

WRAP

## HOME REFURBISHMENT

ALL YOU NEED TO KNOW TO  
TRANSFORM YOUR HOME

2023

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# 01. EXTENDING AND REFURBISHING YOUR HOME FAQ

## 1.1 EXTENDING YOUR HOME

Refurbishing or extending your home represents a significant investment that requires careful consideration in order to achieve the objectives you want. Whether its more space, better internal distribution, more light or an efficient home/office space you require; planning ahead will pay-off. Most of our clients don't fully understand where to begin with this process, how they can predict costs to set realistic budgets, who they need to work with, what their statutory obligations are or even how to prioritise their ideas. On the following pages we aim to answer these questions for you, in order to provide you with the practical tools you need to create the home you want.

To begin with, we have set out the most frequently asked questions you may have if you are at the beginning of the journey:



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## 1.2 CAN YOU EXPLAIN THE PROCESS TO TRANSFORM MY HOUSE?

Generally speaking there are 6 stages when it comes to refurbishing, extending or even building a new home.

Our process with you begins with a consultation, either via telephone, video conference or in person, to discuss your initial brief, priorities, budget, your ideas for your home and any other question you may have. After this initial consultation we will provide you with a proposal that sets out our availability to assist you, the scope of services that we will provide, the duration the design works will take and our associated professional fees for undertaking the work.

- **Preparation and Briefing:** at this stage the aim is to gather as much information as possible to make sure we (you and us) know the key variables that will affect the project. These include: budget, brief definition (your priorities), surveys, etc.
- **Concept Design:** this is when the fun starts. Alongside you, we start to define the main ideas and priorities that will guide your project. We develop options that make your home tailored to your needs and desires by presenting different options for you to choose from. Once an option is identified by you as the preferred option we move on to the next step, that we call, the spatial coordination. Note we can offer budgetary advice at this stage to different options to help you make a final decision.\*
- **Spatial Coordination:** the broad guidelines of your project are now defined. Therefore we concentrate the design to ensure your concept is ready for a planning application. During this stage we will be managing all relevant correspondence with your local authorities' planning department. Its at this stage that we would submit your application for planning approval. Note that planning determination period for household projects is usually 8 weeks.
- **Technical Design:** at this point we put all our effort into detailing the construction documentation that will make your dream home possible. We will also coordinate on your behalf all the appointed consultants (structural engineers, building control, etc) to make sure your project is in accordance to your required specifications. At the end of this stage we will provide you with a tender package of drawings and technical information and assist you with finding the right building contractor for your project.
- **Construction:** once the contractor is appointed we will administrate the agreed building contract on your behalf. We would monitor periodically the construction works checking the contractor's performance in accordance with the agreed building contract. We also manage all on-site changes and variations that might happen.
- **Handover:** when the works are completed we will assist you with the final sign off of the building contract making sure the works have been carried out to your satisfaction.

Contact us if you wish to book a consultation: <https://www.wr-ap.com/contactwrap>

CONSULTANTS

STAGE

OUTCOMES

DESIGN PERIOD

ARCHITECT

PREPARATION AND  
BRIEFING

Brief definition  
Budget allocation  
Dimensional survey

ARCHITECT

CONCEPT DESIGN

Design options development  
Planning pre-application (if required)  
Mood boards and final option definition

ARCHITECT

SPATIAL COORDINATION

Design development  
Cost check  
Planning application documentation

ARCHITECT +  
STRUCTURAL ENGINEER  
+ PARTY WALL SURVEYOR  
+ BUILDING CONTROL

TECHNICAL DESIGN

Architectural drawings, scope of works, structural  
drawings, specifications, calculations  
Notifications and party wall agreement documents  
Building control design stage certificate

CONSTRUCTION  
PERIOD

ARCHITECT +  
STRUCTURAL ENGINEER  
+ BUILDING CONTROL

CONSTRUCTION

Site attendance (All disciplines required)  
Design input (Architect as required)  
Building contract administration (Architect)  
Building control final certificate (Building control)

