

# Ten key steps to creating your perfect house

How to make sure you get the quality you want, on time, on budget and with minimum stress



To create your perfect house, you may need to extend, modernise, refurbish or rebuild an existing property. If you've taken on a building project before, you'll know it can take a lot more time and money than you imagined. If this is your first time, you may feel daunted by what lies ahead.

### So what's the answer?

At Beacon Surveying Services, we manage projects like yours all the time. With our experience, we know what to anticipate, where to find the best builders for the job and how to make sure everything runs smoothly and efficiently. So you can stop worrying, let us do the hard work and look forward to moving in to your perfect home, on time and on budget.

### How does it all work?

We can manage the entire project for you, or we can simply step in when you need us – it's up to you.

Typically, a project will go something like this >>>>

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

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### Creating your perfect house: getting started

You've found a house with great potential, but it needs a lot of work to make it just right for you.

Where do you start?

Whether you want to build an extension, modernise and refurbish, or demolish an existing property and build a new one from scratch, we'll help you ask all the right questions before you start. For example, will you need planning permission or listed building consent? Is the building in a conservation area? Do you want to integrate hi-tech or sustainable technologies into the design?

**Tip** we'll help you find out what needs to be done now, such as surveys and statutory enquiries, so you don't get any nasty surprises later.

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### Putting your ideas into practice

You have plenty of ideas, but how do you explain them to builders and how much will it cost?

We're used to translating people's ideas into reality and we know how to brief designers and builders effectively. Once we've pulled all your thoughts together, we'll develop a coherent brief and estimate the project costs including fees, planning, construction and incidentals.

**Tip** we'll help you communicate your ideas – explaining all the intangible thinking behind your project – and obtain realistic costings, so you know what to expect and feel confident you'll get what you want.



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### Choosing the right team

You're ready to take your ideas further, but how do you choose the right people to work on your project?

We know a lot of consultants, architects and designers and will find the ones with the right experience, skills and fee structure for your project. We'll arrange for you to meet them, brief them on what you want and ask for a proposal.

**Tip** we'll make sure you get value for money by negotiating the fee and co-ordinating the designers to make sure they're working on clearly defined areas, without any overlap.

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### Getting the designs right

You've worked through your brief with your designers and have some fantastic sketch ideas, but it may not be quite what you had in mind originally and you're concerned about the costs. How do you get back on track?

We'll work with the designers and tweak the designs to make sure you get what you want. Once you're happy with the plans, we'll provide you with accurate budget costs.

**Tip** it's really important to get things right at this stage. If you change things later on – re-design the scheme, abandon work that's been started or need new planning permission – it can get very expensive.

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### Getting the plans approved

You're happy with the design in principle and ready to submit your planning application. How do you make sure it all goes smoothly?

If we've managed your project from stages 2 to 4, getting through the planning process should be straightforward. By now you know the design is feasible and the plans meet your requirements and your budget.

**Tip** we'll save you time and money by planning everything carefully from the start. If there's anything controversial, we'll seek specialist planning advice before trying to get your plans approved.



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### Working out the finer details

You know the sort of style you want, but how do you achieve it? Where do you start looking? How do you communicate your ideas and how will it all fit together?

Creating the right look may seem like a huge task, but we know where to go to find specialist design elements such as kitchens, bathrooms and swimming pools.

**Tip** creating the right look and feel for your home may seem like a huge task, but we know where to go to find specialist design elements such as open-plan kitchen diners, bespoke features, green energy solutions or eco-friendly materials.



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### Asking for cost estimates

You may know a builder, but does he have the right experience? How do you choose who to price your project?

Not all builders will be right for you. We'll do the research and source several suitable builders or specialists. We will recommend people with the right experience, ask them to tender, or negotiate with them on your behalf.

**Tip** get us to check builders' credentials carefully before asking for a quote. Do they have good recommendations? Do they have sufficient resources – cashflow and workforce – to complete within your timescales? Do they have the appropriate insurance and guarantees?



