



RESIDENTIAL
ARCHITECTURAL
SERVICES

OUR HOUSE EXTENSION PLANNING PACK.

For the research phase

"If I had six hours to chop down a tree, I'd spend the first four sharpening the axe." Abraham Lincoln.

**THIS PACK
WILL REDUCE
PROJECT RISK
AND IMPROVE
PROJECT
DESIGN!**

The number one project problem:

Projects going over time and over budget.

We've produced this guide to help you avoid both!

On a daily basis, we see people moving projects into the design phase before the research is started. This is like a doctor starting surgery without a thorough diagnosis or trying to build a house on a bad foundation.

That is why we created the Rapid House Extension Project Planning Pack. Now you have a simple process to help you move through the Research Phase. If you follow this process you will reduce project risk and improve project design!



Why not
book an
'Ask the
Expert'
call?

SCAN THIS
CODE OR SEE
LAST PAGE
FOR DETAILS



THIS SUMMARY SHEET

Once you have completed this Planning Pack and ticked all the boxes on this page you are ready to move to the Analysis Phase.



BUILDING PROJECT ROADMAP

Review the roadmap and identify where you are on your journey.



BUILDING EXPERTS DIRECTORY

Directory of professionals who can help you at each stage of your design and building process.



BUILDING COST ESTIMATOR

Simple do-it-yourself worksheet to estimate your building project.



FAQS & SAQS

Frequently-asked questions and should-ask questions you need to know about working with an architect.



MYTH & REALITY

Some things architects do outside design to complete a project.



HOW TO CREATE A DESIGN BRIEF USING ONLY 7 QUESTIONS

Contact your shortlisted architects to start your process.



READINESS SLIDER

Gauge of how ready you are to move to the Design Phase.

Building Project Roadmap

WHEN YOU'RE READY TO REVIEW THE FEASIBILITY OF YOUR PROJECT, EMAIL OR CALL US.

The Roadmap.

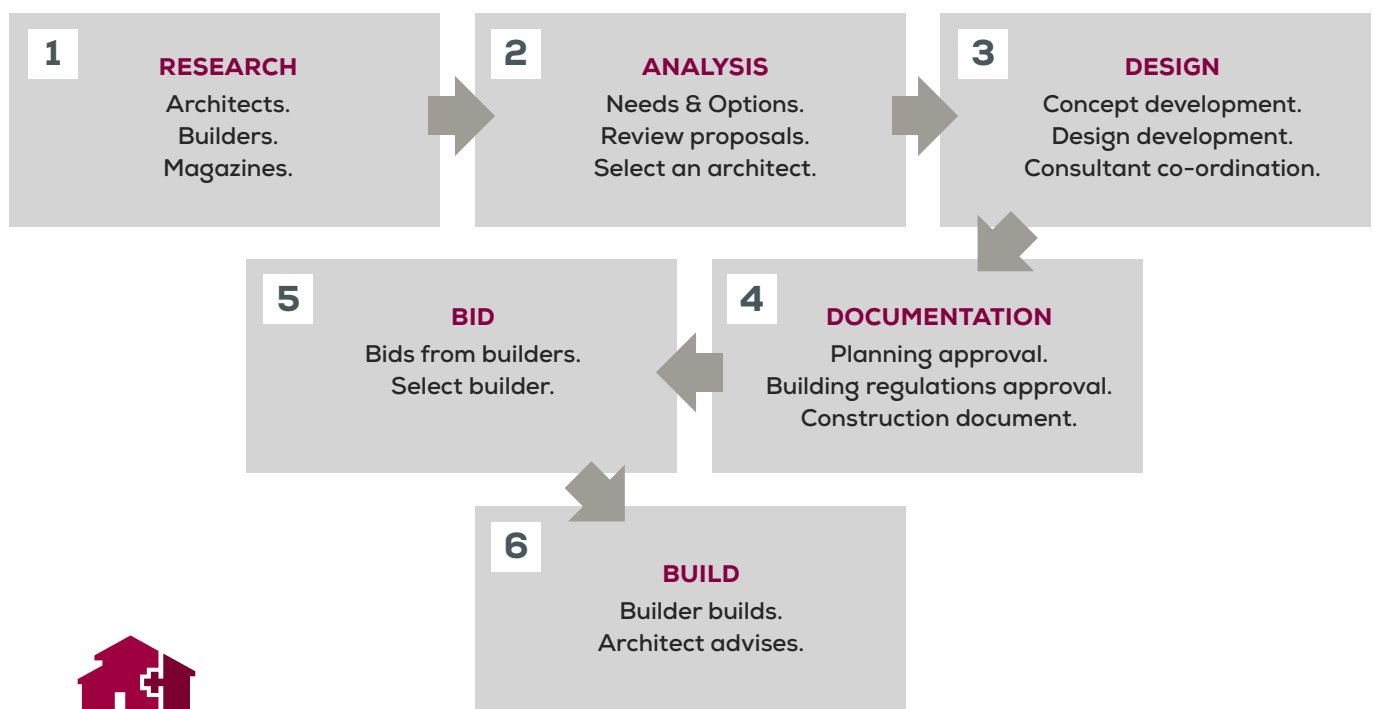
This is important, please read carefully!

