

# THE CLIENT GUIDE TO THE BUILDING PROCESS



**bga** architects

**RIBA**  
Chartered Practice

**arb**  
Architects Registration Board



Investor in  
**Wildlife**  
Essex Wildlife Trust

# ABOUT US

BGA Architects is a dynamic design-led architectural practice that fosters an environment and design approach that invites ideas to flourish. Through internal comprehensive design and sustainability reviews, they cultivate fresh thought and practice-wide ownership of their work. With experience in both the public and private sectors, they have designed and delivered a variety of projects ranging from large multi-million-pound projects to extensive and small-scale re-modelling projects.

# OUR TEAM

*We are a close-knit team of Architects & Designers who are able to translate client's ideas into successful projects, which are aesthetically pleasing and at the same time commercially viable.*



**Peter Harman**

Chartered Architect/Partner

Peter joined BGA Architects in 2001 and after gaining his Post Graduate Diploma in Architecture became partner in 2010



**Alan Harman**

Financial Partner

Alan became financial partner at BGA Architects in 2015 and is responsible for making sure we manage our money in the best way possible.



**Russell Munro**

Senior Architectural Consultant

Russell joined BGA Architects in 2001 whilst completing his degree. Over the years Russ has undertaken all types of projects.



**Robert Reeves**

Chartered Architectural Technologist

Robert joined BGA Architects in 2012 after completing his degree and became a Chartered Architectural Technologist in 2017

[Click here to meet the other members of our team](#)

# SERVICES



## Architectural Services

Space Planning, Town Planning Applications, Building Regulation Applications, Heritage/Conservation Architecture, Interior Architecture, Design & Access Statements, Appeal Preparation, Construction Drawings



## Tender Preparation

Design team selection, Tender Production, Procurement advice, Contract document compiling, Tender analysis, Value engineering, Contract negotiation



## Surveying & Drafting

Measured Surveys, Point Cloud Surveys, As Built Drawings



## Project Management

Work in Progress Valuations, Interim Certificates, Progress Reports, Working Drawings, Final Account Settlement, Independent Project Monitoring of Progress and Finances During The Construction Phase



# ARCHITECT

Under Section 20 of the Architects Act 1997, the title 'architect' is protected. It can only be used in business or practice by someone who has had the education, training and experience needed to become an architect, and who is registered with the Architects Registration Board



# WHY CHOOSE AN ARCHITECT

Why use an **architect**? **Architects** are highly skilled and professionally trained to turn your aspirations into reality. They will guide you through the design, planning and construction process whether you are constructing a new building or adapting an existing property.

# ISO 9001 & 14001

BGA Architects are affiliated with the Royal Institute of British Architects and The Architects Registration Board as well as accredited with achieving ISO 9001 and 14001 certification.

These internationally recognised prestigious awards are an International Standard in use worldwide as the benchmark for Quality and Environmental Management.

The award recognises BGA Architects' commitment to an exceptional quality of service and their commitment to the environment.

# RIBA CHARTERED PRACTICE

Only architectural practices that meet strict eligibility criteria can register as an RIBA Chartered Practice.

All RIBA accredited Chartered Practices:

- employ a required number of individual RIBA Chartered Architects
- have appropriate Professional Indemnity Insurance
- have an effective Quality Management system
- have comprehensive Health and Safety and Environmental policies in place
- are expected to conduct themselves in accordance with a Code of Practice in a manner appropriate to their status. View the full Code of Practice.

They are committed to excellence in design and customer service. That's why the RIBA only promotes accredited Chartered Practices to clients.

*"A good architect actually pays for themselves - more than once. You will reap the reward and the building will be hugely better and deliver much better value for it."*

*Kevin McCloud, Grand Designs*

# WHY US

*Carrying out work to your home can be stressful and complicated and the majority of people will only extend their home once.  
Who needs more stress in their life, simply employ an experienced trusted professional*



## FIXED FEES

At BGA Architects we believe in keeping things SIMPLE and TRANSPARENT which is why we offer fixed fees at each stage of the process, that way you can pick and choose which service you require.