ARCHITECT

HANDOVER

Manage completion of snagging list and actions  
Issue final certificate



### 1.3 I WANT TO EXTEND MY HOME, HOW DO I START TO SET UP A BUDGET?

Setting budgets can be daunting and stressful. Nine out of ten people underestimate the real costs involved in building works because they don't know how the process works, what to include or understand their options before starting the project. The total expenditure for building works broadly consist of these typical areas:

**1- Building Cost:** is the actual cost of a contractor/builder to carry out the construction cost (labour and materials). Note that sometimes depending of the building contract you choose, you may be expected to carry a portion of the building costs directly for example: sanitary fittings, kitchen or even finishes (paint, tiles, flooring, etc.).

**2- Professional fees:** are the costs of all relevant consultants that will help you to achieve your project. For example: architect, interior designer, energy consultant or structural engineer.

**3- Statutory Costs:** are the costs against all legal documentation you will need in order to make your project compliant with relevant legislation. Amongst the most common costs you would find: party wall surveyor (party wall awards), planning fees (pre-application advice and/or planning application) and building control approval.

**4- Contingency Budget:** we also recommend that you set apart from the above costs a contingency budget for unexpected costs such as repairs or upgrades that were not able to be anticipated during the design stages. This typically ranges between 5-10% of the building costs

**5- VAT:** all refurbishment works are subject to the standard VAT rate. New build homes are exempt of VAT. If that is your case, we strongly recommend you to seek advice as the process is complex; you will need to pay VAT and then apply for a refund at the end of the construction.

**6- Indirect Costs:** these are costs not necessarily related to the project itself but that will be required to be taken into consideration depending on your circumstances. For example living in your home while building works are carried out might not be safe or simply not possible. As a result you will need to set a budget aside for temporary relocation or in the best of the scenarios, to store your beloved belongings in an off-site storage facility for a period of time. Note that indirect costs depend on your own circumstances and the complexity of the works.

#### Typical breakdown of overall costs for home renovations/extensions:

- o Building Costs = 60%
- o Professional Fees = 13.5%
- o Statutory Cost = 4%
- o Contingency = 6%
- o VAT = 16.5% (calculated at 20% but representing around 16.5% of your total budget)

**Tip 1:** cashflow is one of the key factors to consider when it comes to calculating your project costs. The week by week expenditure during the construction phase is significantly larger than the cash spent during the design stages. Make sure you sort out your cashflow before starting on site, so your contractor will be able to deliver week after week without disruption.

**Tip2:** making the most of your existing fittings. We know that some of our clients instead of throwing away used kitchen cabinets and appliances; they have planned in advance and sell those items on sites such as ebay or gumtree. You will be surprised how much money your old kitchen would rise and more important, how you will be helping others and the environment by simply reducing waste.



## 1.4 HOW CAN I CALCULATE MY BUILDING COSTS?

Project costs vary depending on many factors such as, existing conditions, scope or specification selection.

However, in order to give you something to work with we have outlined to the right some rule of thumb calculations you can follow in order to establish an initial budget for your project. The costs to the right are a guide only but should give you a good idea of project costs in the London region. Note that these costs are for 'building costs' as stated above on the previous page.

**Single storey extensions:** £2,750 to £4,000 per sqm

**Basements:** £5,000 to £6,000 per square meter.

**Two Storey extensions:** cost of a single storey extension + £2,000 to £2,500 per sqm

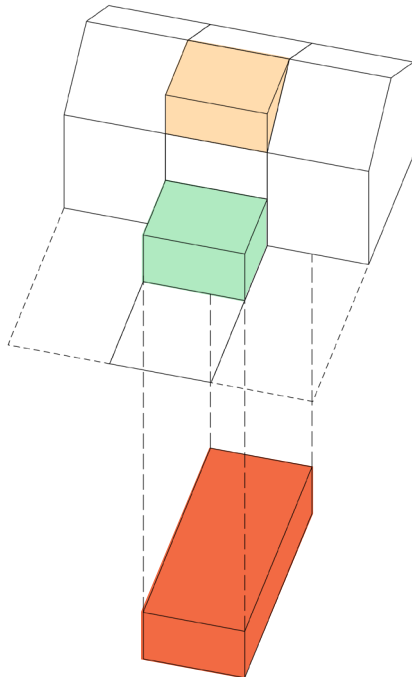
**Loft Extensions:** prices might vary depending on the type of extension and finishes, however and average cost in London is in the region between £70-95,000.