Right now, you should be in the Research Phase. This is where you are gathering information and playing around with ideas. At the point you want to get serious, you will want to check the feasibility of your ideas and understand what the project constraints are.

If you work with us, we will move to the Analysis Phase by conducting a Needs and Options Review to eliminate assumptions, identify constraints and find your best options.

You will receive a document that can be used by us or any other architect that will ensure you reduce project risk and get the best options for your site and budget.

The major steps required for designing and building your new home.



3

My Project Expert Directory

Our Personal Directory of Trusted Professionals.

It's not WHAT you know. It's WHO you know.

THE RIGHT ARCHITECT WILL MANAGE BOTH THE EXPERTS AND THE PROCESS

Who Are These Experts?

Understanding WHAT to do is one obstacle and working out WHO can help you is another.

On a daily basis our team receives requests for us to recommend professionals. To make this process easier we have listed the professionals that we trust for specific types of projects. Not only do they do a great job, but they provide excellent advice as well. These are the experts we trust explicitly.

If you have other questions about your project, don't hesitate to reach out to us. If we can't answer your question then I'll direct you to someone who can.



ARCHITECTURAL PRACTICE

Alistair Crerar Acre Design NE LTD 0191 680 8088
alistair@acredesign.co.uk



BUILDER

Gary Oconner ARC Build 0191 213 2777
gary@arcbuild.co.uk



SOLICITOR

Sue Toomey Toomey Legal 0191 605 3710
enquiries@toomeylegal.co.uk



SURVEYOR

Paul McSkimmings Edward Watson Associates 0191 281 2444
surveys@edwardwatson-assoc.com



4

Building cost estimator

The number one question we hear ...

How much will it cost?

FOR A DETAILED PROJECT COST ASSESSMENT, EMAIL US NOW!

The most dreaded question architects, builders and every other professional hates has got to be, 'How much will my project cost?'

There are so many variables that a definitive answer is literally impossible.

Even worse, the consequences of trying to answer and risk giving 'bad advice' will have most experts running away to avoid the question.

The problem is that this question is VERY important. No one can proceed if they don't have a ball-park estimation of cost.

This guide will help you to determine an estimate of overall project costs. Your actual number may be more or less, but it can be helpful to see an estimated figure.

House Extension Cost Estimator

SINGLE STOREY				ESTIMATE YOUR COST	
STYLE	BASIC	GOOD	LUXURY	AREA	COST
Cost per sq/m	£1,800	£2,200	£2,600		
15 sq/m	£27,000	£33,000	£39,000		
30 sq/m	£54,000	£66,000	£78,000		
45 sq/m	£81,000	£99,000	£117,000		

TWO STOREY				ESTIMATE YOUR COST	
STYLE	BASIC	GOOD	LUXURY	AREA	COST
Cost per sq/m	£2,000	£2,500	£3,000		
15 sq/m	£30,000	£37,500	£45,000		
30 sq/m	£60,000	£75,000	£90,000		
45 sq/m	£90,000	£112,500	£135,000		



5

Questions to ask when hiring an architect

HIRING THE RIGHT ARCHITECT IS THE SINGLE MOST IMPORTANT DECISION TO MAKE ON YOUR PROJECT!

It's helpful to have a process to ensure you get the best person for the project.

Do this by asking the right questions.

Although extensive schooling and training are required for all architects and architectural technologists, that doesn't mean all architects are created equal.

Finding the RIGHT architecture firm for you depends on several factors, including: personality, design style, building for taste or to make money, budget and even whether your project requires a specialist skill set.

Choosing the right architect can mean the difference between an enjoyable experience and one plagued with problems and hassles the whole way through once a project moves into the Build Phase. How will your project go?

The questions you ask are the answer!

A great architect is your designer, advocate, teacher, project leader and co-ordinator

- What unique value do you have for our specific type of project?
- How would you like me to share my ideas, images, needs, wants and research?
- How can you add value to our home so that we maximize the return on investment when/if we sell?
- What can I do to help you deliver the best work for us?
- Do you offer a pre-design analysis service to help move us safely and efficiently towards the design phase?
- Do you have a team game plan that outlines how we will all successfully work together, even under pressure?
- What are the specific challenges for our type of project and how have you overcome these in the past?
- Will you run the tender process to find and select the best construction team?
- If my budget, timeline and scope of project are unrealistic, will you let me know?
- What educational material do you provide so we can understand the requirements of our specific type of project?