## DEDICATED PROJECT LEADER

A DEDICATED client-focused project leader will be appointed to you for the duration of the project which ensures the client's needs are met and that there is project continuity throughout all stages from conception to completion.



## DESIGN OPTIONS

Once appointed BGA Architects will produce one well-developed primary design option which will be based on your initial brief. From here the drawings are developed alongside the client, with a set number of design changes set out within the project proposal.

# FEE STRUCTURE & PROCEDURES

*SIMPLE AND TRANSPARENT- What more could you ask for?*



## FREE CONSULTATION

We offer a FREE no-obligation consultation and quotation, which is broken down into the different stages of the project



## FIXED FEES

At BGA Architects we like to keep things simple which is why we provide FIXED FEES for each stage of the project



## NO HIDDEN EXTRAS

No one likes surprises which is why we provide you with GUIDANCE at an early stage of other costs associated with the project



## ELECTRONIC INVOICING

With electronic invoicing, you can easily KEEP TRACK of receipts as well as project drawings and documentation



## BUILDING INFORMATION MODELLING

Building information modelling (BIM) is a process supported by various tools and technologies involving the generation and management of digital representations of physical and functional characteristics of places



## SECURITY

The PROTECTION of our client's personal data is of utmost importance to us which is why we employ the latest technology to prevent data breaches with a stringent backup policy to ensure your data is always safe

# PROJECT TYPES

*Here are just a snap shot of sectors we work in. Here at BGA Architects we have experience in nearly all areas of construction*



## LOFT CONVERSIONS

A loft conversion can significantly add value to your property, whilst providing a brand new living space in a once forgotten part of your home



## EXTENSIONS

Extensions are a great way of gaining extra space in your home and are generally more affordable and less disruptive than moving



## NEW BUILDS

New buildings often maximise the site's full potential and provide the client with an extra benefit such as being energy efficient



## INTERNAL ALTERATIONS

Sometimes a small change can make a big difference. Reconfiguring the space can greatly improve the environment without the need for an extension



## LANDSCAPING & GARDEN ROOMS

A well designed garden with a garden room can add huge amount of value to your property and offers greater flexibility



## CONVERSIONS & RENOVATIONS

Each and every renovation project is different and is designed to meet the clients exact needs



## CHANGE OF USE

Whether you have a commercial unit which you want to convert to a residential unit or a commercial space which needs a different use class, we have experience in it all



## COMMERCIAL WORKS

Working within all commercial sectors we can assist you with all your project needs for redevelopment



## HERITAGE/CONSERVATION WORKS

With experience working on historic/listed buildings we can guide you through the process of obtaining approval for working on your building

[Click here to visit our portfolio](#)

# OUR PROCESS

*Our team can guide you through the process from conception to completion*



## BRIEF DEVELOPMENT

From our initial consultation, we will help you to develop your brief and will work closely alongside you to understand your requirements



## DESIGN STAGE

During the design stage, options will be produced for your consideration



## APPROVALS

Once you are happy with the design we will submit the relevant applications to the local authority for approval



## PROJECT MANAGEMENT

Once approval has been granted we will organize and co-ordinate the project, obtain quotations from contractors and oversee work on-site for the duration of the project

# TESTIMONIALS

*What our clients have to say about us ...*

## R Armitage

We connected with Peter at BGA the first time he visited us and discussed options to re-model our home to suit a growing family. He listened to our needs and came up with a mix of initial proposals both conservative and more radical. He was extremely patient with us as we honed down to a final design and helped us get through all the documentation required for planning and building regulations.

We still can't believe it's our home (it's so much of an improvement to the dark and aging interior we had before), and the BGA design has brought light, into the previously dark centre of the house, and a modern layout that works perfectly for our family now and into the future. Thank you Peter for all your ideas and advice along the way, very much appreciated.



## Nik Snalum

We found BGA through the RIBA website after submitting details of the project. They were helpful from the first contact & we elected to allow them to manage the project, organising & advising on planning, structural engineers & builders, enabling us to make the required decisions. The site meetings were helpful & informative, professional but friendly. Russell was hands on & responsive, & unforeseen problems were dealt with promptly. Thoroughly recommend BGA architects!