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### Choosing the right builder

You have a variety of quotes for your project but the prices vary dramatically. How do you choose the best option?

Before asking for quotes, we'll ensure all the builders receive the same information, scheduling the work. We'll then assess how competitive each submission is for each element and highlight any items that are missing or overpriced. After reviewing each builder's programme, together with their costs and relevant experience, we will tell you who we think would be best for your project.

**Tip** the cheapest quote is not always the most competitive. We'll check the details thoroughly to make sure we're comparing like with like and you don't end up paying more than you bargained for.



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### Managing the work on site

You've chosen your builder, but do you need a contract? How do you know when to start paying and how much?

Your building work is likely to be one of the most expensive projects you ever take on, so it's essential to safeguard your investment. You'll need a contract that reflects the scope, cost and programme you've agreed, and protects everyone involved. We will:

- advise you on what you need
- prepare a contract for you
- manage it throughout the project and monitor progress against the programme
- value completed work against an agreed schedule and recommend interim payments
- manage and co-ordinate activities
- certify the work meets the expected standard
- liaise between you and your builder.

**Tip** ask us to set up and manage your contract to make sure everyone is clear about what to expect and when payments will be made.



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### Moving in

Your builder says he's completed the work but you're not happy with the quality of finish. You want it put right, but where do you stand?

We'll act as intermediaries, inspecting the completed work on your behalf (or with you, if you prefer) to ensure everything meets the requirements of the contract and expected quality standards. Once everything has been agreed, you can move in to your perfect house.

**Tip** we'll act as intermediaries, inspecting the completed works on your behalf (or with you, if you prefer) to ensure everything meets the requirements of the contract and expected quality standards. We'll make sure you're completely satisfied before releasing the final payment. Once everything has been agreed, you can move into your perfect house.



## What clients say

Here's what some of our customers have said about us:



"Stephen Baker, Project Manager at Beacon Surveying Services Limited, is an essential member of our Team working on a complex residential project that we are currently undertaking. His advice to us pre and post contract has been critical in both awarding and then agreeing the details of the contracts. He has also successfully controlled the contractors' variations and costs, is a good negotiator, and his attention to detail, even in difficult circumstances, has been excellent.

Stephen is a good team player, is reliable, and has given me and the Team honest and sound advice, and I have no hesitation in recommending him both as a quantity surveyor and as a project manager."

Mrs E A Dunn

"We found Beacon Surveying Services Limited extremely supportive and professional throughout. Our individual project manager (Elizabeth) demonstrated excellent detailed vision, along with exemplary empathy and communication skills. I believe this this was a huge factor in the success of the project. I have no hesitation recommending their services to others."

M Austins

"Beacon Surveying Services Limited provided an excellent service from start to finish. They understood our requirements and were able to make suggestions and recommendations to ensure the finished buildings were totally suited to our needs. Everyone within the company was very friendly, approachable and provided a very professional service; we would not hesitate to recommend them for other projects."

L Walsh

## Beacon Project Services

Based in Tring, on the Herts/Bucks border, we provide project management and quantity surveying services to help people complete their building work on time and within budget.

We're experienced in managing a wide range of projects from house refurbishments to new hotel complexes.

We're regulated by the Royal Institution of Chartered Surveyors, so you can be confident we'll provide a professional service.

## How to achieve your perfect house: your first step

In a typical building project, 50-60% of the total time is taken up with design and planning. By making sure you get this part right, we'll help you meet all your goals in terms of quality, timing and budget.

Because we're experts at managing building projects, we consistently save our clients money (even after you've taken our fees into account). And we'll also save you a lot of stress and hassle along the way.

To find out more, call **Stephen Baker** on **01442 823032**, email [info@beaconps.co.uk](mailto:info@beaconps.co.uk) or visit our website [www.beaconps.co.uk](http://www.beaconps.co.uk)