What does my chosen architecture firm actually do?

An architect's role is a lot larger than most people realize. When an architect manages your project, they ensure that every part of the process below (and more) is handled to ensure that the biggest investment in your life or career is safe and secure.

MYTH

Architect sketches design that a builder uses to complete the project.

REALITY

CLOSE CONSULTATION WITH THE CLIENT

A thorough and proven process is followed to determine the client's wants and needs for their dream home.

FULL SITE BASED APPRAISAL

A full assessment and analysis of the site to ensure the design utilizes the unique characteristics of the property, every house and plot are different.

LEADERSHIP

Heading up the team of professionals who will work on this stage of the project including builders, tradespeople, engineers, and designers

CONSTRUCTION DOCUMENTATION

Translates the design into instructions and technical specifications for contractors and construction experts. Ensures those specifications are met and the dream is realised.

PROJECT MANAGEMENT

Site visits and meetings, overseeing the construction and validating quality of work, negotiating with contractors and dealing with and resolving any problems that arise.



Why not book an 'Ask the Expert' call?

SCAN THIS CODE OR SEE LAST PAGE FOR DETAILS



IN SUMMARY, THE ARCHITECT IS THE CONDUCTOR OF THE PROJECT ORCHESTRA

7

Create your Design Brief using only 7 questions

VISIT
OUR WEBSITE
TO DOWNLOAD
OUR FULL
DESIGN BRIEF
GUIDE

"Focusing is about saying no."

Steve Jobs.

Alice: "Would you tell me, please, which way I ought to go from here?"

The Cheshire Cat: "That depends a good deal on where you want to go."

Alice: "I don't much care where."

The Cheshire Cat: "Then it doesn't much matter which way you go."

Find out which way you should go with our unique 7 question Design Brief Creator below. (You can request a more detailed, but equally simple guide, by visiting www.acredesign.co.uk)

Answer each of the 7 questions below.

Outline your current situation?

How do you live? Is that changing or about to change?

What will you need to see to know your project has been a dramatic success?

How do you want to FEEL as you move through your new space?

Who are the important people this home needs to be designed for?

What are the budget, time frames and boundaries we need to work within?

What does your home really mean to you?



CONTACT: Visit: www.acredesign.co.uk Email: office@acredesign.co.uk Call: 0191 680 80 88

Are you ready to move to the design phase?

Do you need an architect?

This exercise allows you to assess how ready you are to move to the Design Phase. If you are not close to 10 on ALL scales, then it's best to seek help from an expert to do this research.

If you rush into the design phase without this information available, you'll run the risk of making too many assumptions, which is the # 1 reason projects go over budget and over time.

Question	Slider (0 = low, 10 = high)
On a 1-10 scale, how clear are you on exactly what you need?	<input type="range" value="0"/>
On a 1-10 scale, how aware are you of all the various options your site will accommodate?	<input type="range" value="0"/>
On a 1-10 scale, how confident are you that you are aware of all the legal requirements?	<input type="range" value="0"/>
On a 1-10 scale, how aware are you of the process you will need to have in place to get the project completed on time and on budget?	<input type="range" value="0"/>
On a 1-10 scale, how confident are you that you that your budget will achieve your needs?	<input type="range" value="0"/>
Give yourself a current overall rating for readiness.	<input type="range" value="0"/>

OUR
NEEDS &
OPTIONS REVIEW
IS THE PROCESS
DESIGNED TO GET
YOU TO 10 ON
ALL THESE
SLIDERS

IF YOU ARE NOT AT 10 ON ALL SCALES YET WE CAN HELP!

Our Needs & Options Review process allows you to fill in the knowledge gaps and gets you ready to move to the Design Phase.



CONTACT: Visit: www.acredesign.co.uk Email: office@acredesign.co.uk Call: 0191 680 80 88



Questions? Book an 'Ask the Expert' call!

SCAN THIS CODE TO BOOK YOUR 'ASK THE EXPERT' CALL



What to expect from the call.

On this 10 minute phone call, you'll speak directly with Chartered Building Engineer and owner of Acre Design Alistair Crerar about your project. By the end of your call you'll know:

- Feedback on your current ideas with possible pitfalls and potential opportunities.
- The answers to all of your specific questions.
- Learn about the steps from now through to completion with costs and timescales.

Book the call now, it's easy!

Scan the code for more details or call 0191 680 8088



SERVING THE NORTH EAST
WITH FAST, RELIABLE AND QUALITY
ARCHITECTURAL SERVICES

Check our website & social media for recent work, inspiration for your project & customers reviews.



Email: office@acredesign.co.uk **Call:** 0191 680 80 88

Visit: www.acredesign.co.uk