## J Drury

We were left in awe at the work Rob did to help us develop and bring our home to life. The Trunk Bay - BVI property is challenging due to the contours and environment but he captured everything we needed, wanted and much much more. We cant wait to continue the journey!

## C Cantor

Fantastic Firm always going above and beyond. I would recommend without hesitation for all your architectural needs.

## Anita George

The team at BGA have been fantastic. We've worked with them for over a year to develop multiple designs as our requirements evolved. They have been patient throughout, advising and providing alternatives to finally come up with a design that ticked our requirements. It was a pleasure to work with Russell, Peter, Jasmine and Robert.



## PARK SIDE - LEIGH ON SEA

BGA Architects provided a full architectural service for this project, including obtaining both planning and building regulation approvals.

The design features two additional floors to the existing chalet, accommodating four spacious bedrooms with ensuites, and a third-floor living area with an inset balcony offering breath-taking views of the estuary.

BGA Architects also managed the contract administration on-site, ensuring the seamless execution of the project from concept to completion, while enhancing the property's functionality and aesthetic appeal.



## THE LODGE - BILLERICAY

This new build house situated on top of a hillside with rolling hills within the Essex area takes advantage of the spectacular views and man made lake which formed part of the site.

The timber framed property takes reference from the American New England style with large overhangs and sweeping verandas with 1st floor balcony's. The house is clad with boarding and stone and sits proudly within the landscape.



## EASTWOOD ROAD - LEIGH ON SEA

BGA Architects were chosen to design a new luxury home, with extensive improvements for our disabled client to enable independent living as far as possible.

The cutting-edge design has a drive-in basement, car lift, a glass passenger lift, accessible kitchen and bathroom, swimming pool, step-free flooring and automatic opening internal sliding doors throughout the house.

The AV system includes a cinema room to the basement with additional gaming facilities.

BGA Architects were instructed to provide a full architectural service and were involved with obtaining planning and building regulation approval and acting as the contract administrator for the project.



## RIVERSIDE - HULLBRIDGE

After previously working with the client, BGA were instructed to obtain planning permission for extending the first floor kitchen to incorporate the existing balcony to provide a larger open plan kitchen/diner. The existing lounge was also remodelled.

BGA obtained planning and building regulation approval for the scheme.



## CHARVILLES - WEST HANNINGFIELD

BGA were instructed to design a new scheme that involved a master plan of a new build house, cart lodge, and stables set in a stunning location within 7 acres of land.

The client had chosen a house they wanted from an Oak frame company that they wished to build and instructed BGA Architects to submit an application for planning approval.

The oak frame company agreed to make a bespoke design based on BGA Architects drawings, with the project now completed the clients could not express enough how happy they were with the design alterations.



## TRUNK BAY - BVI

BGA Architects were instructed to work on a luxury new build villa located in the British Virgin Islands, with the brief of reviewing the external elements of a scheme designed by others.

The proposals would concentrate on the external façades, with the introduction of a mixed material palette, reviewing the external window arrangements and to look at designing the outside external outdoor spaces to provide a coherent design.

BGA provided various options to the client to review, these were presented by producing CGI imagery, 360-degree panoramic renders and a video show reel.



## WIRELESS FACTORY - ISLEWORTH

This project delivers the first phase of Dunmoore's £80m redevelopment of the three-acre Wireless Factory site on Fleming Way, transforming former industrial land into a high-quality residential community. The scheme provides 33 affordable homes within a wider masterplan that will ultimately deliver more than 230 new homes.

BGA Architects have been appointed since 2024 as Principal Designer, responsible for producing the full suite of technical drawings, coordinating with consultants, securing statutory approvals, and supporting the contractor throughout construction to ensure the successful realisation of the design intent.



## SUTTON ROAD - SOUTHEND ON SEA

BGA Architects are delighted to announce we have had Planning Approval granted by Southend-on-Sea City Council for the erection of 3/4 storey building to create 34 new residential flats, 3 new commercial units with associated parking, amenity, cycle and refuse storage.



