

## The Template

- Fill in the fields at the top of the form that aren't orange
- Tick the box(es) that best describe the project
- Include any notes on the first page
  - Ideal location for any design requirements
- If you want to use grid paper for the sketch, print of as many copies of the sheet as you need
- Make sure to number the pages – we don't want to miss anything!

## Sketch Requirements

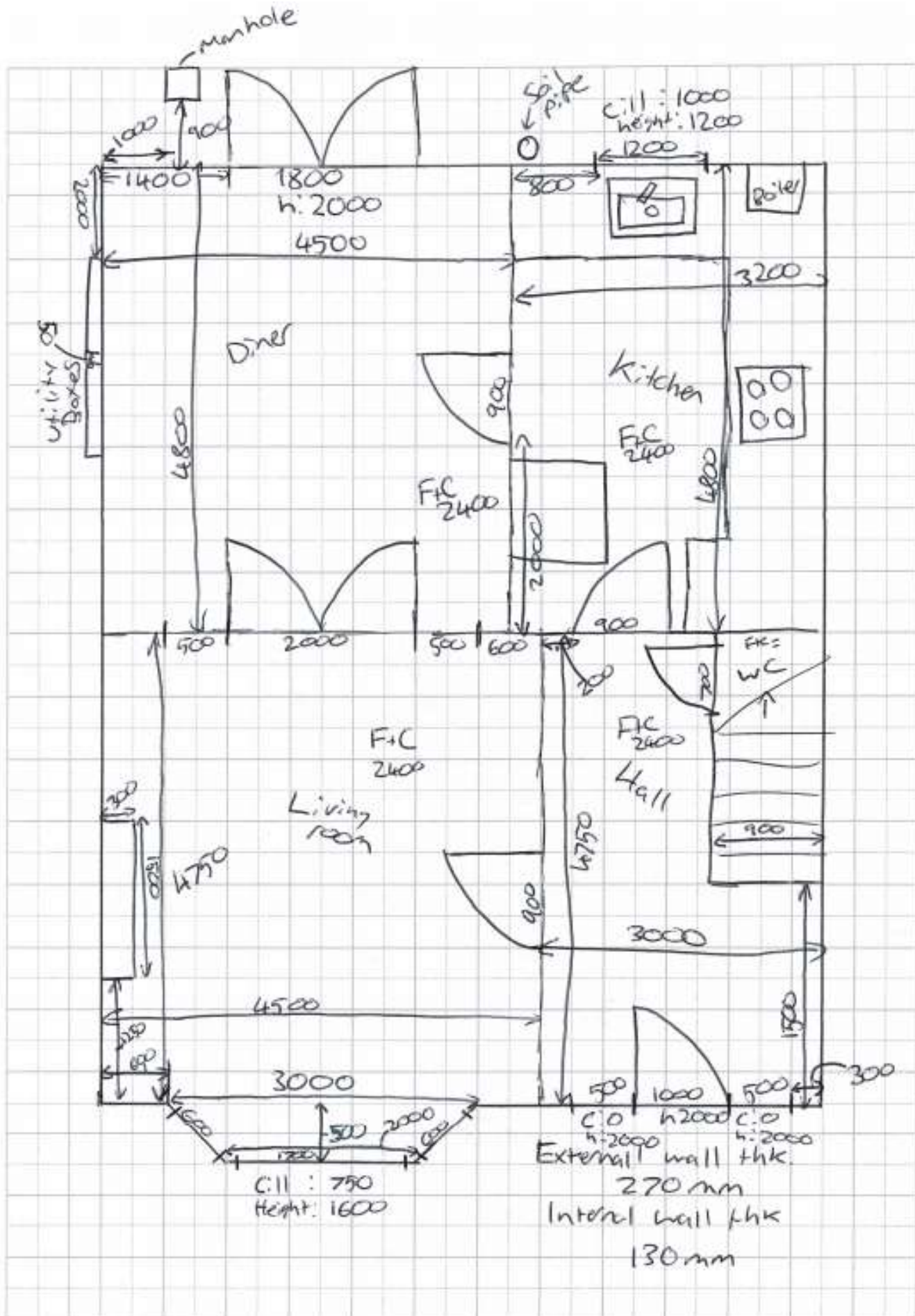
To make your project into reality, we need the following information:

- Existing floorplan
- Width and length of each room (wall to wall)
- Any features in the room and their dimensions
  - E.g. bay windows, chimney breasts, beams, etc.
- Position on any utility meters, boilers and hot water tanks
- Cill height, window height and width
  - Also include the distance from the nearest wall
- Floor to ceiling height in all rooms
  - If the level changes, please indicate this clearly
- Stair width and height
- Manhole drain cover position
  - Show the direction of flow if possible
- Soil Pipe Location
  - This can be external or boxed internally
- Thickness of any internal and external walls
- Floor to ridge height in loft
- Clear Pictures of the inside and outside of the property
- Sketch of new floorplan
- Ridge Height
- Brickwork size

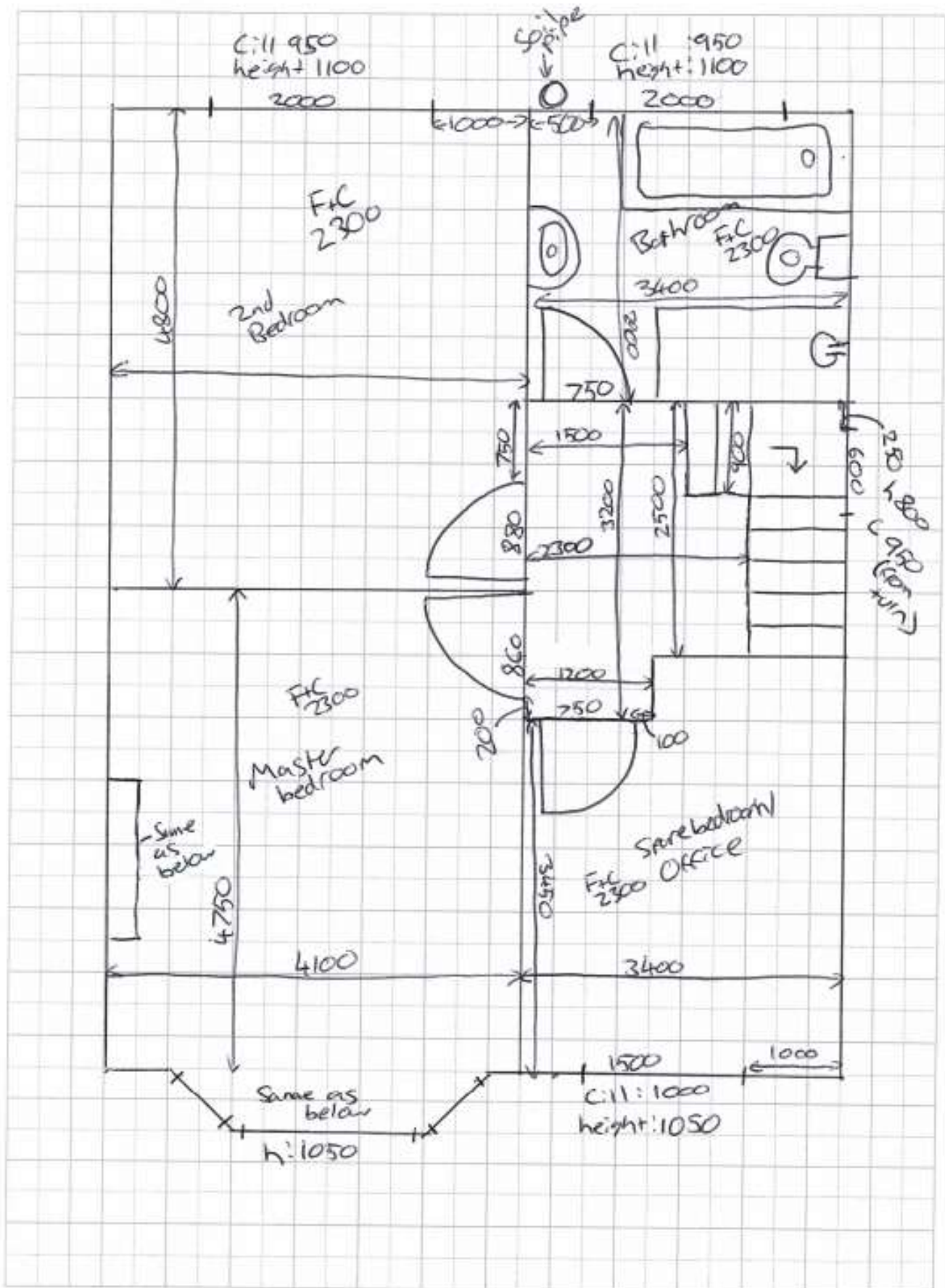
Feel free to use this as a check list. Examples and diagrams of what we need are included on the next few pages.