If the extension includes a bathroom and/or a kitchen, additional cost will need to be considered as these type of spaces will require more fittings than a living space or a bedroom:

- £5,000 to £10,000 per bathroom
- £20,000 to £50,000 per fitted kitchen

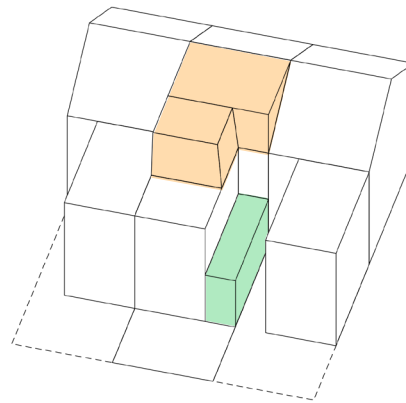
### TERRACE HOUSE TYPICAL EXTENSIONS:

- REAR SINGLE STOREY EXTENSION
- LOFT EXTENSION
- BASEMENT



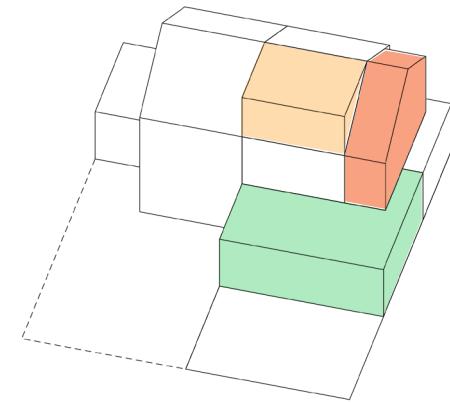
### TERRACE HOUSE TYPICAL EXTENSIONS:

- SIDE SINGLE STOREY EXTENSION
- LOFT EXTENSION AND REAR 'POD'



### SEMI DETACHED HOUSE TYPICAL EXTENSIONS:

- REAR AND SIDE SINGLE STOREY EXTENSION
- TWO STOREY EXTENSION
- LOFT EXTENSION



## 1.4 WHY SHOULD I WORK WITH AN ARCHITECT?

If you are serious about transforming your home into something special that will perform well for you over the years, employing an architect is your best bet. Why? Architects are trained to solve technical issues in hand with responding to your specific needs, with inspirational ideas. A good architect will take those needs and spend the time with you giving the project the attention your investment deserves.

Other construction suppliers such as contractors or drafting technicians may only apply to your project what they have done in their past jobs. They often pay more attention to ticking boxes; their solutions are not necessarily customised to your needs, your lifestyle or the things you really like.

Our approach could not be more different to that, we take every project as a new challenge; we are passionate about inspiring your life by first understanding how you want to inhabit your home. We also want to help to guide you to make informed decisions around how your new home could become more energy efficient. Furthermore we understand your investment needs to create your ideal home with financial integrity for the future.

So we ask you: if you truly want to transform your home, why would you invest your money in a standard solution? Life's too short!

## 1.5 I'VE BEEN TOLD ARCHITECTS ARE EXPENSIVE ... IS THAT TRUE?

If you compare architects fees against drafting technicians or a contractor who can draw up simple, standard solutions, the answer is yes; you will pay more for the services of an architect. Would you get the same outcome? Definitely not. As architects we are trained in every aspect related to the built environment; from aesthetics, construction techniques, materials, energy efficiency, safety and management skills. Architects deliver much more than a set of plans.

