



Planning-The Steps Involved

1. Initial visit from our loft conversions estimator.
2. Quotation is dispatched to client for approval.
3. Client approves our Quotation in writing and returns initial deposit for planning process.
4. The planning process begins with an initial visit from our surveyor to take site sizes and further discuss your requirements so that a building plan can be produced.
5. Plans approval. Once the plan is produced then an appointment is made with yourselves so that the plan can be approved prior to submission to local authority. It is at this stage that any amendments can be made.
6. Plans Submission. Your plans will then either be submitted for planning approval if required or, if it is not necessary, they will be submitted for building regulations approval, or a certificate of lawfulness.
 - a. Planning approval If necessary planning approval will be achieved first depending on your permitted development area, what size of loft extension project you are considering and whether you have had any previous development. The local authority submission fees and architects fees for this stage are included in the initial monies for plans as per our terms.
 - b. Building regulations approval will then be achieved under a full plans application giving you an approved set of plans and calculations making your project ready for the building stage. The local authority submission fees and architects fees for this stage are included in the initial monies for plans as per our terms.
 - c. Inspection of your work will be carried out by your local authority inspector at set intervals as works progress to ensure that your project is carried out in accordance with the approved set of plans and calculations.

A completion certificate will be issued by your local authority when the works are finished. This can be supplied to your lender if required or kept with your records in case of future re sale of your property.

The completion certificate proves that all work was carried out to the prevailing building and fire regulations at the time the work was completed and was inspected by a local authority building control inspector accordingly.

Please note that local authority inspection fees are not included in the quoted cost and are to be paid by you direct to the council. The inspection fees are normally paid to your local authority when the commencement notice is served for your project.

Tel: 020 8857 9006 – Monday to Friday 9.00am – 6.00pm / Saturday 9.00am – 12.30pm

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The Building Stage Can Now Begin

All work carried out as per the approved set of plans and calculations.

1. Scaffolding will be erected on any elevation that it is required to enable safe and efficient working throughout your project.
2. Waste Removal. A Skip will be sited and any relevant permits applied for.
3. Access. An Entrance way to your loft space will be installed (normally to the front elevation). All materials and access to your loft will be through this route until the stairs are fitted in the final stages of your project. This minimizes the impact of the works to you whilst your project is under construction.
4. Clearing your loft. It is assumed that you will have cleared your loft space ready for your project to be carried out.
5. Concrete bearings. Will be installed in the correct position for bearing of the steel beams.
6. Temporary Plumbing. Plumbing will be temporarily altered ready for the work to take place.
7. Steel beams. Steel beam work will be installed as necessary and in accordance with the approved plans and calculations.
8. Floor Joists. Softwood floor joists will be installed. These are normally at 400mm centre's and bear from steel beams / previously determined load bearing walls. The floor joists will be put in position for your new staircase at this stage also. Floor joists are dropped in between ceiling joists where possible, to maximize headroom.
9. Stair Case. The design and construction of your stair case will be started now. Our staircases are purpose made from top quality materials. They are always designed to match in with the existing to look like a continuation of the existing and not an add-on. You will also get an opportunity to approve the stairs prior to them being manufactured.
10. Dormer. The construction of the dormer will now be completed there are two types of dormer.
 - a. Flat roof dormer.
 - b. Pitched roof dormer.
11. Gable. The construction of the gable will now be completed.
12. Roof Structure. The alteration of the roof structure will now be completed.
13. Windows. The fitting of windows will now be completed.

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- a. Velux roof windows are fitted to the roof slopes.
- b. PVC Windows for low maintenance are normally fitted to the dormers/gable walls.

14. Roof Coverings. The roof covering to your roof will now be installed.

- a. Existing Roof. It is assumed that the existing roof tiles/slates are to remain where possible. We will advise you of any defects with your existing roof, fascia and gutters at the time of works if any are found. The cost of remedying will be separate to the main contract and agreed at the time of works.
- b. New Work. Any new work i.e. dormers and gables will have new breathable felt, battens, valleys and tiles / slates to match existing as closely as possible. Flat roof dormers will be covered with hot bonded high performance felts unless otherwise advised.
- c. Overhaul. An option for an overhaul of your existing roof can be taken (if appropriate).
- d. Re-roof. An option for a complete re-roof can be taken if you require complete peace of mind for many years to come.