## LONDON ROAD - SOUTHEND

Permission was granted late 2018 for the redevelopment of this site which consisted of 2 commercial restaurants and converting the 1st floor into 6 spacious residential units and an airspace development of 3 additional flats.

The scheme was completed in 2022.



### PRINCE AVENUE - ESSEX

Development of 36 houses with garaging and gardens on part of a redundant playing field on behalf of Barrett Homes.

This development retained a green buffer between the estate and a busy main road and was awarded a Green Scheme Award by the local authority.



### TYELANDS FARM - LANGDON HILLS

Redevelopment of previously developed land located with green belt.

The project involved the removal of several out buildings and the redevelopment of luxury executive housing estate. Work is currently underway and the project should be completed late 2019, prior to the second phase of the development beginning.

This private mews development is set back from the street and provides a secluded setting for the development.

Phase 2 to commence late 2020.



### BALGOWNIE FARM - ESSEX

Redevelopment of previously developed land located within the green belt.

The project involved the removal of several outbuildings, which allowed the erection of 7 executive houses next to the adjacent existing property.

With reference to Essex barns with black weatherboarding with a contemporary twist with large glazed gable ends.



## RNLI CLEETHORPES

The brand-new Cleethorpes RNLi Lifeboat Station is complete and officially in service. On 8 August 2025, crews moved in with their D-class lifeboat.

Designed to improve safety, speed up launches, and support both a D-class and B-class Atlantic 85 lifeboat, the facility includes a beach-front slipway, boat hall, workshop, shop, changing rooms, and volunteer offices.

BGA Architects have been involved since 2020, working as Principal Designer, producing technical drawings, securing approvals, and supporting the contractor throughout construction.



## ANAHATA YOGA - LEIGH ON SEA

BGA successfully obtained the change of use of a vacant retail unit (Class A1) to a Yoga and Pilates Studio (Class D2), with some internal alterations.



## EATALIA - THORPE BAY

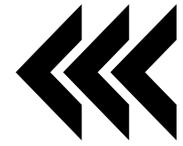
BGA were instructed to obtain planning permission for a new shop front, canopy and illuminated fascia sign.

BGA also assisted in the interior design and layout and produced numerous 3D visuals.

# PORTFOLIO

*The following pages showcase a few recent projects that BGA Architects have been involved with.*

*Feel free to visit our website for further examples of our work [www.bga-architects.com](http://www.bga-architects.com)*

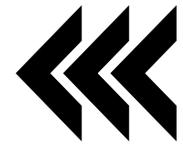


# THE GUIDE

This guide has been produced to help you understand how the process works and will set out the timetable of a typical project.

This guide will also identify some of the typical obstacles you may face.

This guide is for reference only and is not intended to replace professional advice.



# PERMITTED DEVELOPMENT

While it should be possible in most cases to decide whether or not a proposed project qualifies as permitted development (PD) there will inevitably be instances where the decision is less clear cut.

If there is any ambiguity or question over whether your proposal passes the permitted development tests you have a number of options. It may, for instance, be possible to alter your plans to ensure they meet PD limits and conditions.

At BGA Architects we recommend you obtain a Lawful Development Certificate even when works fall under PD.

For more information regarding permitted development please visit [www.planningportal.co.uk](http://www.planningportal.co.uk)



# PLANNING APPROVAL

Where proposals do not fall under permitted development it will be necessary to submit a town planning application to the local authority for their approval prior to works commencing on site. BGA Architects can guide you through this process and make all necessary applications etc.

Town Planning Applications typically take approximately 8 weeks for the council to make a determination.





# BUILDING REGULATION APPROVAL

All significant building work, including house extensions, loft conversions and some house renovation projects that are carried out in the UK must comply with the Building Regulations.

Planning Permission and Building Regulations approvals are not connected, and receiving Planning Permission for a project does not mean that it has Building Regulations approval.

