



PROJECT STARTER GUIDE

A calm, structured checklist to help you prepare for your home extension or alteration.

This guide keeps things focused so you only provide the information that's genuinely useful at the early stage. No long descriptions or technical details are needed — just the essentials.

1. Your Main Goal

A short, clear statement is enough.

Examples:

- “We’d like a larger kitchen.”
- “We want to improve the layout.”
- “We need an extra bedroom.”

No long explanations — the details come later.

2. Photos of the Existing Space

Please send 3–5 recent photos. This is all that's required at this stage.

Avoid sending:

- full albums
- every angle of every room

Simple, clear photos work best.

3. Basic Property Information

Just the essentials:

- Full Address including number and postcode
- Approximate age of the property (if known)
- Whether it has been extended before

No measurements or technical notes needed — these are taken during the survey.

4. Budget & Timescale (Approximate)

A rough idea is perfect:

- Ideal budget
- When you'd like work to begin

No spreadsheets or detailed breakdowns required.

5. Planning & Building Control

Most projects need one or both. You don't need to research this — I'll advise what applies and handle all submissions on your behalf.

6. Builders

At this stage, all I need to know is:

- Do you already have a builder in mind
- Or would you like recommendations

No quotes or early pricing needed.

7. What Happens Next

A clear, structured process:

1. Initial chat
2. Measured survey
3. Drawings prepared
4. Planning / Building Control
5. Final drawings ready for your builder

Straightforward and calm.

Ready to Begin

If you're thinking about extending or altering your home, I'd be happy to talk through your ideas.

www.gtbuildingdesign.com