***If you have any questions feel free to get in touch either through the website or using the contact details at the top of this page.***

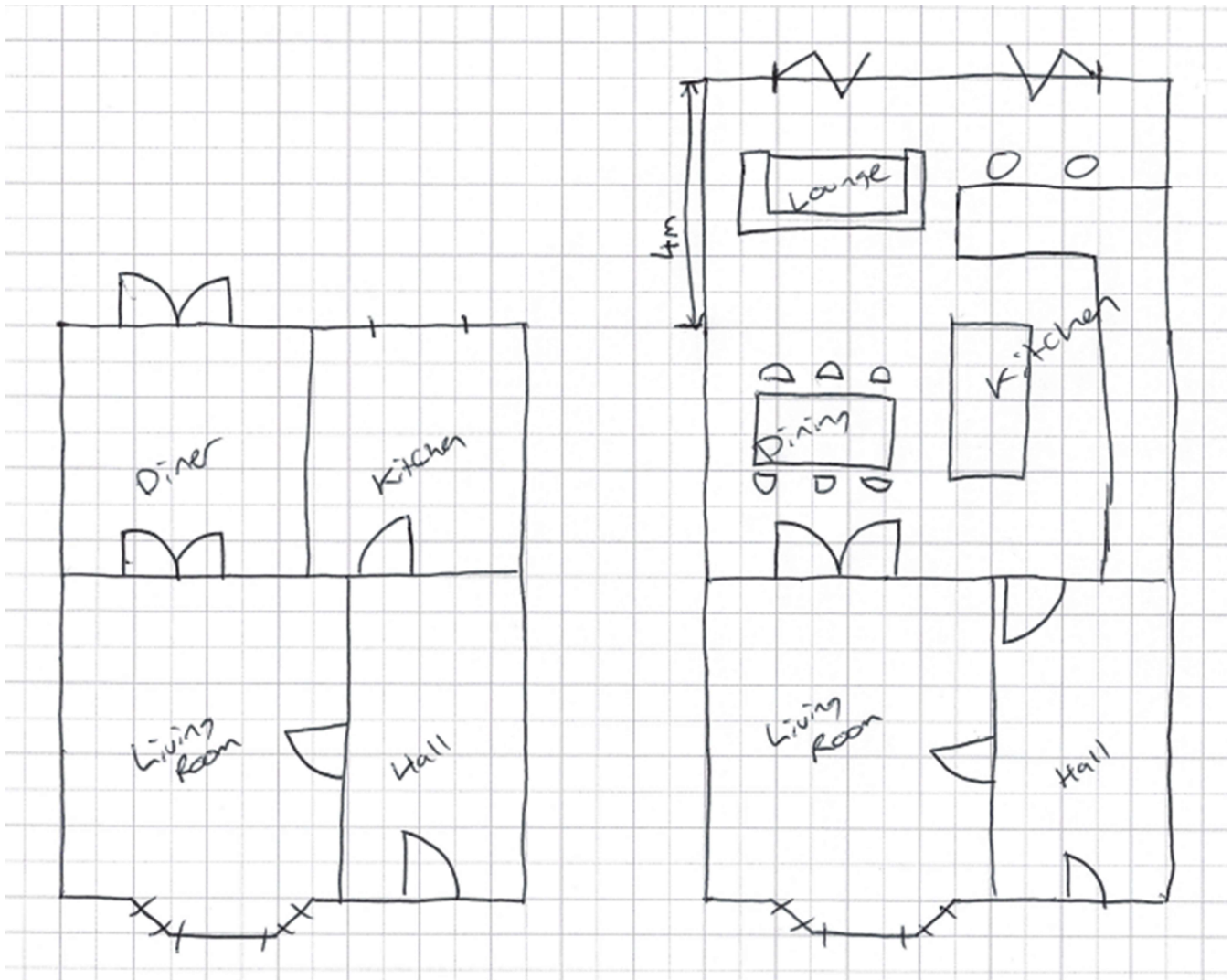
## Example Floor Ground Floor Plan



## Example 1<sup>st</sup> Floor Plan



## Example Proposed Plans



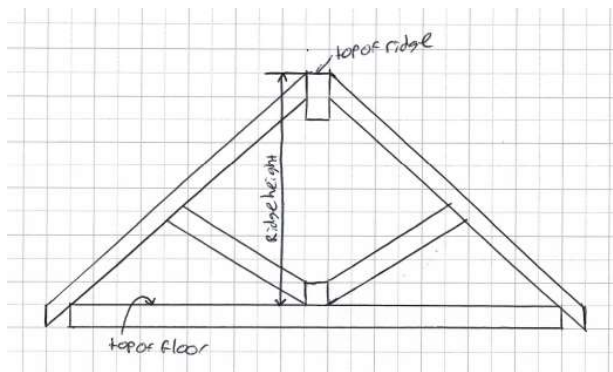
As well as the sketch please list any requirements you have for the project, such as:

- Roof Type
  - Flat or Pitched
- Any skylights
  - Lantern skylights are recommended for flat roofs
  - 'Velux' style skylights are recommended for pitched roofs
- New door type & ideal dimensions
  - French Doors, Sliding Doors, Bifold Doors or Standard door
- New Windows and Ideal Dimensions
  - If you have a specific type of opening in mind please draw this up, otherwise we will match to existing windows on the property
- Any other works being done
  - e.g. Remove chimney breast, wall removal
- Design features of new rooms
  - e.g. Kitchen to have island
    - Note: the internal features are not final and can be changed even after the planning has been given, so long as external features don't change. We use this information to give you an idea of how to use the space and to help with the sizing of the different areas/rooms.



## Ridge Height

To measure ridge height, you need to simply measure from the floor of the loft (or from the top of the ceiling joists if no floor) to the top of the ridge beam.