Compliance with the Building Regulations can be assessed by either the Council Building Control Department or by an Approved Building Inspector and typically takes 5 weeks to receive an approval.



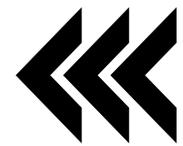


# CDM 2015

CDM 2015 applies to all building and construction work and includes new build, demolition, refurbishment, extensions, conversions, repair and maintenance.

Under CDM 2015 a Principal Designer is required for all domestic and commercial projects where there is more than one contractor (including any sub-contractors), or if it is reasonably foreseeable that more than one contractor will be working on a project at any time.

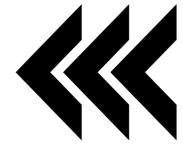
[Click here to visit the HSE website which further explains individuals duties under CDM 2015.](#)



# TENDER STAGE

Once all approvals are in place you may wish to obtain formal quotations from contractors for the works. This involves the production of additional drawings along with a schedule of works which is an itemised document that can be used by the contractors to price each element of the work.

We strongly recommend this stage to ensure your project can be delivered on **TIME** on **BUDGET** and to **YOUR** specifications.



# **BUILDING CONTRACTS**

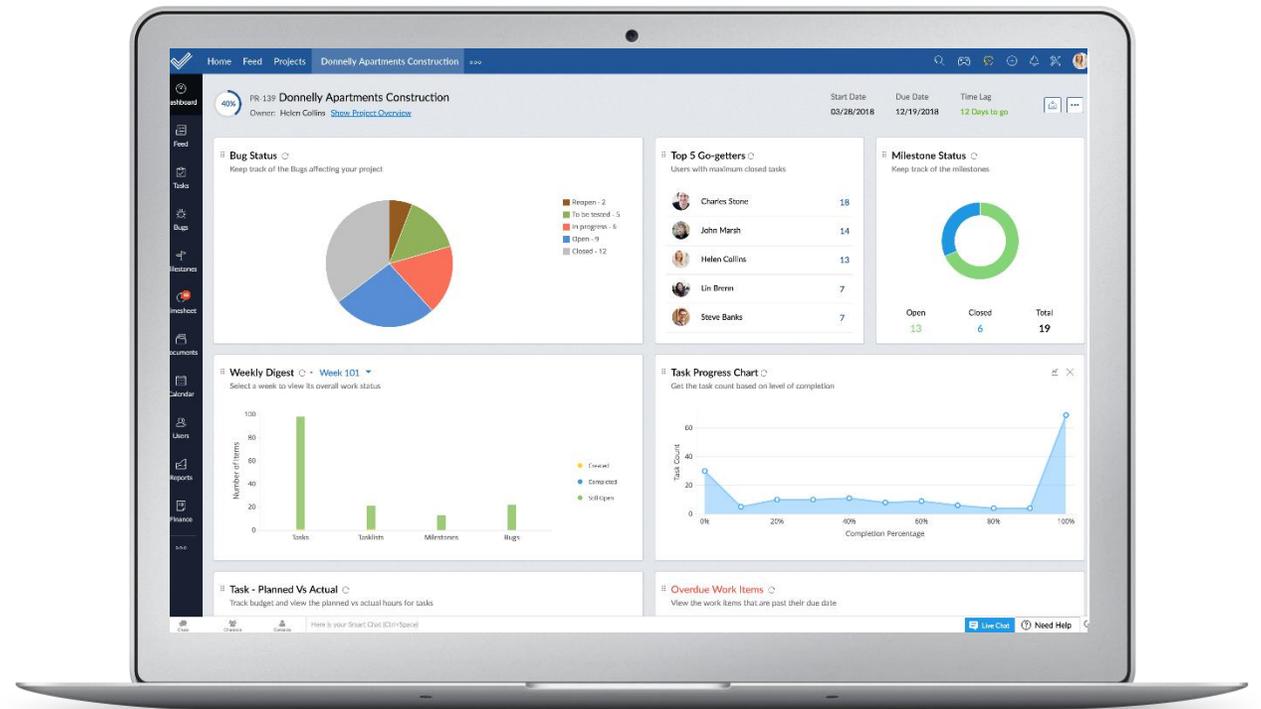
At BGA Architects we highly recommend the use of a building contract between yourself and the contractor. This protects all parties involved with the project and standard building contracts can be obtained from the RIBA or the JCT suite of contract documents.

