



Loft Conversion Checklist

A practical checklist to choose the right loft type, keep compliance on track and protect your budget.

This checklist highlights points you will need to consider before starting a loft conversion, think about each one in the context of what it is you want your build to achieve and check each off once given some thought.

If in doubt, get in touch 020 3092 3961 we are always happy to help.

Feasibility (the quick go/no-go)

Most loft surprises are stairs, structure and services.

- Stair position: where can the stairs go without sacrificing a key room below?
- Roof type: traditional rafters vs trussed roof (flag if unsure).
- Obstacles: chimney stacks, water tanks, solar panels, complex valleys.
- Bathroom plan: where will it sit and how will drainage/ventilation route?
- Storage: do you need eaves cupboards/wardrobes (affects layout and cost)?

Even if a loft conversion is not a viable solution, there may be other options. Contact us to discuss 020 3092 3961.

Choose your conversion type

Pick a direction early, then confirm with measured survey + structural input.

- Velux/rooflight (minimal external change; best for simpler conversions).
- Dormer (often best-value space gain; practical bedroom/bathroom).
- Hip-to-gable (ideal for hipped roofs; often combined with rear dormer).
- Mansard (maximum space; most design-sensitive/complex).

Compliance checkpoints (plan these early)

These are common building regs focus areas on loft conversions.

- Fire safety strategy: protected route, alarm upgrades, door upgrades where needed.
- Stairs: pitch/headroom/landing integration considered early.
- Thermal + ventilation: insulation build-up and condensation control planned.
- Structure: steels/joists and load paths resolved (avoid last-minute redesign).
- Electrics/plumbing routes and extractor ventilation planned for bathrooms.

Budget + schedule

Costs move with type, bathrooms, stairs and joinery.

- Budget band (range) and priority (space vs speed vs finish level).
- Bathroom spec level agreed early to reduce provisional sums.
- Window package decided (rooflights quantity/size; dormer windows).
- Delivery schedule chosen (term-time vs holidays; WFH considerations).
- Lead-time items identified (rooflights/windows, steels, bespoke joinery).



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Pre-Quote Preparation

This page helps you gather the exact info that removes guesswork and helps attain a more accurate quotation.

Photos & measurements

Send these for better first-stage advice and pricing.

- Photos: front elevation, rear elevation, roof, loft hatch area, stairwell/landing.
- Rough sketch: where you'd like stairs and any bathroom location idea.
- Note ceiling heights at first floor (if known) and any awkward sloping areas.
- Any previous drawings/plans from past works (even if old).

Planning + neighbor factors

Common decision points for Elmbridge loft projects.

- Is the alteration visible from the street (front roof changes)?
- Any restrictions (conservation/listed/covenants) flagged early.
- Party wall likely? (loft steels into party wall are common on terraces/semis).

Contractor due diligence

Ask these before you commit.

- Insurance confirmed and experience with loft conversions evidenced (recent examples).
- Who manages building control and completion certificate paperwork?
- Fire safety approach explained in plain English (what upgrades are included?).
- Clear inclusions/exclusions and a written variation process agreed.
- Payment schedule aligned to milestones, plus realistic snagging/hand-over plan.

Tip: 8–12 clear photos + a rough sketch (with a couple of key dimensions) is usually enough to give meaningful advice on route, program and budget band.

Ready to move forward?

Email your completed checklist + photos and we'll confirm the likely planning route, outline a realistic delivery schedule and request any additional information we need to work toward an accurate fixed-price quotation.

Email: info@hwpdesignandbuild.co.uk
Call: 020 3092 3961

