

# Project Timeline and Milestones Checklist for House to Flat Conversion



PLANDOME

ADAPTIVE REUSE LIGHTHOUSE

# ABOUT 'PLANDOME'

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Plandome specializes in delivering in-depth planning analysis reports that offer tangible and actionable insights for successful project execution. Our comprehensive reports include detailed layout plans and work breakdown structures, including Gross Development Value (GDV) analysis. These deliverables empower clients with the information needed to make informed decisions, mitigate risks, and optimize return on investment.

Our user-friendly reports translate complex planning regulations into clear, actionable steps, making the development process straightforward and accessible. Each report features a clear planning statement that outlines the development process, ensuring clients fully understand the path forward and can confidently navigate their projects.

## Our Services

At Plandome, we provide a range of services to streamline the planning process and support our clients in achieving their property development goals. Our services include:

**Loft Conversions:** Transform loft space into functional, stylish living areas, maximizing property value and space.

**Commercial to Residential Conversions:** Assist in converting commercial properties into residential spaces, aligning with market demands and maximizing investment potential.

**Residential Extensions:** Design and manage custom rear and side extensions to expand living spaces and enhance property aesthetics.

**Planning Permission Services:** Handle the complexities of planning permission, managing compliance and paperwork to secure timely approvals.

**Garage Conversions:** Convert garages into usable living areas, adding valuable space and functionality to homes.

**Permitted Developments:** Guide projects that fall under permitted development rights, expediting approval processes.

**Prior Approval Applications:** Manage the application process for projects requiring prior approval, ensuring regulatory compliance.

**Construction Drawings:** Provide accurate and detailed construction drawings to guide builders and support successful project completion.

**Kitchen Extensions:** Design beautiful kitchen extensions that add functionality and value to properties.

**Conservatories:** Plan and manage conservatory installations, creating bright, versatile spaces within homes.

# Checklist

Design Requirements Checklist for House to Flat Conversion			
Titles	Requirements	Timeline	Yes/No
<b>Initial Planning and Feasibility</b>	Complete initial planning and assess the feasibility of the conversion.	2-4 weeks	
	- Property Evaluation: Assess the suitability of the property for conversion (size, layout, condition).		
	- Preliminary Budget and Funding: Estimate the project cost and secure necessary funding.		
	- Consultation with Professionals: Consult with architects, engineers, and local authorities.		
<b>Planning Permission and Documentation</b>	Submit planning applications and obtain necessary permissions.	6-8 weeks	
	- Planning Application Submission: Submit the planning application to the local authority.		
	- Building Regulation Approval: Obtain building regulation approval for the planned changes.		
	- EPC and Sustainability Plan: Prepare and submit the Energy Performance Certificate (EPC) and sustainability assessments.		
<b>Design and Layout Finalization</b>	Finalize the design and layout of the flats.	4-6 weeks	
	- Finalized Floor Plans: Complete detailed floor plans for each flat.		
	- Structural Design Approvals: Obtain approval for structural changes from a structural engineer.		
<b>Contractor Selection and Contracts</b>	Select contractors and finalize contracts.	2-4 weeks	
	- Contractor Bids and Selection: Receive bids from contractors and select the best option.		
	- Contract Signing: Sign contracts with selected contractors for the renovation work.		
<b>Structural Work and Utilities Setup</b>	Commence structural changes and utility setups.	8-12 weeks	
	- Demolition and Structural Work: Complete structural modifications (wall removals, reinforcements).		
	- Plumbing and Electrical Installations: Install plumbing and electrical systems according to the plan.		

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<b>Interior Finishing</b>	Begin interior finishes and preparations for tenant occupancy.	8-10 weeks	
	- Flooring, Painting, and Fixtures: Install flooring, walls, and fixtures according to the design.		
	- Kitchens and Bathrooms: Install kitchens and bathrooms in each flat, along with necessary appliances and fixtures.		
<b>Inspections and Safety Checks</b>	Ensure all required inspections and safety checks are completed.	2-4 weeks	
	- Fire Safety Inspection: Conduct final fire safety inspections, including checking alarms, fire exits, and fire doors.		
	- Gas and Electrical Safety Checks: Perform gas and electrical safety checks, and obtain the necessary certificates.		
<b>Final Touches and Cleaning</b>	Complete final touches and prepare the property for sale or tenant occupancy.	2-3 weeks	
	- Cleaning and Touch-ups: Clean the property and complete any final touch-ups (e.g., painting, fixture checks).		
	- Final Inspection: Complete final inspections and ensure all work is up to code and satisfactory.		
<b>Sales or Tenant Handover</b>	Prepare for the sale of flats or handover to tenants.	2-4 weeks	
	- Marketing the Property: List flats for sale or advertise for rental.		
	- Handover/Closing Process: Complete the sale process or tenant move-in, including lease agreements and deposit collection.		
<b>Post-Conversion Management</b>	Set up property management and maintenance processes.	Ongoing	
	- Maintenance Schedule: Implement a maintenance schedule for ongoing repairs and inspections.		
	- Tenant Communication and Support: Set up systems for tenant communication and maintenance issue reporting.		



### Contact Us

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