Where BGA Architects have been appointed to provide a full architectural service we will prepare and administer the building contract.



# PROJECT MANAGEMENT

A Project Manager will aid the successful planning, execution, monitoring, control and closure of a project. The dedicated project leader will carry out regular site meetings, carry out valuations of works carried out on site, certify the works on-site and administer the building contract

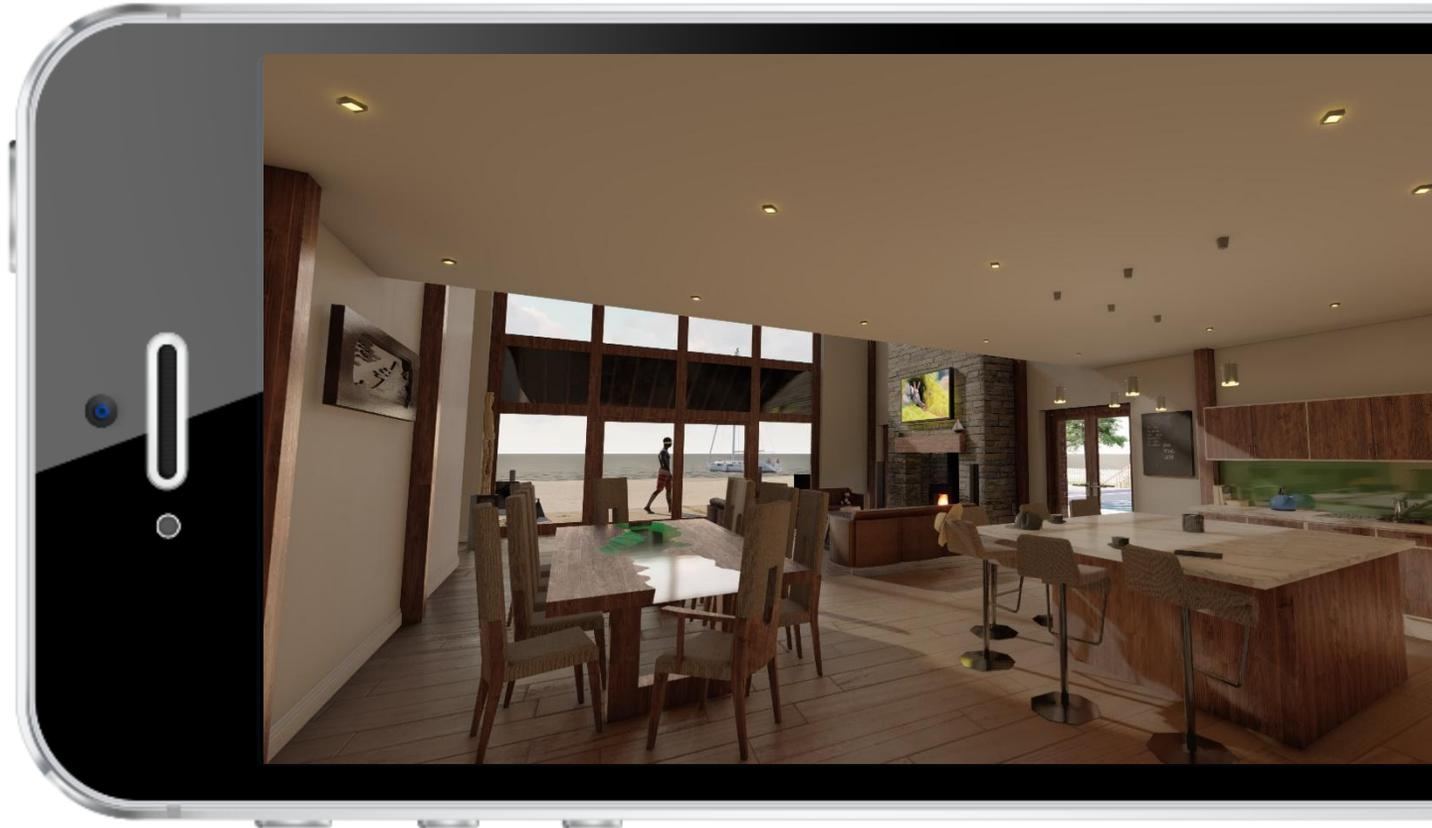




# CGI's & VIRTUAL REALITY

With advances in technology, it is now possible to become emerged into your project before a spade has even been put in the ground.

Many of our clients struggle to understand 2D plans and why would they! However with the help of VR and 3D images our clients are now able to visualise the space and make alterations with a far greater understanding of how rooms will look and feel.



# TIMESCALES

*The below timetable is based on a typical small scale extension.*

*The below timetable is for guidance only and is subject to change depending upon our workload at the time and third party involvement*



## **Design - 4/6 Weeks**

. Following client instruction



## **Planning - 8 Weeks**

Planning applications on average take approx. 8 weeks to be determined



## **Technical Drawings - 2/4 Weeks**

Following receipt of all third party information it will take BGA approx. 2/4 weeks



## **Building Regulation - 5 Weeks**

Building regulation applications on average take approx. 5 weeks to be approved



## **Tender Preparation - 2 Weeks**

Tender documentation e.g. preparing schedules of works and additional working drawings