Our approach gives you control over your investment as our deliverables to you provides you with a comprehensive set of information. This enables you to decide everything that you want, make changes and even negotiate with contractors as you have a detailed base line to refer to. We will guide you through the process as you remain in full control of your investment. If you decide to go for a more loose approach i.e give the building contractor less information to price from or even build from then you will create an undefined baseline making you vulnerable to the builder/contractor who, most of the time, will make decisions in favour of their bottom line against the quality of your project.

Architects bring value to your home and maximise your investment. London-based estate agents agree that architect-designed homes sell quicker and above the average price for similar-sized houses per square foot in the same postcodes. As Architects we will help you find solutions to keep your budget under control without compromising the value of your investment, whilst delivering the home you want. As Architects we look for efficient and functional layouts, develop ideas for maximising natural light and ventilation and investigate the best way to enhance the energy performance of your home.

**'Design is a real differentiator for today's home buyers and they are prepared to dig deep if they can see design having a tangible effect on their lifestyle, more than ever people are looking for transformative experiences and so the enthusiasm for investing in a great home space is not surprising.'**

Albert Hill, co-founder of The Modern House



WR House render

**Tip:** When requesting fee quotes from architects or other professionals ask them to specify their services and the outcomes they will deliver (ask for examples). This is the best way for you to make an informed decision about who you want to be sitting next to you during this exciting journey.



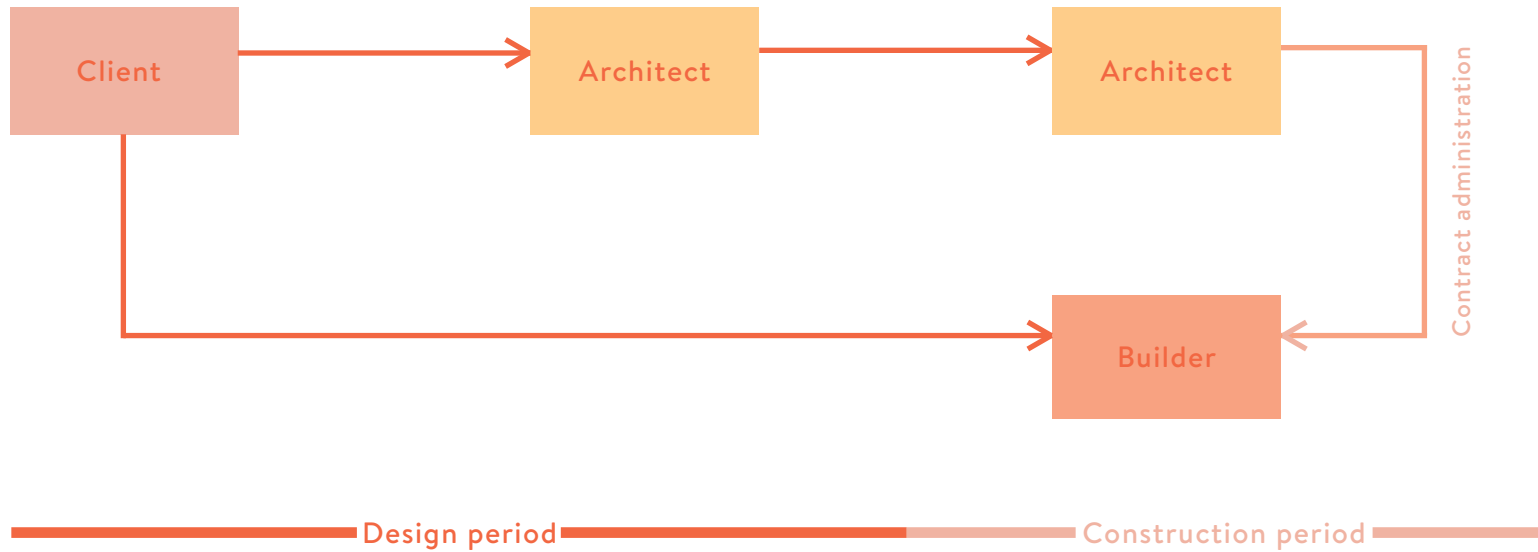
WR House completed



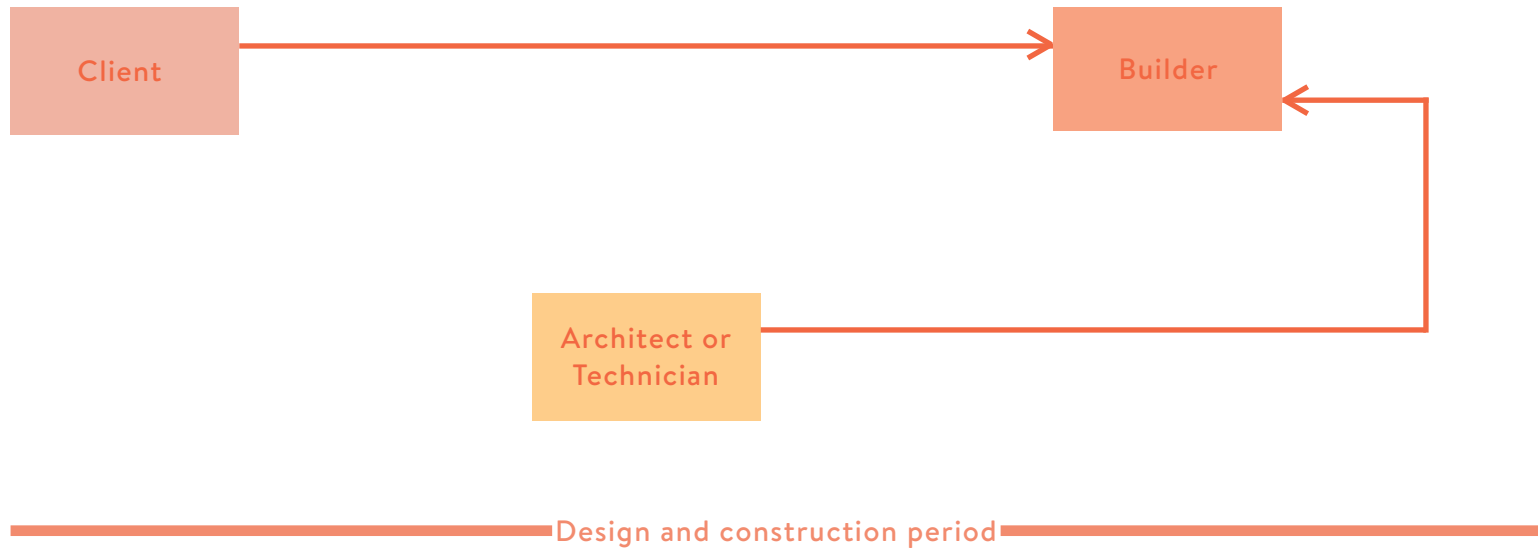


## 1.6 COMPARATIVE PROCUREMENT ROUTES

ENGAGING AN ARCHITECT FIRST PROVIDES CLIENT WITH FULL CONTROL OVER DESIGN AND IMPARTIAL ADVICE DURING CONSTRUCTION



ENGAGING A BUILDER WITH DESIGN SERVICES REMOVES CLIENT CONTROL OVER DESIGN AS WELL AS IMPARTIAL ADVICE DURING CONSTRUCTION



## 1.7 COMPARATIVE DELIVERABLES

### ARCHITECT

Detailed brief definition including: space requirements, budget, priorities, aesthetic preferences and performance requirements (energy).

Design options appraisal including 3D visualisation / virtual reality\*

Planning application documentation.

Detailed design development including:

Full set of plans, elevations and sections

Internal elevations and bathroom details\*

Interior design for specific items (fixed furniture, stairs, etc.)

