

House Extension Planning Checklist

A step-by-step guide to planning your home extension the right way

Building an extension is one of the most significant projects you can undertake. Getting the planning right saves thousands and avoids legal headaches. This checklist covers every step.

FREE CHECKLIST

Initial Planning

- ☐ Define the purpose of the extension: extra bedroom, open-plan kitchen, home office?
- ☐ Set a realistic overall budget (typical single-storey extension: £25,000–£50,000+)
- ☐ Research whether your extension falls under Permitted Development or needs full planning permission
- ☐ Check if you're in a Conservation Area, listed building, or have restrictive covenants
- ☐ Commission an architect or architectural technician to draw up plans

Legal & Regulatory

- ☐ Submit a planning application to Warrington Borough Council (if required)
- ☐ Obtain Building Regulations approval — this is always required for extensions
- ☐ Serve a Party Wall Notice on affected neighbours (minimum 2 months before work starts)
- ☐ Notify your mortgage provider and home insurer
- ☐ Check if a structural engineer's report is needed

Hiring the Right Team

- ☐ Get at least three detailed quotes from builders
- ☐ Verify all contractors' insurance, qualifications, and references
- ☐ Appoint a project manager or confirm who coordinates the trades (builder, electrician, plumber, plasterer)
- ☐ Agree a detailed contract: fixed price vs. day rate, payment stages, penalties for delays
- ☐ Arrange for a Building Control inspector or approved inspector

Before Work Starts

- ☐ Confirm the start date and agree a weekly update schedule with your builder
- ☐ Arrange temporary facilities if your kitchen or bathroom will be out of action
- ☐ Notify your neighbours about the works, expected noise, and duration
- ☐ Check access for deliveries: Is there room for a skip, scaffolding, and materials?
- ☐ Take dated photos of the property's current condition (inside and out)

Completion

- ☐ Obtain a Building Regulations Completion Certificate from your local authority
- ☐ Collect all warranties and guarantees from your builder and sub-contractors
- ☐ Notify your mortgage provider and insurance company of the changes
- ☐ Update your property's EPC (Energy Performance Certificate) if required
- ☐ Retain all documentation — you'll need it when you sell the property

Top Tip:

A Building Regulations Completion Certificate is essential. Without it, you may face problems when selling your home or remortgaging.

Find builders and extension specialists at WarringtonTradesmen.co.uk