## **Tender - 4 Weeks**

On average contractors are given 4 weeks to price the project



## **Tender Analysis - 1 Week**

Returned tenders are analyzed by BGA to ensure all contractors have properly priced the works



## **Works on Site - 36 Weeks**

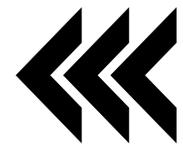
Obviously the time on site varies depending upon the complexity of the project, however a small extension on average takes approximately 6 months to complete

# CONSULTANTS

Every project will need input from external consultants and your project leader will be able to advise you at an early stage of the likelihood of their involvement. This may range from Energy Consultants, Planning Consultants, Acoustic Engineers, Flood Risk Consultants, Topographical Surveyors, etc. To name a few.

However, the following pages set out the typical consultants that are likely to be employed on a small scale residential extension project.





# PARTY WALL SURVEYORS

Depending upon the proximity of the proposed works to the neighbouring structures you may need to involve a Party Wall Surveyor to deal with any Party Wall Matters. For example, if your extension is within 3m of the neighbouring building.

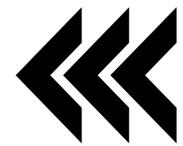
For more information regarding Party Wall Matters, please feel free to call us.



# SEWER BUILD OVERS

As a general rule of thumb, you will not be allowed to build over more than 6m of a public sewer. Where extensions are likely to involve building over sewers further advice should be sought and consideration should be given to the possibility of diverting the drain around the extension.