Service drawings with precise position of power and lighting

Typical coordinated building details for construction

Coordination with structural engineer

Detailed scope of work / specifications

Three design revisions / comments by client included

3D visualisations / virtual reality services

Tender pack coordination

Contract type recommendation / set up  
(budget fixed)

Contract Administration

Occasional design advice on site  
snagging lists

Handover final certificate

### BUILDER WITH DESIGN SERVICE OR TECHNICIAN

Brief definition including: space requirements and budget

Limited design options  
(budget fixed)

Planning documentation

Scope of works with standard notes

## 1.8 WHICH OTHER CONSULTANTS APART FROM AN ARCHITECT DO I NEED TO CONSIDER?

Depending on the complexity and the type of project you are looking to develop most domestic home projects require at least the following consultants:

- **Structural Engineers:** most extensions and new built projects will require a structural engineer to develop a structural solution for your project. Their output consist of structural design information (including calculations), coordination with your appointed architect and if agreed, site visits during key stages of the construction. We can help you to find structural engineers suitable for your project.
- **Party Wall Surveyor:** if your project involves close interfaces with adjacent properties, you might require the services of a party wall surveyor to deal with the legal aspects of building on or adjacent to building boundary lines.
- **Quantity Surveyor:** for larger and/or more complicated projects we recommend the appointment of a quantity surveyor who will work alongside you and your design team monitoring the project costs.

## 1.9 WHICH STATUTORY APPROVAL DO I NEED FOR MY PROJECT?

Depending on your project you will need to comply with statutory approvals in order to make your project legal. The most common legal documents related to your project are: Planning Permission, Building Control Approval, Party Wall Award/agreement.

- **Planning Approval:** is the permission you will require to extend your property or change the use in case you are converting another type of building into your new home. Planning approval is normally granted by your local authority and will take around 8 weeks from the day it is validated up to the day it is determined. We will act as your agent and manage all this process on your behalf.
- **Building Control Approval:** is the certification that states that your project has been designed and built in accordance with building regulations. If you don't comply with this you might be fined by your local authority. Building Control Certificates are important because of the following three main reasons:
  1. It makes sure your home is safe for you and your family to live in.
  2. Controls the building works on site.
  3. Approval from building control is important when selling or re-mortgaging your home.

## 1.10 COULD YOU HELP ME TO FIND A BUILDER?

Yes, we can certainly help you to find the contractor best suited for your project. We work with a number of companies that provide good quality craftsmanship, well managed sites alongside nice interpersonal skills. We also can work with a contractor of your choice, or recommended to you. We normally ask them to provide references and to see their work. Hopefully we will be working with you during the tendering process, helping you to choose your contractor, if so we would be making recommendations based on: experience, budgetary, financial stance, personnel, programme, quality of their previous work and interview feedback. Do not get bemused by cheap quotes, as with anything in life you get what you pay for. We will help you to dodge the bullets of cowboy builders as we are not afraid to speak our minds in order to give you our best possible advice.



Dainton Cottage

**Tip:** sign a contract with your contractor, we can help you to set up the right type contract for you. The most commonly contract used for homes is JCT minor works or RIBA Domestic Building contract.

**Tip:** Make sure your contractor provides you with certificates of their insurance policies. They should at least have Public Liability Insurance, Employer's Liability Insurance, and Contractors All Risk policies.