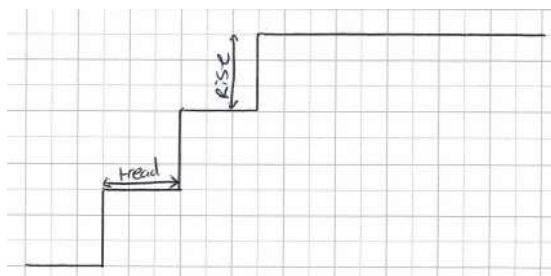


If you're looking at doing a loft conversion let us know and we'll send you a few extra measurements to take.

## Stair Measurements

Stair width is fairly self explanatory, make sure to include the banister in the measurement.

For stair height there are two measurements to take, Tread & Rise. See the diagram below for what these are.



## Brick Size

There are two common types: Metric (215x100x65) & Imperial (225x110x65), but there can often be variation in the heights depending on the age of the property and the region in which it was built. To measure the brick size go to the corner of your property and use a tape measure to the size of the bricks on your property. There are 4 measurements to take; Length, Width, Height and 4 Course Height (the height of 4 bricks and 4 mortar joints).

*Length*



*Width*



*Height*



*4 Course Height*



## Pictures

Please make sure all images are clear and in focus.

We need a couple of images for each room, as well as external photos of the whole property; Front, Rear & Side(s) if applicable.

Take images of any important features like; drains, level changes, angled walls, archways & beams. If in doubt, take an image – It's always better to have and not need than need and not have.

If you have a specific design you'd like to mimic or draw from, send these as well.

See some examples below:

