services if you would like more info. Note that if you plan on managing the build yourself, that additional building control site visits will be required over the course of the build in order for you to receive your building control certificate at the end of the build (which you'll need if you ever come to sell your property).	Duration: TBC Lead time: TBC Costs: TBC

Recommended duration from initial consultation through to commencement of building works on site (approx.):

6 months
(slightly less if permitted development)

Hopefully at the end of it all when all of the dust has settled, your house will have been transformed into the home you've always dreamed of, however if you require additional services, please feel free to ask us about our strategic partners that can offer you advice in the following areas:

- Specialist building contractors
- Kitchen design
- Glazing, orangeries & bi-folding door specialists
- Bathroom design
- Specialist strategic planning consultants
- Garden design
- Party-wall surveyors
- Interior design / bespoke furniture
- Energy Assessors / SAP calculators
- Lighting & electrical
- Cladding, insulation & render specialists
- Plumbing & heating
- Renewable energy (solar, geothermal, etc.)
- Home automation
- Property sales / valuations
- Fire & security design



Extension in Caterham - BEFORE



Extension in Caterham - AFTER

Portfolio of works

Alongside the illustrations already shown in this guide, below are a handful of examples of some of the fantastic results that we've helped our clients across Surrey and the South-East to achieve over the last few years – hopefully we could do the same for you?

Further examples of works can be found on our website & on social media (Linked-in & Facebook)

**Two storey side & rear extension,
Banstead**



**Two storey side extension & single storey rear addition,
Barnet**



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Portfolio of works (cont.)

Creation of new end-of terrace house addition in conservation area, Coulsdon

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After

Pub conversion to seven two-bedroom apartments, Croydon

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After

Below are just a handful of the testimonials & recommendations that we've received from our clients over the years. Further examples of works can be found on our website & on social media (Linked-in & Facebook)

Client testimonials

"We would like to take this opportunity to express our gratitude to you at the professional manner in which you carried out your advisory and planning services.

We were very happy with the plans that you designed and produced for us and we are now pleased to report that we have now received our Building Control Completion Certificate. We are extremely happy with the results of our new loft conversion, which has given us our new beautiful 4th bedroom and en-suite bathroom.

May we take this opportunity to thank you both for everything that you did for us last year. Your involvement didn't just include the quick turnaround of our plans and Building Regulation Application, but your patience and commitment when we urgently required amendments to the plans due to Party Wall issues with our neighbour, none of which were in your remit.

We would be very pleased to recommend you to friends and family for your services and won't hesitate to contact you if we decide to make any further alterations to our home or any new home in the future."

Mrs S Guwy,
Farnham
2011

"I thought that it was time for me to say thank you for all your help with our kitchen extension. We are still amazed that we pulled it off and could not have managed anything so beautiful and practical without your experience and support. Your attention to detail means that everything works properly together. We have a space that is completely different to the one we imagined but it is also not one that you "imposed" on us.

You listened and made sure that our occasionally odd ideas were incorporated in a way which blended with the overall design with commendable patience (you must have wondered whether we were ever going to make our minds up at times). Thank you so much for all your help"

Mrs & Mrs Frazer
Richmond
2013

"I have worked with Chris on a number of occasions, most recently on the refurbishment of office in Notting Hill. I have always found him to be reliable, hard-working, and with an excellent attention to detail. I would have no hesitation to use him on any of our future projects where his expertise and experience are required"

Ms. L. Miller
Optic Interiors, Richmond
2012

"We've used the services of CMD Design Ltd on a number of projects now, and have been very happy with the quality of the designs that they put together. They've helped us get planning permission for two new-build properties and also helped us with numerous other extension & development projects over the years. We're certainly more than happy to recommend their design services to anyone looking to extend their home"

Mr T. Belnik
Camberley
2015

"Thank you for all of your hard work on our extension - you have designed a space that is so much more than just a kitchen. It has totally changed the way we live in the house - thank you"

Mr. A. Plumb
Thames Ditton
2012



Single storey side extension for a cottage in Woking



Guideline building design fees for planning & building control applications

(all fees listed below are intended as a guideline only and are subject to an initial site inspection & head-office approval)

Existing property size	SINGLE STOREY EXTENSIONS			TWO STOREY EXTENSIONS			LOFT CONVERSIONS		
	PLANNING	B'REGS	TOTAL	PLANNING	B'REGS	TOTAL	PLANNING	B'REGS	TOTAL
1 BED	£1,250	£1,250	£2,500	£1,500	£1,750	£3,250	£1,500	£1,500	£3,000
2 BED	£1,250	£1,250	£2,500	£1,500	£1,750	£3,250	£1,500	£1,500	£3,000
3 BED	£1,500	£1,500	£3,000	£1,500	£1,750	£3,250	£1,750	£1,500	£3,250
4 BED	£1,500	£1,500	£3,000	£1,750	£2,000	£3,750	£1,750	£1,750	£3,500
5 BED	£1,750	£1,500	£3,250	£2,000	£2,000	£4,000	£2,000	£2,000	£4,000
6 BED	£1,750	£1,750	£3,500	£2,250	£2,250	£4,500	£2,000	£2,000	£4,000
			(All +VAT)			(All +VAT)			(All +VAT)
	PLUS £250 for major internal alterations. Note that a £150 discount can potentially be applied to the planning costs if the works fall under permitted development (i.e.: plan. perm. not req'd)			NOTE: For combinations of the two of the above (e.g.: single storey ext. + loft conv.), a discount of £500 can be applied to both planning & building regs costs (due to duplication of works)			NOTE: ALL PRICES ARE SUBJECT TO VAT AT 20% & DISBURSEMENTS. Disbursements are charged at cost (see list below)		

MISC. COSTS:

Initial site meeting fee (to discuss ideas, costs etc.) : £125 +VAT (for site meetings), £75+VAT (for online zoom meetings)
(to be deductible from the value of any subsequent order placed)

Additional costs to attend pre-planning meetings or appeals: £250 +VAT (per meeting)

Minimum fee: £500 +VAT

PARTY WALLS:

Required if digging foundations within 3.1m of any neighbours building / structure	As building owners surveyor (i.e: plus neighbours costs)	As agreed surveyors (appointed by both parties)
SINGLE BOUNDARY	£900 +VAT (plus neighbours' surveyor costs)	£1,250 +VAT (no additional costs)
TWO BOUNDARIES	£1,500 +VAT (plus neighbouring costs)	£2,250 +VAT (no additional costs)

Note that the fees above are based on carrying our party-wall works for ONE boundary / neighbour. If your project requires works for TWO boundaries (e.g.: if you're a mid-terraced property & building within 3.1m of both boundaries), then additional costs will be incurred

Architectural works carried out in conjunction with



www.greenwayassociates.co.uk

Note that planning applications will require: a detailed site survey, ceiling heights, window / opening details, preliminary structural details, possible drainage survey, taking site photos, changes in site levels, provisional discussions with planning authority if required, local authority searches, OS maps, full sets of plans / elevations, design revisions where required / requested, design access statements, building notices, site plans, block plans, application / form submission & management.

Note that building control applications will require: full sets of building drawings, detailed building sections, construction notes, full compliance to latest building regs – with reference to: construction (walls, roofs, dormers, glazing, floor construction, foundations, substructure, waterproofing etc.), services (water, drainage, gas, electrical, surface rainwater, inspection chamber construction etc.), carpentry (staircase construction, stud partitioning / reinforcing, suspended timber floors etc.), roofing (flat roof construction, pitched roof construction, dormer windows, trussed rafter designs), ventilation (both background and mechanical), access (design access statements, fire protection / escape, disabled access if required, etc.)

Disbursements to be charged (at cost) frequently include: planning fees, building control fees, householder application fees, SAP calcs / energy assessments (approx. £200), structural engineers fees (approx. £80-£100 per beam), printing costs, travel costs / mileage, ordinate survey maps, drainage surveys / plans (if applicable), Thames Water build-over agreements

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So there you have it!



Open-plan refurbishment and extension project in Epsom

Hopefully over the course of this guide you'll have seen that we can offer a wide range of architectural & design services, and that should you choose to use us for your property conversion / extension project that your home will be in very safe hands.

If you'd like to see further examples of our works, we have a number of portfolio slideshows on YouTube that showcase the kinds of fantastic results we can achieve, one of which can be found on the following link: <https://www.youtube.com/watch?v=a76tzWR7GKI>

We're incredibly thorough on the works that we do, producing incredibly in-depth & detailed drawings that will help ensure that A: your newly created space works for you just the way you want it to, and B: that your builder has all of the information he needs to ensure your build runs as smoothly as possible – we can happily e-mail you examples of these types of drawings so that you can get a better idea of the lengths we go to & detail we go into in order to create the stunning home transformations that our clients are looking for.

If you'd like to book us in for an initial design site visit - either online or in person, then please feel free to contact us using the details below so that we can compare dates and book a slot in the diary with you. All we'd need for an online meeting via zoom would an outline floorplan - preferably with a couple of dimensions for scaling purposes - many people receive these from their estate agent when they purchased the property) and some internal & external site photos of the area you're looking to extend into). If you do not have access to these types of floorplans, then we'd need to come to site where we'd then be able to put together concept design sketches instead.

If you have any further questions, please feel free to give me a call on 07957 690033 & I'll be more than happy to answer them for you...

We look forward to being of service to you in the not-to-distant future!

Regards



Chris Denny

Managing Director
CMD Design Ltd.



Single-storey rear extension in Surbiton



Orangery style rear extension in Reading

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