Dainton Cottage

## 1.11 CAN I MAKE MY HOUSE MORE ENERGY EFFICIENT?

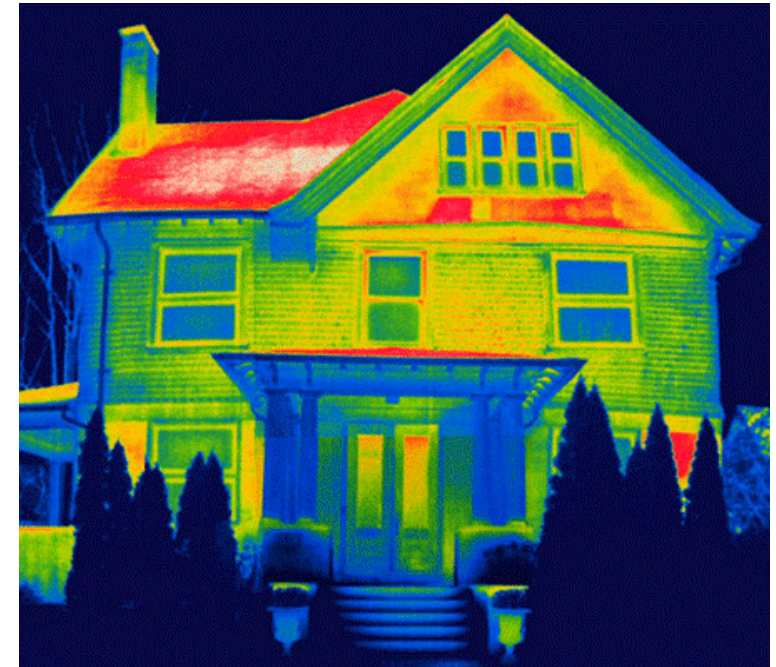
Absolutely yes! – in fact by making an existing home more efficient you are contributing equally or more to the environment than building a new super-efficient home, Why? Because all the energy that was used to build your house in the first place is already there, literally within every brick.

Your 'old' home could improve its energy performance with some very simple measures. Our five top retrofit measures to make your home perform better are:

- **Insulate your existing envelope:** your home was designed and built to last for years but not to be thermally efficient. This is why considering insulation for your floor, external walls and roof is very important. You wouldn't go for a long walk in January without some efficient layers on!
- **Change inefficient windows and rooflights:** windows, roof lights and external doors will need to be thermally broken and well-sealed to make your house perform better. Sorry but single glazed windows must go!
- **Get rid of drafts:** as your house ages; floors, roofs, walls and windows settled leaving small gaps that allow cold draft inside your home. So, as you will close your jacket on a windy day, make sure you zipp-up your house to feel the difference.
- **Change to efficient lighting:** Lighting is considered one of the biggest energy 'sinners' in UK homes; alongside cold storage (fridges) and boilers. Luckily in the last few years lighting technology has developed super-efficient bulbs for homes such as LED's. Check the colour (K value) and wattage (W) of the light you like before rushing to order 40 new LED bulbs, otherwise you will be living with that rushed decision for long time... as LED's last 42 times longer than incandescent bulbs and 13 times longer than halogen bulbs.
- **Invest in an efficient heating system:** if you are serious about energy efficiency, probably the most important decision to make is the type of heating system you will be using. Please don't only consider changing your gas fired boiler for a more efficient one (an efficient gas boiler is still using Gas – a fossil fuel, that we all now know is not a good thing for the environment), alternatively think about a complete different approach such as air source heat pumps (ASHPs). These types of heating systems absorb heat from the outside air and combined with electricity they heat your home and provide your hot water.

Moving away from gas will dramatically reduce the carbon consumption of your home, therefore you can sleep well in your new home, safe in the knowledge that you and your family are doing your bit for the environment.

**Tip:** Investing in a thermographic building survey at the beginning of the project will identify with precision where your house needs improvements. These type of surveys literally take picture of your house to assess the overall performance of the individual building fabric elements such that informed decisions can be made on improving energy efficiency. Note these surveys are carried out normally during winter months for best results.



Example of a thermographic building survey

## 02. THINGS TO CONSIDER BEFORE STARTING YOUR PROJECT



### 1- Is your house within a conservation area?

If that is your case, you will need planning consent for your extension as permitted development rights do not apply to conservation areas. Conservation areas are subject to more scrutiny from your local authority in comparison to other areas; therefore you should use the services of a competent professional such as an architect that understands local policies and conservation areas limitations.

### 2- Get your priorities right

Take the time during the initial stages to question all the ideas you may have; a good architect should be able to help you to find the right order of priorities by spending time discussing with you what is important for you, including: lifestyle, future plans, taste and interests.

