

Helpful Tips for Planning your Space

When contemplating additional space, it is necessary to consider the following questions:

THE BUILDING

- Is the building going to be a permanent building?
- If not, how long will you need it for?
- Is the intended use of the building likely to change in the future?
- Might you want to extend it later or relocate it elsewhere?
- How many people will it need to accommodate?
- What facilities will they require?
- What age groups will the building need to cater for?
- Have you considered the possible internal layout?
- Have you considered the DDA requirements for accessibility?
- Does the look of the building need to be complementary with surrounding buildings?
- Will you want to link the new building to an existing building?
- When will you need the building operational by?
- Have you a preferred method of heating the building?
- Will you need comfort cooling during summer months?
- Will voice and data communications be required?
- Will you need access control, intruder alarms, CCTV etc?

THE MONEY

- Do you know how much you need to budget for?
- Do you have all required funding in place?
- How will you finance the project?
- Are there any grants available to you?
- If it is a temporary building, is it better to hire it or buy it?
- Have you considered the ongoing running costs of the building incl. maintenance and insurance?
- Will VAT be applicable and can you recover it?

THE LOCATION

- Have you identified a suitable location for the building?
- Have you considered its possible orientation?
- Is there likely to be acceptable access for construction of the building?
- What disruption might the construction process cause?
- Are there likely to be any special safety considerations?
- Are the ground conditions likely to be suitable for the building foundations?
- Is the site relatively level or sloping?
- How easy will it be to access the required electrical, water, drainage and other services?
- Will the existing services have the required capacity?
- Will there be suitable access for users and adequate parking?
- How much landscaping will the area need?

THE REGULATIONS

- Are you likely to obtain planning permission?
- Are you familiar with the various regulations that may be applicable?
- Are there any special regulations for the intended use?
- Do you need someone to advise and oversee the project?

Please call us on 01202 812506 for step by step advice on your accommodation solution.

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