15. Internal walls will be installed now .

- a. Bedroom walls.
- b. Shower/Bathroom walls.
- c. Hallway walls.
- d. Party wall.
- e. Under eaves access.

As a standard item if there is a space that is usable under the eaves a door will be installed for storage. Flooring is laid directly in front of the door as this is usually the most practical space for storage. Other options are available on request either before works commence or at the time of works when the space can be seen by you.

You will also get an opportunity to approve the rooms as they are being constructed as we appreciate it can sometimes be hard to visualize room sizes from a plan.

16. 1st Fix Plumbing. First fix pipe work is installed now to the pre-approved positions.

- a. Existing Boiler. It is assumed that the plumbing will run off of your existing central heating/services.
- b. New Boiler. The option of upgrading your central heating/services can be explored prior to the work commencing or at time of works if found necessary. Pipe work will be run to shower/bathroom and radiators if these are included in your project.

17. 1st Fix Electrics. First fix electrical work is installed now to the pre-approved positions. Cabling will be installed for your lighting and sockets. The position of any switches and sockets will be approved with you prior to installation.

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- a. Existing Consumer Unit. It is assumed that the electrics will run off of your existing consumer unit.
 - b. New Mini Consumer. The option of upgrading your consumer unit can be explored prior to the work commencing or at time of works if found necessary.
18. Insulation. The insulation will now be installed as necessary and in accordance with the approved set of plans and calculations.
19. Floor covering. The floor will now be laid in accordance with the approved set of plans and calculations.
This is normally a tongue and grooved flooring grade chipboard. However there are many variable options with the flooring material which can be priced for if required.
20. Plaster boarding. The walls and ceilings will now be plaster boarded as necessary and in accordance with the approved set of plans and calculations.
21. Ceiling Alteration. The alteration to the existing upstairs ceiling now takes place to enable the stairs to be fitted. Canopies and sheets are used during this stage and any dust and inconvenience is kept to a minimum.
22. Stair Fitting. The stairs are now fitted allowing you to access your new floor.
23. Plastering. The newly created rooms are now plastered ready for finishing.
24. Final plumbing work is now carried out to the pre-approved positions which will include the following:
- a. Radiators.
 - b. Shower/Bathrooms. Sanitary ware to shower/bathrooms if your project has this incorporated into it.
Please note; sanitary ware is to be purchased by yourselves as there are many choices available to you on the market. This allows you to tailor your Bathroom to your individual tastes.
25. Final electrical work is now completed and tested which will include the following:
- a. Smoke Detectors. The fitting of smoke detectors to all levels as required under the building regulations.
 - b. Fan. A fan is fitted to the shower/bathroom if your project has this incorporated into it.
 - c. Stair Lighting. Staircases will automatically be fitted with two-way lighting with a switch at the top and bottom of the new staircase.
 - d. Lighting.
 - e. Sockets.
26. 2nd Fix Carpentry. Second fix carpentry work is now completed to the skirting's, architraves and doors to match existing as closely as possible, unless otherwise requested. Room doors will have a latch with bath/shower rooms having a lockable handle or bolt to be approved with yourself prior to fitting.

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- a. Skirting.
- b. Architraves.
- c. Doors.

27. Tiling. The tiling of shower/bathrooms can now be completed. However this is not an item which is included as standard as there are many different schemes to choose from. We will be glad to price for this item if required.

28. Decoration. The decoration can now be completed. However this is not an item which is included as standard as there are many different schemes to choose from. We will be glad to price for this item if required.

29. Final Clean. The loft conversion, scaffold, guttering and exterior of windows will now be given a good clean ready for the scaffold and skip to be removed.

30. Final Inspection. The local authority inspector will be contacted to give his final approval that all works have been completed as per the approved set of plans and calculations. We will apply for a completion certificate from your local authority which will be supplied to you in due course.

31. Scaffold Removal. The scaffold and skip will then be removed leaving your project ready for you to enjoy.