# STRUCTURAL ENGINEERS

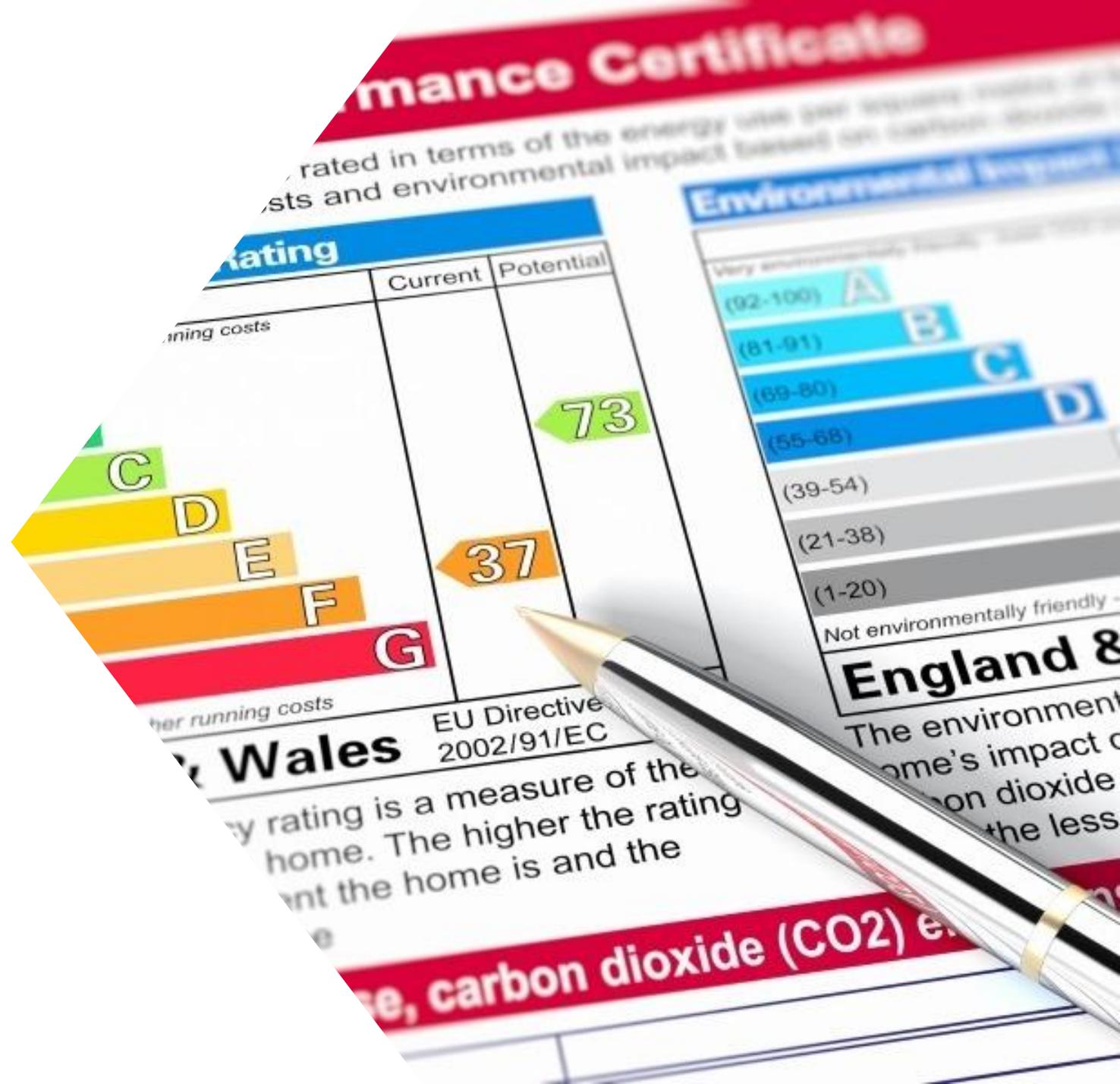
Where works involve structural alterations it will be necessary to appoint a structural engineer. Structural engineers will be responsible for designing, foundations, steelwork, etc.

BGA Architects will obtain on your behalf quotations from several engineers for your approval and will work alongside all consultants to co-ordinate the works to ensure the proposals maintain the integrity of the design.



# ENERGY ASSESSOR

Energy assessors may need to be employed to justify works that involve the use of a lot of glass, in which case you may need to use the Standard Assessment Procedure (SAP) method for justifying the proposed works. These calculations should be carried out by an accredited SAP assessor, and demonstrate that the calculated carbon dioxide (CO<sub>2</sub>) emission rate from the dwelling with its proposed extension would be no greater than the dwelling and a notional fully compliant extension of the same size and shape.





# SUSTAINABILITY & VIABILITY

Here at BGA Architects, we're passionate about the environment.

Designing sustainable solutions that balance both practical and economic considerations are integral to our design process

Balancing environmental, financial and social sustainability is common to all of our projects.

**bga** architects

We hope this guide has been useful

Please feel free to contact BGA Architects for further information and assistance

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[www.bga-architects.com](http://www.bga-architects.com)