### 3- Share your plans with your neighbours.

Talking in advance to those who are going to be affected by your building works is the right thing to do. As they are made aware of your plans they will also feel part of your project and ultimately support you during the planning process and while the building works are carried out. Do not underestimate the value of having good support around you; it can save you money and time and reinforce a life-time friendship! Win-win-win!

### 4- Keep your home insurance company aware of your plans.

Most insurance policies will require for you to let them know about any major works you are carrying out in your home, otherwise if something goes wrong during the building works the policy might be invalid. Moreover after everything is ready check your policy cover as you have added more square meters to your house so the building cover must be in line with the new construction costs of the extended property.

### 5- Trust your gut but do your due diligence.

It is important to know who you are going to trust with your money and your dream new home. At the moment of choosing the people that will help you to achieve your objectives you should feel at ease with the team you are employing (consultants and contractors) as good communication is crucial. However it is equally important to know who they are, are they financially stable?, do they have the right level of insurance to cover their part of the work?, ask them to provide references, are they local to you? or will you need to take a three hours journey if something goes wrong? Building your dream extension/home is exciting but can also be stressful; so get a friendly but a professional team to help you.

### 6- Check at early stages position of manholes, sewers or drain pipes in relation to your proposed extension.

There are rules to follow when it comes to building near or over underground pipes. Your architect should be able to guide you at the early stages through the process of obtaining consents and design your extension taking into consideration the requirements from Thames Water or equivalent provider in your area.





### 03. WHAT CLIENTS LIKE YOU SAY ABOUT US...

"We have recently commissioned Max and his team to design an extension to our property in Dorset. Right from our first meeting, Max was fully engaged and excited about the possibilities. Together we prepared a design brief which was invaluable in terms of us really thinking about and prioritising our requirements. Max arranged for a measured survey to be undertaken which was completed expediently. Max and his team worked quickly and efficiently in preparing initial ideas and were receptive to our feedback and suggestions. Quickly a preferred option was selected and this moved into a worked up design for a planning application. We received planning permission in April 2020 and are excited to take our project onto the next stage with Max's oversight to achieve our design vision. We highly recommend WR-AP for their excellent service and bespoke approach to architectural design."

**Juliette Callaghan**

"We highly recommend WR-AP for their architectural services. Max and Sean (the architects at the practice WR-AP) have done a brilliant job designing our loft, rear extension and house renovation works. Everyone that has seen the package of works provided by WR-AP has been impressed and commented on how good the drawings, details, specifications and tender package was prepared. Planners, engineers, and all the builders who gave quotes for the works were impressed with the quality of the work and commented that they had never seen such high quality work and attention to detail."

**Ken MacKenzie**

'Sean and the team have been great since the beginning. We are dealing with a very difficult Richmond planning process and due to the positive work from WRAP we are optimistic with the outcome. Great company and very thorough in all aspects of what they do. I would highly recommend.'

**Steve MacDonald**

"Right from the start of the design process we have felt totally supported by WR-AP's professionalism, they have been great at listening to our needs and their 3D images and Virtual Reality presentations have been very helpful."

**Marianna Ferrara**

"We would highly recommend the services provided by WR-AP. We are undertaking a complete house renovation and they have given a professional, responsive, and innovative service. They are very easy to work with and have delivered a plan that meets our expectations."

**David Brill**

"The team are great and really listen to our needs our vision whilst giving vital feedback. WR-AP have been quick to deliver. I highly recommend them."

**Laetitia Allen**

"We're so happy we chose WR-AP to design our extension. They have listened to what we wanted and come up with innovative but practical ideas to help make the design work for our budget. They have managed to get the balance between designing us something a bit different that's realistic to achieve. Great attention to detail, very friendly and efficient in discussing plans which excite us at every stage! Would definitely recommend :-)"

**Emily Sinclair**

WRAP

**WESTON RENGIFO - ARCHITECTS PRACTICE**

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